

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.776/DA-3/IT/DHC/No.

4949

Dated: 20.03.2025

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 THIRTEEN (13) NOS. OF HP/DELL/LENOVO ALL-IN-ONE DESKTOPS WITH TILT/HEIGHT ADJUSTABLE STAND.

This Court intends to purchase thirteen (13) nos. of Hp/Dell/Lenovo All-In-One Desktops with "tilt/height adjustable stand. 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)** of 5% of total proposed cost (including taxes) by way of Demand Draft or Banker's Cheque or Manager's Cheque drawn in favour of "**The Registrar General, Delhi High Court**" payable at New Delhi, Price Bid, Technical Compliance Sheet 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 09-04-2025 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 ALL-IN-ONE DESKTOPS**' 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. Price Bid along with copy of current authorization letter of the OEM and Earnest Money Deposit (EMD) of 5% of total proposed cost (including taxes) by way of DD/ Banker's Cheque/Manager's Cheque drawn in favour of '**The Registrar General, High Court of Delhi, New Delhi**'
- b) **Annexure-'B'** i.e. Technical Compliance Sheet
- 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 'D' 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 and agreement

- a) The selected firm/vendor shall be bound to supply the required item within 30 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.
- b) The selected firm/vendor will have to supply and install the devices at the office of DHCLSC, in coordination with the officer of DHCLSC.
- c) The selected firm/vendor will have to execute proper Service Agreement and submit 3% of the Invoice amount as Performance Bank Guarantee with Delhi High Court Legal Services Committee (DHCLSC) valid for five years & three months from the date of acceptance of Service Agreement with the DHCLSC.

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 reason(s) 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 that of DHCLSC or his/her dependant family members 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 thirteen (13) nos. of Hp/Dell/Lenovo All-in-One desktops with tilt/height adjustable stand

Annexure – ‘A’

Name of the Firm: _____

Address of the Firm: _____

Name of the person (authorized to sign the tender document): _____

Contact No.: _____ Email Address: _____

PRICE BID PROFORMA TO BE USED BY THE FIRM/VENDOR

Table-I

Description of AIO Computer	Price offered for one unit (without taxes) in Rs.	Tax Rate (%)	Total Price offered for one unit (incl.of taxes) (in Rs.)	Under - taking furnished (Yes/No)	Validity of Rates (180 days or more)	5 years onsite comprehensive warranty (Yes/ No)	EMD (Yes/ No)	Remarks (if any)
A	B	C	D	E	F	G	H	I

Price as per column ‘D’ (per unit) in words _____

Total Price: Unit Rate as per Column ‘D’ of Table-I x 13 units = Rs. _____

EMD Details

EMD instrument by way of DD/Pay Order	Bank Name / Branch	EMD Amount (in Rs.)	Amount in words
No. Date:			

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

Date: _____

Place: _____

- Interlineation/Corrections/Overwriting not allowed

Annexure – 'B'

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Hp/Dell/Lenovo All-in-One desktops with tilt/height adjustable stand

Technical compliance sheet for AIO Computer

S. No	Description	Technical Specification Req'd.	Compliance (Yes/No) Please mention the make and exact specifications offered for the desktop(s) Please also highlight the higher specification, if any, offered
1	Type	All-in-One PC	
2	Processor	X86 Processor Intel i7 (13 th gen or higher) with minimum 8 cores, 16 Thread / equivalent AMD Ryzen series or higher. Support 4.60 GHz or higher turbo clock frequency. (offered processor should not have launched prior to the Year 2023 and processor must be from Desktop vertical only)	
3	Chipset	Suitable chipset for quoted processor with upgradable support	
4	Memory	16 GB DDR5 with 4800 MHz and expandable at least up to 32GB, Apart from populated DIMM slots, at least one Physical DIMM Slot should be spared for future use. (<i>Spared physical DIMM slot is optional and not mandatory</i>)	
5	Graphics	Integrated or added HP or better Graphic controller for supporting three simultaneous displays (out of which one shall be of AIO and two other displays connected through HDMI and DP port) with each 1920x1080 resolution. (<i>Graphics Resolution should be 1920*1080 or higher resolution</i>)	
6	Storage	Minimum 1TB PCIe M.2 NVMe SSD Drive or more, support upto 2TB PCIe M.2 NVMe SSD or more	
7	Network	Integrated Gigabit Ethernet controller with RJ-45 connector with minimum 01GBPS, WIFI 6 or latest and Bluetooth 5.2 or latest	
8	External Ports	Minimum 04 USB ports (Minimum 2xUSB 3.0 or higher and Minimum 1xUSB3.2 USB C or higher ports and Minimum 1xUSB 3.2 or higher), 1 HDMI port, 1 DP port	

		The ports for display should support simultaneous displays i.e. all three displays (One display of AIO, One display through HDMI and one display through DP port) should work simultaneously	
9	Audio	Integrated Audio controller with Internal speaker (minimum 2x2w) {speakers power has been defined so that VC can be done without adding any additional speaker in the system}	
10	Wireless Keyboard	Standard 104 Keys OEM Keyboard with Rupee Symbol and USB Interface	
11	Wireless Mouse	OEM Optical USB Scroll Mouse with Mouse pad.	
12	Display	23.8" or higher LCD/TFT display non-touch having FHD (1920x1080) or better resolution and TCO/BIS certified	
13	Webcam	Full HD with integrated mic	
14	Power efficiency	Minimum 85% Energy efficient power supply (Internal integrated Power supply will be preferred in place of external power adaptor)	
15	OS Support	Latest version of Windows Pro, Microsoft Office standard Offline Activation	
16	Accessories	System user manual and all other necessary accessories	
17	Compliance & Certifications	Complete system should be BIS registered, BEE/Energy Star certified and RoHS Complied and EPR Complied	
18	Stand	Tilt/ Height adjustable stand (Please specify)	
19	Warranty	5 years onsite warranty. Comprehensive with consumable and non-consumables. If the SSD of the system gets changed due to issues, then the old SSD of the system gets changed due to issues, then the old SSD will be kept in the Court and shall not be given to the vendor/OEM. MAF from OEM is a must.	

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

Date: _____

Place: _____

Sub: Notice inviting sealed quotations for purchase of thirteen (13) nos. of Hp/Dell/Lenovo All-in-One desktops with tilt/height adjustable stand

Annexure – ‘C’

UNDERTAKING

I/We undertake that neither the firm **(name of the firm)** _____ 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'

[ON ₹10/- NON-JUDICIAL STAMP PAPER DULY NOTARIZED BY NOTARY PUBLIC AFFIXING ₹5/- NOTARIAL STAMP TO BE PRODUCED BY THE FIRMS/VENDORS CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT]

AFFIDAVIT

I _____, S/D/W of Sh./Smt. _____
Resident of _____ in the
capacity of having its Registered office/ office at _____ do
hereby solemnly affirm and declare as under:-

1. That the Turnover of M/s. _____ was less than 40 Lakh in financial year i.e. 2023-2024.
2. That M/s. _____ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supplies elsewhere.
3. That the turnover of M/s. _____ has not crossed the threshold exemption limit of ₹40 lakh, in the current financial year 2024-2025.
4. That I undertake that at the point of time the turnover of the firm crosses the threshold exemption limit of ₹40 lakh, the firm will be registered under GST Act and shall comply with the provisions mentioned in the GST Act.
5. That the firm is claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the financial bid.
6. That M/s. _____ will claim only the NET price exclusive of GST with sole responsibility, if declared eligible in the tender process.

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