

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.784/DA-3/IT/DHC/No. 21616

Dated: 12.11.2024

From,

The Registrar General  
Delhi High Court  
New Delhi

To,

(on the website of Delhi High Court)

**Sub: NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF 24" TFT MONITOR OF REPUTED MAKE FOR THIS COURT.**

This Court intends to purchase reputed make "24" TFT Monitor" with five (5) years onsite warranty for the use of this Court. Interested firms/vendors (**Based in Delhi/NCR Region only**) are requested to submit their respective quotations for the same along with the copy of current authorization letter issued by OEM in their favour in a sealed envelope.

The sealed envelope containing the **Earnest Money Deposit (EMD)** for a sum of **Rs.10,000/-** {by way of Demand Draft or Bankers Cheque drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi}, Technical Compliance Sheet, Price Bid and Undertaking along-with other necessary documents, must reach to the Administrative Officer (Judl.) (I.T. Branch), Room No. 6, Ground Floor, Lawyer's Chamber Block-III, Sher Shah Road, High Court of Delhi, New Delhi-110503 on or before 03-12-2024 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 PURCHASE OF 24" TFT MONITOR**' which should be super-scribed on the sealed envelope. Quotations received after the due date and time and without mentioning the subject shall be summarily rejected without any notice.

**The terms & conditions to participate in the instant tender are as follows:**

**1. Necessary documents to be submitted with the bid, non compliance will lead to rejection of the Quotation**

- a) **Annexure-'A'** i.e. Technical Compliance Sheet
- b) **Annexure-'B'** i.e. Price Bid along with copy of current authorization letter of the OEM and Earnest Money Deposit (EMD) of ₹10,000/- by way of DD/ Banker's Cheque/Manager's Cheque drawn in favour of '**The Registrar General, High Court of Delhi, New Delhi**'
- c) **Annexure-'C'** i.e. Undertaking duly filled in/signed/stamped by all the vendors
- d) **Annexure-'D'**: To be filled only by those firms, which are claiming exemption from registration under GST Act and offering net rates only
- e) Copy of GST Registration Certificate, if the firm/vendor is registered under GST Act  
*Note: The firms/vendors offering net rate claiming that they are mandatorily not required to be registered under the GST Act shall not mention tax rate/amount and submit the 'net rates' only in Column 'E' of their Price bid.*

**2. General instructions**

- a) This Court shall have the right to call clarification(s) in respect of the Bid(s), if required.
- b) 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 L-2 vendor/firm. The firm shall be liable to be blacklisted to participate in future tenders of

this Court and the EMD shall be forfeited, if failed to give any cogent reason for non-supply of goods within the stipulated period.

- c) The DD/Pay order towards EMD of all the bidders, except the lowest three, shall be returned to the vendors on their written request after finalization of selection process
- d) The DD/Pay Order of L-2 & L-3 will be returned to the vendors upon written request after issuance of the Purchase order to the eligible successful bidder(L-1)
- e) The EMD of successful bidder will be returned only after supply of required goods.
- f) 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.
- g) The successful tenderer must adhere to the condition that if a complaint is lodged before lunch, the same must be resolved during the second half of the day i.e. after lunch and if a complaint is lodged after lunch, the same must be resolved by the next working day (i.e. 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.

### **3. Grounds for rejection/disqualification of Bid(s)**

- a) Bids received without EMD.  
*Note: No request for waiver of EMD will be entertained.*
- b) If multiple quotations are submitted by a firm / vendor, all such quotations submitted will be liable to be rejected at the first instance.
- c) Non submission of current authorization letter issued by OEM in favour of the participating firm/vendor in original.
- d) Validity of rates must not be less than 180 days from the last date of submission of the tender.
- e) Bids received after due date shall be summarily rejected and no request for extension of last date / due date of the Tender will be entertained.
- f) Bids related to some other item not related to instant tender.
- g) Any interlineations, erasure or correction in the specification/offered rate, which renders the whole tender process doubtful or ambiguous.
- h) Bids in the format other than the prescribed one.
- i) Non submission of required documents or submitting incomplete documents.
- j) Any other ambiguity in submission of bid or any unreasonable condition.

### **4. Supply of Goods**

- a) The selected eligible L-1 firm/vendor shall be bound to supply the required item within 21 days from the date of issuance of Purchase Order, failing which the purchase order issued shall be deemed to be cancelled without entertaining any communications in this regard unless sufficient cause is communicated (supported by documentary proof) for such delay.

### **5. The firm(s)/Vendor(s) may be blacklisted for the following reasons**

- a) Withdrawal or attempt to revise the bid on any ground after opening of the same.
- b) Non supply of goods as referred to above.
- c) Non adherence to the validity of rates for 180 days from the last date of submission of tender, of goods being required and offered.

### **6. Vendors exempted from Registration under GST Act**

- a) The firm(s)/vendor(s) claiming that they are mandatorily not required to be registered under the GST Act shall submit NET rates (rate without tax component) only in their

quotation and need not mention tax rate and tax amount and are further required to submit an affidavit strictly as per **Annexure 'D'** 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. Turnover certificate issued by Chartered Accountant for the F.Y. 2022-2023 & 2023-24, etc.

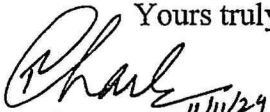
**7. Clarification regarding this Tender**

- a) In case the firm/vendor wants any clarification regarding this Tender, Mr. Zameem Ahmad Khan, JD (IT) at Tel. No. 011-43010101 (Ext. 4852) may be contacted.

**8. Finality of decision of the competent authority**

- a) The decision of the competent authority for short listing of the firm/vendor considering the suitability of the product(s) being offered and selection of firm/vendor after evaluation of the Bid(s) shall be final & binding on all the participants in the instant tender process.
- b) This Court reserves the right to modify/amend the tender document/Terms and Conditions of the tender at a later stage and also to increase or decrease the quantity depending on the requirement.
- c) This Court also reserves the right to reject any of the bids or all the bids or quash the whole tender process without assigning any reasons thereof. Any step taken by the competent authority to safeguard the interest of this Court shall be final and binding on all participants.

**Note:** *No employee of this Court or his/her dependent family member be involved in the instant tender process, as the said act would be in contravention of the requirement/provisions contained in Central Civil Services (Conduct) Rules 1964.*

Yours truly,  
  
(Rajeev Kumar Chauhan)  
Joint Registrar (IT)  
for Registrar General

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

**SUB: NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF 24" TFT MONITOR OF REPUTED MAKE FOR THIS COURT**

Annexure – ‘A’

**Technical Compliance Sheet**

<b><u>24" TFT Monitor</u></b>			
		<b>Make:</b>	
		<b>Model:</b>	
S. No	Specification	Description	Compliance (Yes/No) <i>(Please mention the exact specifications offered. Please also highlight the higher specification, if any, offered)</i>
1	Screen Size	24 inch (Approx)	
2	Resolution	Full HD (1920 x 1080) or higher	
3	Aspect ratio	16:9	
4	Panel Type	IPS/OLED [#OLED Panel Preferred to reduce eye strain for longer screen time]	
5	Refresh Rate	60Hz/75Hz/144Hz or higher	
6	Response Time	1ms to 5ms	
7	Brightness	250 nits or more	
8	Contrast Ratio	1000:1 or higher	
9	Connectivity	HDMI 2.0, VGA(Optional)	
10	VESA Mount Compatibility	Yes	
11	Stand & Ergonomics	Tilt, swivel and height adjustment	
12	Built-in-Features	Speakers, USB ports, Headphone Jack 3.5mm etc.	
13	Warranty	5 years onsite warranty	

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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

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**Annexure – 'B'**

Name of the Firm: \_\_\_\_\_

Address of the Firm: \_\_\_\_\_

Name of the person (authorised to sign the tender document): \_\_\_\_\_

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

**PRICE BID**

S. No.	Product	Price offered for 1 unit (without taxes) in ₹	Tax Rate (%)	Price offered for 1 unit (incl. taxes) in ₹	Under - taking furnished (Yes/No)	Validity of Rates (180 days or more)	5 years onsite warranty (Y/N)	EMD (Yes /No)	Delivery schedule	Remarks (if any)
A	B	C	D	E	F	G	H	I	J	K
1.	<u>24" TFT Monitor</u> Make:  Model:									

Total Price as per column 'E' in words

\_\_\_\_\_

**EMD Details**

EMD instrument by way of DD/Pay Order	Bank Name / Branch	EMD Amount (in ₹)	Amount in words
No. Date:		10,000/-	Ten Thousand Only

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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

- Interlineation/Corrections/Overwriting not allowed

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**Annexure – 'C'**

**UNDERTAKING**

I/We undertake that neither the firm M/s. \_\_\_\_\_  
\_\_\_\_\_ nor its Partner/Director/Proprietor {name of all owner(s)}  
\_\_\_\_\_ 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, 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: \_\_\_\_\_

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**Annexure – 'D'**

[AFFIDAVIT ON RS.10/- NON JUDICIAL STAMP PAPER DULY NOTORIZED BY NOTARY PUBLIC AFFIXING RS.5/- NOTARIAL STAMP]

I, \_\_\_\_\_, S/o Shri/Smt. \_\_\_\_\_, Resident of \_\_\_\_\_  
\_\_\_\_\_ Partner/Director/Proprietor of M/s. \_\_\_\_\_  
solemnly affirm/ authorised to solemnly affirm on behalf of M/s. \_\_\_\_\_  
and state as under:

1. That M/s. \_\_\_\_\_ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supply.
2. That the turnover of M/s. \_\_\_\_\_ was less than Rs. 40 lakh in the financial year 2023-24.
3. That the turnover of M/s. \_\_\_\_\_ has not crossed the 'threshold exemption limit' of Rs. 40 lakh in the current financial year 2024-25.
4. That I \_\_\_\_\_, on behalf of M/s. \_\_\_\_\_ solemnly undertake that at the point of time the turnover of the firm will cross the threshold exemption limit of Rs.40 lakh, M/s. \_\_\_\_\_ will be registered under GST Act and will comply the provisions mentioned in the GST Act.
5. That M/s. \_\_\_\_\_ claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the financial bid.
6. That M/s. \_\_\_\_\_, if declared eligible in the tender process will claim only the net price exclusive of GST.

**DEPONENT**

**VERIFICATION**

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2024 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**