

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 676-C/DA-02/IT/DHC/No. 01(17)

Dated: 22-10-2022

From :

The Registrar General
Delhi High Court,
New Delhi.

To

(On the website of this Court)

Sub: Notice Inviting Tender for purchase of three categories of Laptops of Dell/HP/Lenovo for the use of Officers & Secretarial Staff/Staff attached with the Hon'ble Judges.

This Court intends to purchase the following three categories of Laptops of the brand of Dell/HP/Lenovo, therefore, separate quotations should be submitted by the firm(s)/vendor(s) authorized by OEM(s) to participate in the instant tender, in three separate sealed envelopes, which will be processed separately:

CATEGORY-A

Dell/HP/Lenovo Laptops with the following minimum configurations:

13.3"/14" or equivalent Display, Intel Core i5 Processor (11th Generation or higher), 8GB RAM expandable upto 32 GB, 1TB SSD, Windows 10 pro OS or higher with minimum three years onsite warranty (preference will be given for laptops with four years warranty) and other standard configurations for the use of DRs/ARs & Secretarial Staff/Staff attached with the Hon'ble Judges.

CATEGORY-B

Dell/HP/Lenovo Laptops with the following minimum configurations:

13.3"/14" or equivalent touch HD Display (expandable 2-in-1), Intel Core i5 Processor (11th Generation or higher), 16GB RAM expandable upto 32 GB, 1TB SSD, wi-fi & Bluetooth enabled, Windows 10 pro OS or higher with minimum three years onsite warranty (preference will be given for laptops with four years warranty) and other standard configurations for the use of Registrars/JRs of this Court.

CATEGORY-C

Dell/HP/Lenovo Laptops with the following minimum configurations:

13"/14" or equivalent touch FHD Display (expandable 2-in-1), Intel Core i7 Processor (11th Generation or higher), 16GB RAM expandable upto 32 GB, 1TB SSD, Windows 10 pro OS or higher with minimum three years onsite warranty (preference will be given for laptops with four years warranty) and other standard configurations for the use of Technical/IT Branch officers of this Court.

**Note: The participating authorized firm/ vendor must submit duly filled in technical specification compliance sheet as per Annexure-'A' along with the financial/price bid to be submitted as per Annexure-'B'. Non compliance will lead to rejection of the quotation.*

P.T.O.

The terms & conditions of this tender are as under:

1. The firm (s) / vendor(s) authorized by OEM(s) to participate in the instant tender are requested to submit the necessary technical / financial bids separately for each category along with the copy of current authorization letter of the OEM(s) and Earnest Money Deposit (EMD) worth Rs. 10,000/- for each category by way of Demand Draft/Bankers Cheque/Pay Order separately drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi.
2. Quotations received without EMD in respect of the corresponding category **shall be summarily rejected** and no request for waiver of EMD for any category will be entertained.
3. Selected Firms(s) / Vendor(s) will also be required to submit valid authorization letter or copy of valid authorization letter issued by OEM duly attested under the seal of the firm while submitting Invoice/Bill mentioning warranty/support period.
4. Firms(s) / Vendor(s) submitting quotations for more than one category will have to submit authorization letter or copy of the same for each category.
5. One big Sealed/closed envelope for each category containing two sealed/closed envelopes of (i) Technical / Financial Bid & (ii) EMD for each category must reach to the AOJ (IT & Stationery Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 19.11.2022 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 being offered.
6. The big envelope should be addressed in the name of "**The Registrar General, Delhi High Court, New Delhi**" and the category of the laptop, subject & due date for which the quotation is submitted should be clearly superscribed in capital letters on each envelope.
7. **The validity of rates must not be less than 180 days from the last date of submission of quotations.**
8. **Quotations with less period of validity of rates shall be summarily rejected.**
9. No quotation shall be entertained after due date. Envelope(s) received without subject being mentioned on them as referred to above shall be **summarily rejected**.
10. **The quotation for each Category must be tendered strictly in the format mentioned in Annexure-'A' & Annexure 'B' of this tender. Quotation(s) offered in any other format than prescribed shall be liable to be rejected.**
11. The DD/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 completion of the purchase order placed upon the firm fulfilling all codal formalities against receipt.
12. The DD/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 if any other default is found in the quotation, the amount of EMD shall be forfeited and the firm will be blacklisted from participation in future tenders of this Court.
13. If multiple quotations are submitted by a firm / vendor in one category, all such quotations submitted by it in respect of said category shall be liable to be rejected at the first instance.
14. After opening of the sealed quotation if any correction is found in the offered rate which renders the whole Tender process doubtful or ambiguous, the said quotation shall be summarily rejected.

15. The firm/vendor shall also have to furnish an undertaking (**strictly as per Annexure-'C'**) separately for each category that the firm or its Partner/Director/Proprietor has not been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertakings/Autonomous Bodies have not 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.
16. In case the firm/vendor wants any clarification regarding this Tender, Mr. Zameem Ahmad Khan, Joint Director (IT) at Tel. No. 011-43010101 (Ext.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 place the Order to different firms/vendors.

Yours truly,


28/10/22
(Sunil Dutt)

Assistant Registrar (IT)
for Registrar General

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

Annexure-'A'

(Technical Specifications of Dell/HP/Lenovo Laptop)

CATEGORY - A

Sl. No.	Description of Product	Compliance (Yes/No)	Remarks, if any
1.	13.3"/14" or equivalent Display, Intel Core i5 Processor (11 th Generation or higher), 8GB RAM expandable upto 32 GB, 1TB SSD, Windows 10 pro OS or higher with minimum three years onsite warranty (preference will be given for laptops with four years warranty) and other standard configurations.		

CATEGORY - B

Sl. No.	Description of Product	Compliance (Yes/No)	Remarks, if any
1.	13.3"/14" or equivalent touch HD Display (expandable 2-in-1), Intel Core i5 Processor (11 th Generation or higher), 16GB RAM expandable upto 32 GB, 1TB SSD, wi-fi & Bluetooth enabled, Windows 10 pro OS or higher with minimum three years onsite warranty (preference will be given for laptops with four years warranty) and other standard configurations.		

CATEGORY - C

Sl. No.	Description of Product	Compliance (Yes/No)	Remarks, if any
1.	13"/14" or equivalent touch FHD Display (expandable 2-in-1), Intel Core i7 Processor (11 th Generation or higher), 16GB RAM expandable upto 32 GB, 1TB SSD, Windows 10 pro OS or higher with minimum three years onsite warranty (preference will be given for laptops with four years warranty) and other standard configurations.		

Price Bid**(Category A)**

Sl. No.	Description of Product	Unit Price (without taxes)	Tax Rate (%)	Total Price (incl. of tax)	Remarks, if any
1	13.3"/14" or equivalent Display, Intel Core i5 Processor (11 th Generation or higher), 8GB RAM expandable upto 32 GB, 1TB SSD, Windows 10 pro OS or higher with minimum three years onsite warranty (preference will be given for laptops with four years warranty) and other standard configurations.				

(Category B)

Sl. No.	Description of Product	Unit Price (without taxes)	Tax Rate (%)	Total Price (incl. of tax)	Remarks, if any
1	13.3"/14" or equivalent touch HD Display (expandable 2-in-1), Intel Core i5 Processor (11 th Generation or higher), 16GB RAM expandable upto 32 GB, 1TB SSD, wi-fi & Bluetooth enabled, Windows 10 pro OS or higher with minimum three years onsite warranty (preference will be given for laptops with four years warranty) and other standard configurations.				

(Category C)

Sl. No.	Description of Product	Unit Price (without taxes)	Tax Rate (%)	Total Price (incl. of tax)	Remarks, if any
1	13"/14" or equivalent touch FHD Display (expandable 2-in-1), Intel Core i7 Processor (11 th Generation or higher), 16GB RAM expandable upto 32 GB, 1TB SSD, Windows 10 pro OS or higher with minimum three years onsite warranty (preference will be given for laptops with four years warranty) and other standard				

UNDERTAKING

I/We undertake that the firm (name of the firm) or its Partner/Director/Proprietor (name of all owners) has/have not been blacklisted / banned in its Business dealings with any Central / State Government / Public Sector Undertaking / Autonomous Bodies or has/have not 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 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/organisation:
Official Stamp/Seal

Date:-

Place:-