

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

F.No.379-VI/DHC/IT/DA-2/No.

4443

Dated: 23.02.2024

From,

The Registrar General  
Delhi High Court  
New Delhi

To,

(On the website of High Court)

**Sub: Notice inviting Tender for purchase of HP Laser Jet Pro MFP 4303 Printer and/or Canon colour multifunction MF 643 CDW Printer with five years onsite comprehensive warranty for the use of Hon'ble Judges of this Court.**

This Court intends to purchase HP Laser Jet Pro MFP 4303 Printer and/or Canon colour multifunction MF 643 CDW Printer with five years onsite comprehensive warranty for the use of Hon'ble Judges of this Court:

**The terms & conditions of this tender are as under:**

- 1) Interested firm(s)/vendor(s) authorized by OEM are requested to submit the necessary quotation(s) for HP Laser Jet Pro MFP 4303 Printer and/or Canon colour multifunction MF 643 CDW Printer with five years onsite comprehensive warranty along with a copy of current authorization letter issued by OEM in their favour and Earnest Money Deposit (EMD) of Rs.10,000/- for each printer by way of Demand Draft/Bankers Cheque/Pay Order drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi.
- 2) **Quotations received without EMD(s) shall be summarily rejected and no request for waiver will be entertained.**
- 3) Selected firm/vendor will also be required to submit valid authorization letter or copy of valid Authorization letter issued by OEM duly attested under the seal of selected vendor each time while submitting Invoice/Bill mentioning warranty/support period for payment.
- 4) Firm(s)/ Vendor(s) submitting quotations for both categories will have to submit authorization letter or copy of the same for each category separately.
- 5) Sealed envelope containing the quotation, EMD and authorization letter as required must reach to the AOJ (IT), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 18/03/2024 till **5:30 P.M.** clearly mentioning the rates inclusive of GST /Tax rate, technical specifications, warranty/support period and the delivery schedule of the product.
- 6) The envelope should be addressed in the name of "**The Registrar General, Delhi High Court, New Delhi-110003**", the subject "**Quotations for HP/Canon AIO Printers**" and the due date must be clearly superscribed in capital letters on the envelope.
- 7) **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.
- 8) No quotations shall be entertained **after due date.** Sealed envelope(s) **without subject having been mentioned on them shall be summarily rejected.**
- 9) **The quotations for each category 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.**
- 10) The selected eligible L-1 firm shall be bound to supply the required item within 21 days from the date of issuance of purchase order.
- 11) In case the Purchase Order awarded to the eligible L-1 firm is cancelled due to non supply of goods within the stipulated period, the Purchase Order will be awarded to

P.T.O.

- the next eligible L-2 vendor/firm. The firm shall be liable to be blacklisted to participate in future tenders of this Court and the amount of EMD shall be forfeited, if failed to give any cogent reason for non-supply of goods within the stipulated period
- 12) The Demand Draft/Bankers Cheque/Pay order towards EMD of all the tenderers, except the lowest three, shall be returned to vendors on their written request after finalization of Tender Process & EMD of successful tenderer will be returned only after supply and successful installation of the product supplied against the first purchase order placed on the successful firm after fulfilling all codal formalities against receipt.
  - 13) The Demand Draft/Bankers Cheque/Pay order of L-2 & L-3 will be returned upon written request after issuance of the Purchase 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 for a period of twelve months from the date of blacklisting.
  - 14) The selected vendor is also required to submit the details of SPOC (Single Point of Contact) for after sale support and will also ensure that the complaints notified to designated SPOC person are attended and resolved expeditiously.
  - 15) The successful tenderer shall further abide by the condition that if a complaint is lodged before lunch, the same shall be resolved during the second half of the day i.e. after lunch and if a complaint is lodged after lunch, the same shall be resolved on the next working day (within one day). If the vendor fails to respond within the stipulated period to attend complaint(s), then the vendor will be bound to face the penal actions.
  - 16) If multiple quotations are submitted by a firm/vendor for the same category of printer, all such quotations submitted shall be liable to be rejected at the first instance.
  - 17) After opening of the sealed quotation(s) if any cutting/overwriting/correction is found in the offered rate which renders the whole Tender process doubtful or ambiguous, the said quotation shall be summarily rejected.
  - 18) The firm/vendor shall also have to furnish a duly filled in/signed/stamped undertaking (as per **Annexure- 'B'**) that neither the firm or its Partner/Director/Proprietor has/have been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertakings/Autonomous Bodies has/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 quotation received without undertaking shall be summarily rejected.
  - 19) No employee of this Court or his/her dependent family members be involved in the instant tender process in contravention of the requirement/provisions contained in Central Civil Services (Conduct) Rules, 1964.

This Court reserves the right to modify/amend the quotation letter/terms & conditions at a later stage.

Yours truly,



(Anil Kumar Singh)  
Deputy Registrar (IT)  
for Registrar General

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

**Price Bid**

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

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

<b>Description of Product</b>	<b>A</b>	<b>HP Laser Jet Pro MFP 4303 Printer</b>	<b>Canon colour multifunction MF 643 CDW Printer</b>
<b>Price offered for one unit (without taxes) in Rs.</b>	<b>B</b>		
<b>Tax Rate (%)</b>	<b>C</b>		
<b>Total Price offered for one unit (incl. of taxes) in Rs.</b>	<b>D</b>		
<b>Undertaking furnished (Yes/No.)</b>	<b>E</b>		
<b>Validity of Rates (180 days or more)</b>	<b>F</b>		
<b>Five years onsite comprehensive warranty (Yes or No.)</b>	<b>G</b>		
<b>Product Delivery time</b>	<b>H</b>		
<b>Compatible Cartridge/Toner</b>	<b>I</b>		
<b>Cartridge/Toner yield</b>	<b>J</b>		
<b>Details of attached EMD of Rs.10,000/-</b>	<b>K</b>		
<b>Remarks (if any)</b>	<b>L</b>		

Interlineations/Corrections/Overwriting not allowed

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

Official Stamp/Seal

Date:

Place:

**Annexure - 'B'**

**UNDERTAKING**

I/We undertake that neither the firm (name of the firm) nor its Partner/Director/Proprietor (name of all owners) has/have been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertaking/Autonomous Bodies has/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 found in the supply, 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 authorized  
Signatory of the firm/company/organization  
Official Stamp/Seal

Date:-

Place:-