

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

F.No. 451-V2/DA-07/IT/DHC/No. 6256

Dated: 07.04.2025

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 LAPTOP(S) OF DELL/HP MAKE FOR THE USE OF TECHNICAL/ IT BRANCH OFFICERS OF THIS COURT**

This Court intends to purchase Laptop(s) of the brands like Dell/HP make with 4 years onsite warranty for the official use of Technical/ IT Branch Officers of this Court. 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 valid authorization letter issued by OEM in their favour in a sealed envelope.

Following are the minimum technical specifications required for the laptops:

Specifications	Description
Operating System	Windows® 11 pro (Latest Version)
Processor	Intel Core i7 or higher
Memory	16GB DDR4/DDR5 RAM or higher
Hard Disk Drive	1TB PCIe NVMe SSD or higher
Audio	Audio headset jack, built-in microphone
Networking	Intel WiFi 6 + Bluetooth 5
Keyboard & Mouse	Same OEM make Keyboard & Mouse wireless
I/O Ports	<ul style="list-style-type: none"><li>• 4 x USB3 ports</li><li>• 1 x USB C port</li><li>• 1 x HDMI 2.0 port</li><li>• 1 x DP port</li><li>• 2 x USB-A Ports</li></ul>
Display	35.6 cm (14) diagonal, FHD (1920 x 1080), Multitouch-enabled, IPS
Warranty	4 Years Onsite Warranty

The firm (s) / vendor(s) authorized by OEM(s) to participate in the instant tender are requested to submit their quotation in a sealed envelope containing the necessary technical / financial bids, Undertaking along with the copy of current valid authorization letter of the OEM(s) and **Earnest Money Deposit (EMD) for a sum of Rs.10,000/-** by way of DD/Pay Order/Bankers Cheque drawn in favour of **“The Registrar General, Delhi High Court” payable at New Delhi.** The sealed envelope must reach 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 on or before 28/4/25 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 LAPTOPS FOR THE USE OF TECHNICAL/ IT BRANCH OFFICERS OF DELHI HIGH COURT’** super-scribed on the same. Quotations received after the due date and time and/or 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 of which will lead to rejection of the Quotation:**

- a) **Annexure-‘A’** i.e. Technical Specifications of the Laptop.
- b) **Annexure-‘B’** i.e. Price Bid along with copy of current valid authorization letter of the OEM and Earnest Money Deposit (EMD) of ₹10,000/- by way of DD/Pay Order/Bankers Cheque drawn in favour of ‘**The Registrar General, High Court of Delhi, New Delhi**’.
- c) **Annexure-‘C’** i.e. Undertaking duly filled in, signed & stamped by the firm/vendor.
- d) **Annexure-‘D’**: To be filled only by those firms, 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/mention the ‘net rates’ only in ‘Row ‘D’ of Annexure ‘B’.*

**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/most eligible 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/ the second eligible 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/Bankers Cheque 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/Bankers Cheque 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 (on written request) only after supply of complete order.
- 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. In case of change in SPOC, the same must be updated immediately to avoid inconvenience to the Hon’ble Court.
- 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).

**3. Grounds for rejection/disqualification of Bid(s)**

- a) Bids received without EMD.  
*Note: No request for waiver of EMD on any ground shall 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 copy of current/valid authorization letter by OEM in favour of the participating firm/vendor.
- d) Validity of rates must not be less than 180 days from the last date of submission of the quotation.
- e) Bids received after due date and/or without mentioning the subject 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(s) 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**

- a) The selected eligible L-1 firm/vendor shall be bound to supply the required item within 21 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.

**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 per required technical specifications or specifications mentioned in their respective quotation.
- c) Non-adherence to the validity of rates for 180 days from the last date of submission of quotation.

**6. Firm(s)/Vendor(s) 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. 2022-23 & 2023-24 etc.

**7. Clarification regarding this Tender**

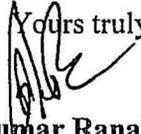
- a) In case the firm/vendor wants any clarification regarding this Tender, Mr. Zameem Ahmad Khan, Joint Director (IT) at Tel. No. 011-43010101 (Ext.4852) may be contacted.

**8. Finality of decision of the competent authority**

- a) The decision of the competent authority for shortlisting 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 reasons thereof. Any step taken by the competent authority to safeguard the interests of this Court shall be final and binding on all participants.

**Note:** *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 Civil Services (Conduct) Rules 1964.*

Yours truly,

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

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

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**Annexure – ‘A’**

**(Technical Specifications of Dell/HP make Laptop)**

<b>Specifications</b>	<b>Description</b>	<b>Compliance (Yes/No)</b>	<b>Remarks (if any)</b>
Operating System	Windows® 11 pro OS (Latest Version)		
Processor	Intel Core i7 or higher Processor		
Memory	16GB DDR4/DDR5 RAM or higher		
Hard Disk Drive	1TB PCIe NVMe SSD or higher		
Audio	Audio headset jack, built-in microphone		
Networking	Intel WiFi 6 + Bluetooth 5		
Keyboard & Mouse	Same OEM make Keyboard & Mouse wireless		
I/O Ports	<ul style="list-style-type: none"> <li>• 4 x USB3 ports</li> <li>• 1 x USB C port</li> <li>• 1 x HDMI 2.0 port</li> <li>• 1 x DP port</li> <li>• 2 x USB-A Ports</li> </ul>		
Display	35.6 cm (14) diagonal, FHD (1920 x 1080), Multitouch-enabled, IPS		
Warranty	4 Years Onsite Warranty		
Any Other Standard Feature(s) / Specification(s)			

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**Annexure – 'B'**

Name of the Firm: \_\_\_\_\_

Address of the Firm: \_\_\_\_\_

Name of the person (authorised to sign the tender document): \_\_\_\_\_

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

**PRICE BID**

A	Description of the Product	
B	Price offered for 1 unit (without taxes) in ₹	
C	Tax Rate (%)	
D	Price offered for 1 unit (incl. taxes) in ₹	
E	Undertaking furnished (Yes/No)	
F	Validity of Rates (180 days or more)	
G	Warranty (in years)	
H	Delivery schedule	
I	Remarks (if any)	

Total Price as per row 'D' in words \_\_\_\_\_

**EMD Details**

EMD instrument by way of DD/Pay Order/ Bankers Cheque	Bank Name / Branch	EMD Amount (in ₹)	Amount in words
No. Date:		10,000/-	Ten Thousand Only

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

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

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

- Interlineations/Corrections/Overwriting not allowed

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**Annexure – ‘C’**

**UNDERTAKING**

I/We undertake that neither the firm M/s. \_\_\_\_\_  
\_\_\_\_\_ 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’**

[AFFIDAVIT ON RS.10/- NON JUDICIAL STAMP PAPER DULY NOTORIZED BY NOTARY PUBLIC AFFIXING RS.5/- NOTARIAL STAMP]

I, \_\_\_\_\_, S/o Shri/Smt. \_\_\_\_\_, Resident of \_\_\_\_\_  
\_\_\_\_\_ Partner/Director/Proprietor of M/s. \_\_\_\_\_  
solemnly affirm/ authorised to solemnly affirm on behalf of M/s. \_\_\_\_\_  
and state as under:

1. That M/s. \_\_\_\_\_ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supply.
2. That the turnover of M/s. \_\_\_\_\_ was less than Rs. 40 lakh in the financial year 2023-24.
3. That the turnover of M/s. \_\_\_\_\_ has not crossed the ‘threshold exemption limit’ of Rs. 40 lakh in the financial year 2024-25.
4. That I \_\_\_\_\_, on behalf of M/s. \_\_\_\_\_ solemnly undertake that at the point of time the turnover of the firm will cross the threshold exemption limit of Rs.40 lakh, M/s. \_\_\_\_\_ will be registered under GST Act and will comply the provisions mentioned in the GST Act.
5. That M/s. \_\_\_\_\_ claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the financial bid.
6. That M/s. \_\_\_\_\_, if declared eligible in the tender process will claim only the net price exclusive of GST.

**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**