

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

F.No.789/DA-4/IT/DHC/No. 1611

Dated: 29.01.25

From,

The Registrar General  
Delhi High Court  
New Delhi

To,

(On the website of High Court)

**Sub: Notice inviting Tender(s) for purchase of Thirty (30) nos. each of 32 GB and 64 GB OTG Pen drives of reputed make with maximum warranty & speed.**

This Court intends to purchase of Thirty (30) nos. each of 32 GB and 64 GB OTG Pen drives of reputed make with maximum warranty & speed. Interested firms/vendors (**Based in Delhi/NCR Region only**) are requested to submit their respective quotations for the same in a sealed envelope to the A.O.(J), Information Technology Branch, Lawyers' Chamber Block-III, Room No.6, Ground Floor, High Court of Delhi, New Delhi on or before 13/02/2025 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 32 GB & 64 GB OTG Pen Drives**" which should be super-scribed on the sealed envelope.

**Terms & conditions of this tender are as under:**

1. The firm(s) / vendor(s) authorized by OEM (**Based in Delhi/NCR Region**) intending to participate in the instant tender are requested to submit the sealed quotations along with the copy of current **Authorization Letter of the OEM and Earnest Money Deposit (EMD) of ₹5,000/- (Rupees Five Thousand Only)** 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. The DD/Pay order towards EMD of all the tenderers, except the lowest three, will be returned to vendors on their written request after finalization of Tender Process & EMD of successful tenderer will be returned after supply and successful installation of the order placed to the firm/ after fulfilling all codal formalities.
4. 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.

5. The validity of rates must not be less than 180 days from the last date of submission of quotations. Quotations with **less period of validity of rates shall be summarily rejected.**
6. **The successful firm shall be awarded the tender at the quoted/approved rates. In case the firm which has been awarded the tender refuses to supply the required goods at the quoted/approved rates during the said period of 180 days, the firm, shall be liable to be blacklisted for participation in the future tenders of this Court.**
7. No quotation shall be entertained after due date. Quotations without the subject as referred to above & due date having been mentioned on the envelope shall be summarily rejected. Quotations received after due date & request for extension of time for submission of last date of quotation shall be summarily rejected.
8. The firm/vendor must submit only one quotation against instant Tender Notice. Quotation(s) related to some other item(s) not related to instant tender placed in the sealed envelope will be liable to be rejected. If multiple quotations are submitted by a firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
9. After opening of the sealed quotation(s), 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.
10. **The quotations must be tendered strictly in the format mentioned in Annexure 'A' of this tender. Quotations offered in any other format than prescribed shall be liable to be rejected.**
11. The selected L-1 vendor(s)/firm(s) shall be bound to supply the required item(s) within 15 days from the date of issuance of Purchase Order, failing which the Purchase Order shall be deemed to be cancelled without entertaining any communication in this regard unless sufficient cause is shown in writing (supported by documentary proof) for such delay. **The firm shall be liable to be blacklisted from participation in future tenders of this Court, if failed to supply any cogent reason.**
12. 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 L2 vendor/firm.
13. The acceptance of supplied item in the IT Store of Delhi High Court will be subject to codal formalities viz., inspection by an independent officer nominated for the purpose.
14. The firm/vendor shall also have to furnish a duly filled in /signed/stamped undertaking in original (strictly as per Annexure- 'B') that neither the firm nor its Partner/Director/Proprietor has been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertakings/Autonomous Bodies have

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 quotations received without undertaking shall be summarily rejected.

15. The firms/vendors offering NET rate claiming that they are mandatorily not required to be registered under the GST Act shall submit NET rates 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-'C'** 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, certificate issued by Chartered Accountant for the F.Y. 2023-2024, etc.
16. Withdrawal or revision of quotation(s) after their opening may attract blacklisting of the firm/vendor from participation in any future tender process of this Court for a period of six months from the date of blacklisting.
17. No employee of this Court or his/her dependent family members be involved in the instant tender process in contravention of the requirements/provisions contained in Central Civil Services (Conduct) Rules, 1964.

This Court reserves the right to modify/amend the quotation letter/terms & conditions at a later stage and to increase or decrease the quantity depending on the requirement. The Court also reserves the right to place the order fully/partly on different vendors.

Yours truly,



(Ajai Kumar Rana)  
Assistant Registrar (IT)  
for Registrar General

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

Annexure - 'A'

Name of the firm:- \_\_\_\_\_ Address of the Firm: \_\_\_\_\_

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

**Price Bid**

Description of Product	Price offered for one unit (Without taxes) in Rs.	Tax Rate (%)	Total Price offered for one unit (incl.of taxes) OR NET Price offered for one unit by the vendor exempted from registration under the GST Act	Under - taking furnished (Yes/No.)	Validity of Rates: (180 days or more)	Remarks (if any)
A	B	C	D	E	F	G
32 GB (OTG) Pen Drive Make _____ Warranty _____ Speed _____						
64 GB (OTG) Pen Drive Make _____ Warranty _____ Speed _____						

Amount in Column (D) (in words) \_\_\_\_\_

EMD Details \_\_\_\_\_

Signature of the authorised Signatory  
of the firm/company/organization

Official Stamp/Seal

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Interlineation/Corrections/Overwriting not allowed

Annexure - 'B'

UNDERTAKING

I/We undertake that neither the firm (name of the firm) nor its Partner/Director/Proprietor (name of all owners \_\_\_\_\_) has been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertaking/Autonomous Bodies 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. *(Strike out in case of the firm/vendor is claiming exemption from GST & offering net rates)*

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

Date:-

Place:-

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

Annexure - 'C'

AFFIDAVIT

I \_\_\_\_\_, S/D/W/of Sh./Smt. \_\_\_\_\_ Resident of \_\_\_\_\_  
in the capacity of \_\_\_\_\_ of  
M/s. \_\_\_\_\_ 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 the firm \_\_\_\_\_ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supplies.
3. That the turnover of M/s. \_\_\_\_\_ has not crossed the 'threshold exemption limit' of Rs.40 lakh, in the current financial year 2024-25.
4. That I undertake that at the point of time the turnover of the firm crosses the threshold exemption limit of Rs.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, if declared eligible in the tender process.

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