

IN THE HIGH COURT OF DELHI AT NEW DELHINo. 20386 /Sty./DA-06/DHC
Dated 22.10.2024

From:

The Registrar General
High Court of Delhi
New Delhi.

To:

(On the website of Delhi High Court)**Sub: Notice inviting sealed Quotations for purchase of Four (04) Nos. of RICOH/ KYOCERA/ CANON/ HP/ KONICA MINOLTA make mono colour Digital multifunctional photocopier machines having speed of 25-CPM with latest configurations (Without Document Feeder and with A-3 size copying capability) with maximum warranty from OEM alongwith FSMA throughout the duty cycle of the machine.****Note:-** (a). Preference shall be given to the firm(s)/vendor(s), offering lowest rate of the machine and lowest rates under FSMA with maximum warranty from OEM, best terms and conditions subject to suitability of technical specifications of the machine offered as per requirement of High Court of Delhi.

(b). 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 Services (Conduct) Rules 1964.

This Court intends to procure the above captioned goods, hence invites quotations, to be submitted by the firm(s)/ vendor(s) (based in Delhi/NCR Region) duly authorized by the OEM, to participate in the instant tender by way of sealed/closed envelope containing the following:-

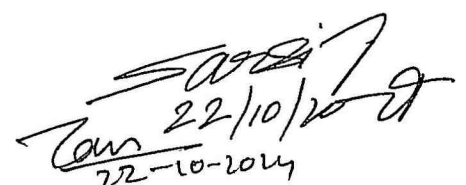
1. Technical Bid as per **Annexure-‘A’**
2. Financial Bid as per **Annexure-‘B’** along with copy of current authorization letter of the OEM and Earnest Money Deposit (EMD) of Rs.25,000/- (by way of DD/ Banker’s Cheque/ Manager’s Cheque drawn in favour of ‘**The Registrar General, High Court of Delhi, New Delhi**’, returnable without interest).
3. Undertaking as per **Annexure-‘C’**

The participating firm/vendor shall be required to provide the rate of the digital multifunctional photocopier machine being offered alongwith FSMA/AMC rate from the date of installation (i.e. from day one) as per **Annexure-‘B’(Financial Bid)**. The period of validity of rates of photocopier machine should not be less than 180 days from the last date of submission of sealed quotation(s) and the rate of AMC/FSMA shall be valid throughout the duty cycle of the photocopier machine. Non-compliance will lead to rejection of the quotation.The sealed envelope containing the Technical Bid, Financial Bid and Undertaking along-with other necessary documents, shall be superscribed as ‘**QUOTATION FOR DIGITAL MULTIFUNCTIONAL PHOTOCOPIER MACHINE OF 25 CPM/A-3 Size**’, and be addressed to “**Registrar General, Delhi High Court, New Delhi**” and must reach to the **Administrative Officer (Judl.) (Stationery Branch), Room No. 512, Fifth Floor, Administrative Block, Sher Shah Road, High Court of Delhi, New Delhi- 110503** on or before 12/11/2024 upto 5:00 p.m. Quotations received after the due date and time and without mentioning the subject shall be summarily rejected without any notice.

Yours truly,

**(Praveen Kumar Verma)**
Asstt. Registrar (Stationery)
for Registrar General**CC to: PA to Registrar (IT/Sty.) with the request to get the above notice uploaded on the official website of this Court.**

As directed may be uploaded.

Ditin
22/10/2024~~Director (IT)~~
Asstt. Registrar
22-10-20241122(RCIT)
22/10/2024

The terms & conditions to participate in the instant tender are as follow:-

A. Necessary documents to be submitted with the bid.

1. **Annexure- 'A'** Technical Bid *(To be filled in separately if more than one model of photocopy machine being offered)*
2. **Annexure-'B'** i.e. Financial Bid *(To be filled in separately if more than one model of photocopy machine being offered)*
3. **Annexure 'C'** i.e. undertaking should be submitted in original
4. Copy of GST Registration Certificate pertaining to the participant/firm.
5. Copy of PAN Card is required to be submitted.
6. EMD of Rs. 25,000/- by way of DD/ Banker's Cheque/ Manager's Cheque drawn in favour of "Registrar General, Delhi High Court, New Delhi" (The EMD shall be returnable without interest and no request for waiver of submission of EMD will be entertained).
7. Brochure (s), of the product(s) being offered should also be attached.
8. Current Authorization letter issued by OEM in favour of the participating firm/vendor in original is required.

B. Terms & Conditions for FSMA (Full Service Maintenance Agreement throughout the duty cycle of photocopier machine:

1. The selected Firm/Vendor will be required to maintain job card for each machine under FSMA (including all spares and consumables), lodge all complaint, action taken, parts replaced, time taken in rectification, etc., which shall be duly signed by end user and engineer.
2. Payment towards FSMA will be made on quarterly basis after satisfactory execution of the job and on production of pre receipted bills along with copy of all job cards and satisfactory report from end user.
3. It will be responsibility of the selected firm/vendor to ensure the quick supply of spare parts (including consumables of the photocopier machines) and to keep the machine in working order all the times.
4. In any case no duplicate spare part and refilled tonners shall be supplied. If any item is found to be substandard (inferior quality)/substitute/refilled, the same will be rejected and any loss caused to the photocopiers due to such spares/toners shall be recovered from the firm and FSMA will be terminated, the bill will not be paid and the bidder will also be liable for appropriate action including blacklisting of the firm from participating in the future tenders of this Court.
5. The selected firm/vendor should keep sufficient stock of spare parts and consumables required during FSMA period. In case spare parts are required to be imported, it would be the responsibility of the supplier to import and provide the same timely.
6. The selected firm/vendor will undertake service/maintenance of the photocopiers in the presence of the user at the location/site of the machines.
7. The selected firm/vendor shall attend to complaint(s) within six hours of lodging the complaint. If any photocopier machine is not repaired within three working days, the firm shall provide standby photocopier machine at site.

C. General instructions

1. The competent authority shall have the right to call clarification(s) in respect of the Bid (s), if required.
2. The Purchase order shall be awarded to the eligible L-1 firm/vendor offering lowest rate of the machine and lowest rates under FSMA throughout duty cycle of the photocopier machine, best terms and conditions subject to suitability of technical specifications of the machine offered as per requirement of High Court of Delhi.
3. If the selected firm/vendor fails to make the supply in terms of the purchase order, the EMD is liable to be forfeited.
4. The EMDs of unsuccessful bidders will be returned after awarding purchase order to the eligible successful bidder (L-1).
5. The EMD of successful bidder will be returned only after:
 - (i) Supply of required goods;
 - (ii) Satisfactory installation and commissioning of the photocopier machine (s) at designated sites of this Court;
 - (iii) Obtaining 'Satisfactory Report(s)' from the end user; and

(iv) Submission of bill/invoice towards supply with "Satisfactory Report(s)" along with codal formalities.

D. Grounds for rejection/disqualification of Bid(s)

1. Bids received without EMD
2. Non submission of current authorization letter issued by OEM in favour of the participating firm/vendor in original.
3. Validity of rates for procurement of machine for a period of less than 180 days from the last date of submission of the tender and validity of FSMA rates for a period less than the duty cycle of the photocopier machine so installed.
4. Bids received after due date of submission of quotations in the instant tender process.
5. Bid(s) related to some other item(s) not related to instant tender.
6. Any interlineations, erasure or correction in the specification/offered rate, which renders the whole tender process doubtful or ambiguous.
7. Bids in the format other than the prescribed one.
8. Non submission of required documents or submitting incomplete documents.
9. Non-mentioning of subject and due date on respective envelopes as referred to above.
10. Any other ambiguity in submission of bid or any unreasonable condition.
11. Conditional bid(s).

E. Supply of goods

1. The selected firm/vendor shall be bound for supplying/installing and commissioning of the required item(s) within 21 days from the date of issuance of purchase order, failing which the same shall be deemed to be withdrawn unless sufficient cause is communicated (supported by documentary proof) for such delay.

F. The firm(s)/Vendor(s) may be blacklisted for the following reasons.

1. Withdrawal or attempt to revise the bid on any ground after opening of the same.
2. Non supply of goods as referred to above.
3. Not obeying the validity of rates of machine being required and offered for 180 days from the last date of submission of tender and that of FSMA (Full Service Maintenance Agreement) rates throughout the life cycle of the photocopier machine.
4. Any other default in fulfilling the contractual obligations by the firm/vendor regarding procurement of machines and the terms and conditions of FSMA.

G. Finality of decision of the competent authority

1. 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.
2. 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.
3. 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.

Annexure – ‘A’

**TECHNICAL BID FOR SUPPLY OF FOUR (04) NOS. OF MONOCOLOUR DIGITAL
MULTIFUNCTIONAL PHOTOCOPIER MACHINES OF RICOH/ KYOCERA/ CANON/ HP/
KONICA MINOLTA MAKE (25-CPM/A-3 Size)**

(Please use separate sheet for different OEM/Model being offered)

S.no.	Specifications/ requirement of Photocopier machine	(Please fill in the required information)
1	Current Authorization letter issued by OEM in favour of the participating firm/vendor in original (Y/N)	
2	Brand Name (OEM Details)/Model No.	
3	Duty Cycle (In terms of Pages and Years)	
4	Maximum Warranty by OEM	Please mention the period of warranty
5	Warranty (Inclusion/Exclusion) as per OEM	
6	LAN compatibility (Y/N)	
7	Details of EMD	
8	FSMA/AMC inclusions from day one	
9	FSMA/AMC exclusions from day one	
10	Validity of rates for minimum 180 days for the photocopier machine (Y/N)	
11	Validity of rates under FSMA/AMC throughout the life cycle of photocopier machine. (Y/N)	
12	Details of Single point of Contact viz. name/mobile number/ email ID for quick resolutions of complaint	
13	Turn up time of Technician/Engineer (For troubleshooting/ toner/ preventive maintenance)	
14	Nos. of free initial copies	

Signature of the authorized Signatory
of the firm/company/organizational
Official Stamp/Seal

Date:-

Place:-

[Interlineations/erasure/Correction not allowed]

Annexure – 'B'

**FINANCIAL BID FOR SUPPLY OF FOUR (04) NOS. OF MONOCOLOUR DIGITAL
MULTIFUNCTIONAL PHOTOCOPIER MACHINES OF RICOH/ KYOCERA/ CANON/ HP/
KONICA MINOLTA (25-CPM/A-3 Size)**

Name of the firm:- _____

Address of the firm:- _____

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

Contact No. _____ Email ID: _____

(Please use separate sheet for different OEM/Model being offered)

Brand Name: _____ Model No. _____ CPM: _____				
Sr.No.	Offer	In figures	In words	Remarks
1	Price of one Photocopier machine (excl. taxes)			
2	Applicable Tax rate %age at (1) above			
3	Per page FSMA/AMC rate from day one valid throughout the duty cycle of photocopier machine. (excl. Taxes)			
4	Applicable Tax rate %age at (3) above			

Signature of the authorized Signatory
of the firm/company/organizational
Official Stamp/Seal

Date:-

Place:-

[Interlineations/erasure/Correction not allowed]

Annexure – 'C'

**UNDERTAKING FOR SUPPLY OF FOUR (04) NOS. OF MONOCOLOUR DIGITAL
MULTIFUNCTIONAL PHOTOCOPIER MACHINES OF RICOH/ KYOCERA/ CANON/ HP/
KONICA MINOLTA MAKE (25-CPM/A-3 Size)**

I/We undertake that the firm (name of the firm) or its Partner/ Director/ Proprietor (name) 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 further undertake that all the terms and conditions mentioned in the instant tender are acceptable to the firm.

I/We further undertake that I/we have confirmed and correctly applied the HSN Code of the required item/services and its corresponding applicable GST rate as on date with sole responsibility. I/we also undertake to inform Delhi High Court of subsequent change in the tax rates as applicable.

Signature of the authorized Signatory
of the firm/company/organizational
Official Stamp/Seal

Date:-
Place:-