

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.676-C/DA-02/IT/DHC/No. 08/17

Dated: 20-10-2022

From:

The Registrar General
Delhi High Court,
New Delhi.

To

(On the website of this Court)

Sub: Notice inviting Tender for purchase of Dell Latitude 9430 2-in-1 touch Laptop.

This Court intends to purchase Dell Latitude 9430 2-in-1 touch Laptop, quotations should be submitted by the firm(s)/vendor(s) authorized by OEM(s) to participate in the instant tender with the following configurations:-

Configurations

Dell Latitude 9430 2-in-1 touch Laptop having 14" QHD+ display, 12th Generation Core i7 Processor, 32 GB RAM, 1 TB SSD, Wi-fi & Bluetooth card, Windows 11 Pro or higher OS with carry case & three years onsite warranty and other standard configurations for the use of Hon'ble Judges 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.*

The terms & conditions of this tender are as under:

1. The firm(s) / vendor(s) authorized by OEM intending to participate in the instant tender are requested to submit the necessary Technical/Financial bids along with the copy of current authorization letter of the OEM and Earnest Money Deposit (EMD) worth ₹10,000/- by way of Demand Draft/Bankers Cheque/Pay Order drawn in the 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 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. One big Sealed/closed envelope containing two sealed/closed envelopes of Technical/Financial Bid & EMD must reach to the A.O.(J) (IT Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court-110503 on or before 10/11/2022 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.
5. The Big Envelope should be addressed in the name of "**The Registrar General, Delhi High Court, New Delhi**" and the Subject & due date for which the quotation is submitted must be clearly superscribed in capital letters on the envelope.
6. **The validity of rates must not be less than 180 days from the last date of submission of quotations.**
7. **Quotations with less period of validity of rates shall be summarily rejected.**

8. 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**.
9. **The quotation 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.**
10. 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 completion of the purchase order placed upon the firm fulfilling all codal formalities against receipt.
11. 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 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.
12. If multiple quotations are submitted by a firm/vendor, all such quotations submitted by it shall be liable to be rejected at the first instance.
13. 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.
14. The firm/vendor shall also have to furnish an undertaking (**strictly as per Annexure-'C'**) 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.
15. 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.

Yours truly,

Deepti
20/10/2022

(Deepti Chhabra)
Deputy Registrar (IT)
for Registrar General

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

Technical Specification

(Dell Latitude 9430 2-in-1 touch Laptop)

Sl. No.	Description of Product	Compliance (Yes/No)	Remarks, if any
1.	Dell Latitude 9430 2-in-1 touch Laptop having 14" QHD+ display, 12 th Generation Core i7 Processor, 32 GB RAM, 1 TB SSD, Wi-fi & Bluetooth card, Windows 11 Pro or higher OS with carry case and three years onsite warranty and other standard configurations.		

Annexure - 'B'

Price Bid

Sl. No.	Description of Product	Unit Price (without taxes)	Tax Rate (%)	Total Price (incl. of tax)	Remarks, if any
1	Dell Latitude 9430 2-in-1 touch Laptop having 14" QHD+ display, 12 th Generation Core i7 Processor, 32 GB RAM, 1 TB SSD, Wi-fi & Bluetooth card, Windows 11 Pro or higher OS with carry case and three years onsite warranty and other standard configuration.				

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:-