

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.676-F/DHC/IT/DA-02/ No. 16446

Dated: 15.09.25

From,

**The Registrar General,
Delhi High Court,
New Delhi,**

To,

(On the website of High Court of Delhi)

Sub: NOTICE INVITING TENDER for Supply and Installation of Microsoft Surface Laptop with co-pilot for the use of Hon'ble Judges of this Court.

This Court intends to purchase Microsoft Surface Laptop with co-pilot for the use at the residential office of Hon'ble Judges of this Court. Interested firms/vendors (**Based in Delhi/NCR Region only**) authorised by OEM are requested to submit their respective quotation(s) for the same along with the copy of current authorization letter issued by OEM (if any) in their favour in a sealed envelope.

Following are the minimum configurations of the Laptop:

Microsoft Surface Laptop with co-pilot with 13.8" Screen Size, Intel Core Ultra 7 processor, 16 GB / 32 GB RAM, 512 GB / 1 TB Storage, Windows 11 Pro and other standard configurations with three years onsite comprehensive warranty.

The sealed envelope containing the Earnest Money Deposit (EMD) for a sum of **₹10,000/-** {by way of Demand Draft/Banker's Cheque/Pay Order drawn in favour of "**The Registrar General, High Court of Delhi**" payable at New Delhi}, Price Bid and Undertaking along-with other necessary documents, 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-110503 on or before 6/10/25 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 MICROSOFT SURFACE LAPTOP WITH CO-PILOT**' which should be super-scribed on the sealed envelope. 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 will lead to rejection of the Quotation**
 - a) **Annexure-'A'** i.e. Price Bid along with copy of current authorization letter of the OEM and Earnest Money Deposit (EMD) of ₹10,000/- by way of DD/ Banker's Cheque/Pay Order drawn in favour of '**The Registrar General, High Court of Delhi, New Delhi**'
 - b) **Annexure-'B'** i.e. Undertaking duly filled in/signed/stamped by the vendor.
 - c) **Annexure-'C'**: To be filled only by those firms, claiming exemption from registration under GST Act and offering net rates only

P.T.O.

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d) 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 the 'net rates' only in Column 'E' of their Price bid.

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/Banker's Cheque/Pay order 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/Banker's Cheque/Pay order 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 firm/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.

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) Validity of rates must not be less than 180 days from the last date of submission of the quotation.
- d) Bids/quotations received after due date shall be summarily rejected and no request for extension of last date / due date of the Tender will be entertained.
- e) Bids/quotations related to some other item not related to instant tender.
- f) Any interlineations, erasure or correction in the specification/offered rate, which renders the whole tender process doubtful or ambiguous.
- g) Bids/quotations in the format other than the prescribed one.
- h) Non submission of required documents or submitting incomplete documents.
- i) Any other ambiguity in submission of bid or any unreasonable condition.

4. Supply of Goods

The selected eligible L-1 firm/vendor shall be bound to supply the required item within 15 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 adherence to the validity of rates for 180 days from the last date of submission of bid/quotation.

6. Vendors exempted from Registration under GST Act

- a) The firm(s) claiming that they are mandatorily not required to be registered under the GST Act shall submit NET rates only (rate without tax component) 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. Turnover certificate issued by Chartered Accountant for the F.Y. 2024-25 & 2025-26 etc.

7. Clarification regarding this Tender

- a) In case the firm/vendor wants any clarification regarding this Tender, Mr. Zameem Ahmed 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 short listing of the firm/vendor after evaluation of the Bid(s)/quotation(s) shall be final & binding on all the participants in the instant tender process.
- c) 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.
- d) 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.

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,



(Anil Kumar Singh)
Deputy Registrar (IT)
for Registrar General

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

Annexure - 'A'PRICE BIDSUB: NOTICE INVITING TENDER FOR Supply and Installation of Microsoft Surface Laptop with Co-pilot having 13.8" Screen, Intel Core Ultra 7 Processor & Windows 11 Pro.

Name of the Firm: _____

Address of the Firm: _____

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

Contact No.: _____ Email Address: _____

Description of the Product	Price offered for one unit (without taxes) in ₹	Tax Rate (%)	Price offered for one unit (incl. taxes) in ₹	Under - taking furnished (Yes/No)	Validity of Rates (180 days or more)	3 years onsite comprehensive warranty (Yes/No)	Delivery schedule	Remarks (if any)
A	B	C	D	E	F	G	H	I
<u>Option - I</u> <u>MICROSOFT SURFACE LAPTOP Co-pilot with 16GB RAM & 512 GB STORAGE</u> <u>(WITH AVAILABLE COLOUR OPTIONS)</u>								
<u>Option - II</u> <u>MICROSOFT SURFACE LAPTOP Co-pilot with 16GB RAM & 1 TB STORAGE</u> <u>(WITH AVAILABLE COLOUR OPTIONS)</u>								
<u>Option - III</u> <u>MICROSOFT SURFACE LAPTOP Co-pilot with 32 GB RAM & 512 GB STORAGE</u> <u>(WITH AVAILABLE COLOUR OPTIONS)</u>								
<u>Option - IV</u> <u>MICROSOFT SURFACE LAPTOP Co-pilot with 32 GB RAM & 1TB STORAGE</u> <u>(WITH AVAILABLE COLOUR OPTIONS)</u>								

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Total Price as per column 'D' in words for			
Option - I _____			
Option - II _____			
Option - III _____			
Option - IV _____			
EMD Details			
EMD instrument by way of DD/ Banker's Cheque/ Pay Order	Bank Name / Branch	EMD Amount (in ₹)	Amount in words
No. Date:		10,000/-	Ten Thousand Only

*Interlineations/Corrections/Overwriting not allowed

Date: _____

Place: _____

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

Annexure - 'B'UNDERTAKING

SUB: NOTICE NOTICE INVITING TENDER FOR Supply and Installation of Microsoft Surface Laptop with Co-pilot having 13.8" Screen, Intel Core Ultra 7 Processor & Windows 11 Pro.

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 the items 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: _____

Annexure - 'C'**SUB: : NOTICE INVITING TENDER FOR Supply and Installation of Microsoft Surface Laptop with Co-pilot having 13.8" Screen, Intel Core Ultra 7 Processor & Windows 11 Pro.**

[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 2024-25.
3. That the turnover of M/s. _____ has not crossed the 'threshold exemption limit' of Rs. 40 lakh in the current financial year 2025-26.
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