

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.676E/DHC/IT/DA-02/No. 11529

Dated: 30.05.2024

From,

The Registrar General,
Delhi High Court,
New Delhi.

To,

(On the website of Delhi High Court)

Sub: Notice inviting Tender for supply and installation of MS office 2021(Home & Student) License having single subscription/single license key pack for the MacBook(s) issued to the Hon'ble Judges of this Court.

This Court intends to purchase MS office 2021(Home & Student) License having single subscription/single license key pack for its installation in the MacBook(s) provided to the Hon'ble Judges of this Court. The quotations should be submitted by the firm(s)/vendor(s) authorized by OEM(s) to participate in the instant tender.

The terms & conditions of this tender are as under:

1. Interested firm(s)/vendor(s) **(Based in Delhi/NCR Region)** authorized by OEM are required to submit the necessary quotation(s) for "supply and installation of MS office 2021(Home & Student) License having single subscription/single license key pack" along with a copy of current authorization letter issued by OEM in their favour and Earnest Money Deposit (EMD) of ₹10,000/- 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 **shall be summarily rejected** and no request for waiver of EMD 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. Sealed envelope containing the quotation, EMD and authorization letter as required must reach to the A.O.(J) (IT), Lawyers' Chamber Block-III, Room No.6, Ground Floor, Delhi High Court, New Delhi on or before 21/6/24 till **5:30 P.M.** clearly mentioning the rates inclusive of GST /Tax rate, technical specifications and the delivery schedule of the product being offered.
5. The envelope should be addressed in the name of "**The Registrar General, Delhi High Court, New Delhi-110003**", the subject "**Quotations for MS office 2021(Home & Student) License having single subscription/single license key pack for the MacBook(s)**" and the due date must be clearly superscribed in capital letters on the envelope.
6. **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.
7. No quotations shall be entertained **after due date**. Sealed envelope(s) **without subject having been mentioned on them shall be summarily rejected.**
8. The selected eligible L-1 firm shall be bound to supply the required item within 14 days from the date of issuance of purchase order failing which the purchase order issued in favour of the firm shall be liable to be cancelled and the firm 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 supported by documentary proof for non-supply of goods within the stipulated period.
9. 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 the next eligible L-2 vendor/firm.

P.T.O.

10. The quotation must be tendered strictly in the format mentioned in Annexure-'A' of this tender. Quotation(s) offered in any other format than prescribed shall be liable to be rejected.
11. The selected L-1 vendor will have to supply and install the said MS office 2021 in the MacBook provided to the Hon'ble Judge(s).
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. If multiple quotations are submitted by a firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
16. 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.
17. The firm/vendor shall also have to furnish a duly filled in/signed/stamped undertaking (strictly as per **Annexure-'B'**) that neither the firm nor its Partner/Director/Proprietor has/have been blacklisted / banned in its Business dealings with any Central / State Government / Public Sector Undertaking / 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.
18. 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.
19. In case the firm/vendor wants any technical clarification regarding this Tender, Mr. Zameem Ahmad Khan, Joint Director (IT) at Tel.No.011-43010101 (Extn.4852) may be contacted.

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



(Aja Kumar Rana)
Assistant Registrar (IT)
for Registrar General

CC to The Joint Director (IT), Delhi High Court, for getting the same uploaded on the official website of the Delhi High Court and for further necessary action.

PRICE BID

Description of Product	A	MS office 2021 (Home & Student) License having single subscription/single license key pack for the MacBook(s)
Price offered for one unit (without taxes) (in ₹)	B	
Tax Rate (%)	C	
Total Price offered for one unit (incl. of taxes) (in ₹)	D	
Undertaking furnished (Yes/No.)	E	
Validity of Rates (180 days or more)	F	
Perpetual Licence (Yes/No)	G	
Product Delivery time	H	
Remarks (if any)	I	

(Interlineations/Corrections/Overwriting not allowed)

Price as at column 'D' (per unit) in words: _____

Details of EMD attached : _____

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

Official Stamp/Seal

Date:

Place:

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 in its Business dealings with any 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:-