

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

F.No. 698(PF)/IT/DHC/DA-4/No. 26509

Dated: 15/12/23

From

The Registrar General  
Delhi High Court  
New Delhi

To

(On the website of this Court)

Sub: Tender inviting Sealed Quotation(s) for award of onsite comprehensive Annual Maintenance Contract (AMC) of VC/AV Recording Solution consisting of 1 no. CISCO SX80 VC system with back to back support from M/s. CISCO, 2 nos. HD quality cameras, 2 nos. 55" Samsung Display, External Speaker System, 1 no. HDMI Recording Device installed in Delhi High Court Mediation & Conciliation Centre, Delhi High Court with back to back support from OEMs.

Sir,

This Court invites Sealed Quotation(s) for award of Onsite Comprehensive Annual Maintenance Contract (AMC) initially **for a period of one (01) year (which can be extended after expiry of one year at the sole discretion of this Court subject to maximum of 10% increase in rates of AMC)** in respect of VC/AV Recording Solution consisting of 1 no. CISCO SX80 VC system, 2 nos. HD quality cameras, 2 nos. 55" Samsung Display, external speaker system, 1 no. HDMI recording device installed in Delhi High Court Mediation & Conciliation Centre, Delhi High Court with back to back support from OEMs.

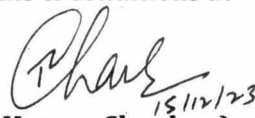
**Terms & conditions of this tender are as under:-**

- 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 received after due date shall be summarily rejected. Quotations **without the subject as referred to above & due date having been mentioned on the envelope** 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) The firm must submit the **Earnest Money Deposit (EMD) worth 3% of the proposed cost quoted by them for AMC of above mentioned items** by way of Demand Draft or Banker's Cheque drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi. Quotation **without EMD shall be summarily rejected and no request for waiver will be entertained.**
- 5) 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.
- 6) The DD/Pay Order qua EMD of L-2 & L-3 firm/vendor will be returned after awarding the work order to the successful tenderer. If the offer of quotation is withdrawn by the tenderer before/ after opening of tender or any other default is found, the **amount of EMD shall be forfeited** and the **firm will be blacklisted** from participation in future tenders of this court.

- 7) **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.**
- 8) The firm/vendor shall also have to give furnish a duly filled in/ signed/ stamped undertaking in original (strictly as per **Annexure- 'B'**) that neither the firm nor its Partner/Director/Proprietor has been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertakings/ Autonomous Bodies have 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.
- 9) If multiple quotations are submitted by a firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
- 10) 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.
- 11) The successful tenderer shall be awarded the instant Tender of AMC and has to submit Bill/ Invoice quarterly.
- 12) The successful tenderer is also required to give the details of SPOC (Single Point of Contact) for after sale support and has to ensure that complaint(s) received before the lunch session, shall be attended to during the day itself and the complaint(s) received post lunch session, shall be attended to by the next working day and if the complaints do not get attended to within 24 hours, Delhi High Court shall have the right to deduct Rs. 500/- per day (if standby device is not provided) from the invoice/bill to be raised quarterly and in case of inordinate delay, Delhi High Court shall have the right to recall the defective hardware from the vendor and have it repaired from the market at the cost of the vendor besides Rs. 500/- as penalty per day.
- 13) The successful tenderer will also be required to execute service agreement with the Delhi High Court Mediation and Conciliation Centre.
- 14) No employee of this Court or his/her dependent family members be involved in the instant tender process in contravention of the requirements/ provisions contained in Central Civil Services (Conduct) Rules, 1964.

The interested firm(s)/vendor(s) may inspect the above mentioned equipments/ items already installed in Mediation & Conciliation Centre, Room No. 6B & 7B, 4<sup>th</sup> Floor, Admn. Block, Delhi High Court on any working day from 19-12-2023 to 06-01-2024 during office hours (i.e. 10:00 AM to 4:30 PM) with prior appointment after contacting Mr. Vivekanand Jee, AOJ (Mediation & Conciliation Centre) & Mr. Mohit, SJA at 011-43010101 Ext. No.4564 and submit the sealed tenders/quotations addressed to "A.O.(J), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No.6, Ground Floor, High Court of Delhi, New Delhi -110003" superscribing thereon "Quotations of AMC of VC/AV Recording Solution for Delhi High Court Mediation & Conciliation Centre" on or before 08-01-2024 till 5:30 PM.

Delhi High Court reserves its right to cancel the 'Tender' without assigning any reason(s) therefor. This Court reserves the right to modify/ amend the quotation letter/terms & conditions at a later stage.

  
**(Rajeev Kumar Chauhan)**  
 Joint Registrar (IT)  
 for Registrar General

**CC to:- for information and necessary action.**

1. Director (IT), Delhi High Court. (Contact No. 43010101 Extn. 4447)
2. AOJ(Mediation & Conciliation Centre), Delhi High Court.(Contact Person-Mr. Mohit, SJA Contact No. 43010101 Extn. 4564)

Received  
 Manish  
 15/12/23

**Annexure - 'A'**

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

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

**Price Bid**

S. No	Description of Products (AMC Pack)	Price offered for AMC pack (in Rs.) without Tax	Tax Rate (%)	Final Price (incl. Tax) for AMC pack (in Rs.)	Under - taking furnished (Yes/No.)	Validity of Rates: (180 days or more)	Remarks (if any)
	A	B	C	D	E	F	H
1.	VC/AV Recording Solution consisting of 1 no. CICS0 SX80 VC system, 2 nos. HD quality cameras, 2 nos. 55" Samsung Display, external speaker system, 1 no. HDMI recording device						

Amount in Column D (in words) \_\_\_\_\_

Details of EMD attached \_\_\_\_\_

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

Official Stamp/Seal

Date:

Place:

\*Interlineations/Corrections/Overwriting not allowed

**UNDERTAKING**

I/We undertake that neither the firm (name of the firm) nor its Partner/Director/Proprietor (name of all owners \_\_\_\_\_) has been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertaking/Autonomous Bodies have 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 not found to be 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.  
*(Strike out in case of the firm/vendor is claiming exemption from GST & offering net rates)*

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

Date:-

Place:-