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

F.No.676-F/DHC/IT/ DA-2/No. 8920

Dated: 16/05/2025

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 2024 (Home & Student) License having single subscription/ single license key pack for the MacBook(s) issued to the Hon'ble Judges of this Court (on requirement basis) & for windows O.S. (in the multiple of 50 licences).**

This Court intends to purchase MS office 2024 (Home & Student) License having single subscription/ single key pack for its installation in the MacBook(s) provided to the Hon'ble Judges of this Court (on requirement basis) & for windows O.S. (in the multiple of 50 licences).

Interested firms/vendors (**Based in Delhi/NCR Region only**) are requested to submit their respective quotations for the same in a sealed envelope.

The sealed envelope containing the **Earnest Money Deposit (EMDs) for a sum of ₹10,000/- each** {by way of DD/ Banker's Cheque/Pay Order drawn in favour of "**The Registrar General, Delhi High Court**" payable at New Delhi}, Price Bid and Undertaking along-with other necessary documents, must reach 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-110003 on or before 6/6/25 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 MS OFFICE 2024 (HOME & STUDENT) LICENSE HAVING SINGLE SUBSCRIPTION/ SINGLE LICENSE KEY PACK FOR THE MACBOOK (ON REQUIREMENT BASIS) & FOR WINDOWS OS (IN THE MULTIPLE OF 50 LICENCES)**' which should be super-scribed on the sealed envelope. Quotations received after the due date and time and/or 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. Price Bid for MS OFFICE 2024 (HOME & STUDENT) LICENSE HAVING SINGLE SUBSCRIPTION/SINGLE LICENSE KEY PACK FOR THE MACBOOK (ON REQUIREMENT BASIS).**

AND/OR

**Annexure-'B' i.e. Price Bid for MS OFFICE 2024 (HOME & STUDENT) LICENSE HAVING SINGLE SUBSCRIPTION/ SINGLE LICENSE KEY PACK FOR THE WINDOWS OS (IN THE MULTIPLE OF 50 LICENCES)**

with Earnest Money Deposit (EMD) of ₹10,000/- by way of DD/ Banker's Cheque/Pay Order drawn in favour of "**The Registrar General, High Court of Delhi, New Delhi**".

***(The firms/vendors has to submit only one EMD of ₹10,000/- in case it participates in both licences)***

P.T.O.

- 2)
- b) **Annexure-'C'** i.e. Undertaking duly filled in/signed/stamped by the vendor.
  - c) **Annexure-'D'**: To be filled only by those firms, claiming exemption from registration under GST Act and offering net rates only.
  - d) 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/most eligible vendor/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/the second eligible 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/ Banker's Cheque/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/ Banker's Cheque/Pay Order of L-2 & L-3 will be returned to the firms/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 (on written request) only after supply of complete order.
- f) The selected firm/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. In case of change in SPOC, the same must be updated immediately to avoid inconvenience to the Hon'ble Court.

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

- a) Bids/quotations received without EMD.  
**Note:** No request for waiver of EMD on any ground shall 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) Validity of rates must not be less than 180 days from the last date of submission of the quotation.
- d) Bids/quotations received after due date shall be summarily rejected and no request for extension of last date / due date of the Tender will be entertained.
- e) Bids/quotations related to some other item not related to instant tender.
- f) Any interlineations, erasure or correction in the specification/offered rate, which renders the whole tender process doubtful or ambiguous.
- g) Bids/quotations in the format other than the prescribed one.
- h) Non submission of required documents or submitting incomplete documents.
- i) Any other ambiguity in submission of bid/quotation or any unreasonable condition.

**4. Supply of Goods**

The selected eligible L-1 vendor/firm, shall be bound to supply and install the required item within 14 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/quotation on any ground after opening of the same.
- b) Non adherence to the validity of rates for 180 days from the last date of submission of bid/quotation.

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

- a) The firm(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. 2024-25 & 2025-26 etc.

**7. Clarification regarding this Tender**

- a) In case the firm/vendor wants any technical clarification regarding this Tender, Mr. Zameem Ahmed Khan Joint Director (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 after evaluation of the Bid(s)/quotation(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,

(AJAI KUMAR RANA)  
Assistant Registrar (IT)  
for Registrar General

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

**Annexure - 'A'**

**PRICE BID**

**SUB.: MS OFFICE 2024 (HOME & STUDENT) LICENSE HAVING SINGLE SUBSCRIPTION/ SINGLE LICENSE KEY PACK FOR THE MACBOOK(S) ISSUED TO HON'BLE JUDGES (ON REQUIREMENT BASIS)**

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

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

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

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

Description of the Product	Price offered for one license (without taxes) in ₹	Tax Rate (%)	Price offered for one unit (incl. taxes) in ₹	Under-taking furnished (Yes/No)	Validity of Rates (180 days or more)	Perpetual License (Yes/No)	Delivery schedule	Remarks (if any)
A	B	C	D	E	F	G	H	I
MS OFFICE 2024 (HOME & STUDENT) LICENSE HAVING SINGLE SUBSCRIPTION/ SINGLE LICENSE KEY PACK FOR THE MACBOOK(S)								

Total Price as per column 'D' in words \_\_\_\_\_

**EMD Details**

EMD instrument by way of DD/ Banker's Cheque/ 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

\* Interlineations/Corrections/Overwriting not allowed

**Annexure - 'B'**

**PRICE BID**

**SUB: MS OFFICE 2024 (HOME & STUDENT) LICENSE HAVING SINGLE SUBSCRIPTION/ SINGLE LICENSE KEY PACK FOR Windows O.S.(IN THE MULTIPLE OF 50)**

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

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

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

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

Description of the Product	Price offered for one license (without taxes) in ₹	Tax Rate (%)	Total Price offered for 50 licences (incl. taxes) in ₹	Under-taking furnished (Yes/No)	Validity of Rates (180 days or more)	Perpetual License (Yes/No)	Delivery schedule	Remarks (if any)
A	B	C	D	E	F	G	H	I
MS OFFICE 2024 (HOME & STUDENT) LICENSE HAVING SINGLE SUBSCRIPTION/ SINGLE LICENSE KEY PACK FOR WINDOWS O.S. (in the multiple of 50 license)								
Total Price as per column 'D' in words _____								
<b>EMD Details</b>								
EMD instrument by way of DD/ Banker's Cheque/ 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

\* Interlineations/Corrections/Overwriting not allowed

**Annexure - 'C'**

**UNDERTAKING**

**SUB.: MS OFFICE 2024 (HOME & STUDENT) LICENSE HAVING SINGLE SUBSCRIPTION/  
SINGLE LICENSE KEY PACK FOR THE MACBOOK & FOR WINDOWS O.S.**

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 the items 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 - 'D'**

**SUB.: MS OFFICE 2024 (HOME & STUDENT) LICENSE HAVING SINGLE SUBSCRIPTION/  
SINGLE LICENSE KEY PACK FOR THE MACBOOK & FOR WINDOWS O.S.**

[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 2024-25.
3. That the turnover of M/s. \_\_\_\_\_ has not crossed the 'threshold exemption limit' of Rs. 40 lakh in the current financial year 2025-26.
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 \_\_\_\_\_, 2025 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**