

**IN THE HIGH COURT OF DELHI AT NEW DELHI**

F.No.659(IV)/DA-2/IT/DHC/No. 3186

Dated: 02/03/2022

From,

The Registrar General  
Delhi High Court  
New Delhi

To, (On the website of High Court)

**Sub: Tender calling quotation(s) for purchase of hundred (100) nos. of wired USB Mouse and wired USB Keyboard, each of reputed make with maximum warranty.**

This Court intends to purchase **hundred (100) nos. of wired USB Mouse and wired USB Keyboards, each of reputed make with maximum warranty.** Interested firms/vendors (**Based in Delhi/NCR Region only**) are requested to submit their respective quotations for the same in a sealed envelope to the A.O.(J), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No.6, Ground Floor, High Court of Delhi, New Delhi on or before 23/3/2022 till 5:30 P.M. The sealed envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" mentioning the subject "Quotation for **wired USB Mouse and wired USB Keyboard**" which should be super-scribed on the sealed envelope.'

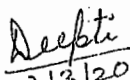
**Terms & conditions of this tender are as under:**

1. The validity of rates should not be less than 180 days from the last date of submission of quotations. Quotations with **less period of validity of rates shall be summarily rejected.**
2. No quotation shall be entertained **after due date.** Quotations **without the subject as referred to above & due date being mentioned on the envelope** shall be summarily rejected. Quotations received after due date shall be summarily rejected.
3. The firms/vendor must submit only one quotation against instant Tender Notice. Quotation(s) related to some other item(s) not related to instant tender placed in the sealed envelope will be liable to be rejected.
4. After opening of the sealed quotation(s), if any correction is found in the offered rate, which renders the whole Tender process doubtful or ambiguous, the said quotation shall be summarily rejected.
5. **The quotations must be tendered strictly in the format mentioned in Annexure 'A' of this tender. Quotations offered in any other format than prescribed shall be liable to be rejected.**
6. The selected L-1 vendor/firm shall be bound to supply the required item within 21 days from the date of issuance of Purchase Order, failing which the Purchase Order shall be deemed to be cancelled without entertaining any communication in this regard unless sufficient cause is shown (supported by documentary proof) for such delay.
7. In case the Purchase Order awarded to L-1 firm is cancelled due to non-supply of goods within the stipulated period, the Purchase Order will be awarded to the next eligible L2 vendor/firm.
8. The acceptance of supplied item in the Stationery Store of Delhi High Court will be subject to codal formalities viz., inspection by an independent officer nominated for the purpose.
9. The firm/vendor shall also have to give an undertaking in original (strictly as per **Annexure- 'B'**) that the, firm or its Partner/Director/Proprietor has not been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertakings/Autonomous Bodies have not been banned/terminated on account of poor performance/conduct and also that all the terms and conditions of the instant Tender Notice are acceptable to them. The quotations received without undertaking shall be summarily rejected.

10. The firms/vendors offering NET rate claiming that they are mandatorily not required to be registered under the GST Act shall submit NET rates only in their quotation and need not mention tax rate and are further required to submit an affidavit strictly as per **Annexure-'C'** with supporting documents in respect of exemption from registration under GST Act viz. copy of the latest Notification issued by Govt. of India/Govt. of NCT of Delhi duly attested under the seal of the firm, certificate issued by Chartered Accountant for the F.Y. 2020-2021 & 2021-2022, etc.
11. If multiple quotations are submitted by a firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
12. Withdrawal of quotation(s) after their opening may attract blacklisting of the firm/vendor from participation in any future tender process of this Court for a period of six months from the date of blacklisting.

This Court reserves the right to modify/amend the quotation letter/terms & conditions at a later stage and to increase or decrease the quantity depending on the requirement.

Yours truly,

  
21/3/2022  
(Deepti Chhabra)  
Deputy Registrar (IT/Sty.)  
for Registrar General

CC to:- Joint Director (IT), DHC.- for uploading on the official website of Delhi High Court.

## Annexure - 'A'

Name of the firm:- \_\_\_\_\_ Address of the Firm: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Price Bid

Description of Product (A)	Price offered for one unit (Without taxes) in Rs. (B)	Tax Rate (%)	Tax Amount for one unit (in Rs.) (C)	Total Price offered for one unit (incl.of taxes) OR NET Price offered for one unit by the vendor exempted from registration under the GST Act. (D)	Under - taking furnished (Yes/No.) (E)	Validity of Rates: (180 days or more) (F)	Warranty (G)	Remarks (if any) (H)
Wired USB Mouse (Make/Model)								
Wired USB Keyboard (Make/Model)								

Signature of the authorised Signatory  
of the firm/company/organization

Official Stamp/Seal

Date:

Place:

\*Corrections/Overwriting not allowed

UNDERTAKING

I/We undertake that the firm (name of the firm) or its Partner/Director/Proprietor has not been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertaking/Autonomous Bodies have not been banned/terminated on account of poor performance/conduct.

I/We also undertake that all the terms and conditions of the instant Tender Notice are acceptable to me/us.

I/we also undertake that in case the supply is found to be not in conformity with the purchase order or any other distortion, the whole supply will be taken back at the cost of the firm with replacement of goods within 3 days.

I/we further undertake that I/we have confirmed and correctly applied the HSN Code of the required item and its corresponding applicable GST rate as on date with sole responsibility.

Signature of the authorised  
Signatory of the firm/company/organization  
Official Stamp/Seal

Date:-

Place:-

Annexure – 'C'

**AFFIDAVIT**

I \_\_\_\_\_, S/D/W/of  
Sh./Smt. \_\_\_\_\_ Resident of  
\_\_\_\_\_ in the capacity of  
\_\_\_\_\_ of M/s. \_\_\_\_\_  
having its Registered office/office at \_\_\_\_\_ do hereby  
solemnly affirm and declare as under:-

1. That the Turnover of M/s. \_\_\_\_\_ was less than 40 Lakh in financial year i.e. 2020-2021.
2. That the firm \_\_\_\_\_ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supplies.
3. That the turnover of M/s. \_\_\_\_\_ has not crossed the 'threshold exemption limit' of Rs.40 lakh, in the current financial year 2021-22.
4. That I undertake that at the point of time the turnover of the firm will cross the threshold exemption limit of Rs.40 lakh, the firm will be registered under GST Act and comply the provisions mentioned in the GST Act.
5. That the firm is claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the financial bid.
6. That M/s. \_\_\_\_\_ will claim only the NET price exclusive of GST, if declared eligible in the tender process.

DEPONENT

**VERIFICATION**

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2022 that the contents of the above affidavit are true and correct to the best of my knowledge and that nothing material has been concealed there from.

DEPONENT