

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.668B/DHC/IT/DA-02/No.

17775

Dated: 27.09.2025

From,

The Registrar General,
Delhi High Court,
New Delhi.

To,

(On the website of Delhi High Court)

Sub: Notice inviting Tender for award of Onsite Comprehensive Annual Maintenance Contract (AMC) with back-to-back support from CISCO for 19 Networking Switches, along with the passive LAN items and the services of One CCNA certified Resident Network Engineer for AMC period in High Court of Delhi.

This Court invites sealed tender(s) from Cisco Authorized firm(s)/vendor(s) with validity of rates for 180 days from the date of closing of instant tender for award of **Onsite Comprehensive Annual Maintenance Contract (AMC) with back-to-back support from CISCO for a period of 02 (two) years (initially for one year which shall be renewed at the same rates after completion of first year at the sole discretion of High Court Delhi on the basis of performance of the firm/vendor)** in respect of following CISCO Switches, Modules, passive LAN items, LAN Points along with the passive LAN items (installed in the premises of this Court) and the services of one CCNA certified Resident Engineer for AMC period in this Court:-

| Sl. No. | Particulars/ Description | Qty. |
|---------|--|---------|
| 1. | Networking Switch 48 port- Make CISCO Model-C9300-48T-E | 13 Nos. |
| 2. | Networking Switch 24 port- Make CISCO Model-C9300-24T-E | 6 Nos. |
| 3. | Module Single Mode 10 G LRS (CISCO-SFP-10G-LR-S) | 28 Nos. |
| 4. | Module Multi Mode 10 G LRM (CISCO-SFP-10G-LR-M) | 20 Nos. |
| 5. | Passive LAN items including 21 Racks and their accessories, Fiber Patch Cords, 298 LAN point Boxes, and CAT 6A Patch Cords | - |
| 6. | LAN Points | 298 |
| 7. | CCNA Certified Resident Engineer | 1 |

In case there is anything extra which is required not to be included in the AMC, it must be clearly indicated by the firm/vendor.

Interested firms/vendors **(Based in Delhi/NCR Region only)** are requested to submit their respective quotations for the same in a sealed envelope.

The sealed envelope containing the **Earnest Money Deposit (EMD)** of 3% of total proposed cost (incl. GST) by way of DD/ Banker's Cheque/Pay Order drawn in favour of **"The Registrar General, Delhi High Court" 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 **15-10-2025** till 05:30 P.M. The sealed

R.T.O.

envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" mentioning the subject '**Quotation for AMC of 19 Switches & its passive network components with one technician to manage these hardware in High Court of Delhi at New Delhi**' 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.

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'** : Price Bid for onsite comprehensive AMC with back-to-back support from CISCO for Networking Switches, Modules, Passive LAN items, existing 298 LAN Points and the services of One CCNA certified Resident Network Engineer to manage these hardware in High Court of Delhi at New Delhi and Earnest Money Deposit (EMD) **of 3% of total proposed cost (incl. GST)** 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'** : Undertaking duly filled in/signed/stamped by the vendor.
- (C) **Annexure-'C'**: To be filled only by those firms, which are claiming exemption from registration under GST Act and offering net rates only.
- (D) Copy of GST Registration Certificate, if the firm/vendor is registered under GST Act.
- (E) The tenderer(s) must be an authorized vendor of CISCO with a minimum experience of 03 years for providing service support in Government/Public Sector Undertaking dealing in this field. Relevant documentary evidence (duly signed & stamped by the authorized person) and confirmation regarding above must be enclosed, duly flagged and numbered failing which the tenderer(s) shall stand disqualified.

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 'D' 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) Rates offered in the bid/quotation shall not be enhanced during the period of contract.
- (C) Successful firm/vendor will be required to depute one experienced CCNA certified Engineer for attending the complaints independently.
- (D) 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.
- (E) The DD/ Banker's Cheque/Pay Order of L-2 & L-3 vendor/firm will be returned to the firms/vendors upon written request after issuance of the Award Letter 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.
- (F) **The selected vendor/firm will have to execute Service Agreement with this Court for the satisfactory performance and will also have to furnish the Performance Bank Guarantee @ 8% of total proposed cost (incl. GST) for the AMC period plus two months.**

3. Grounds for rejection/disqualification of Bid(s)/Quotation(s):-

- (A) Bids/quotations received without EMD.
- (B) Note: No request for waiver of EMD on any ground shall be entertained.
- (C) If multiple quotations are submitted by a firm / vendor, all such quotations submitted will be liable to be rejected at the first instance.
- (D) Validity of rates must not be less than 180 days from the last date of submission of the quotation.
- (E) 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.
- (F) Bids/quotations related to some other item 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/quotations 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/quotation or any unreasonable condition.

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

- (A) Withdrawal or attempt to revise the bid/quotation 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.

5. Firms/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 (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-'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. 2024-2025 & 2025-2026 etc.

6. Clarification regarding this Tender :-

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

7. 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.
- (B) This Court reserves the right to modify/amend the tender document/Terms and Conditions of the tender at a later stage.
- (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 interest of this Court shall be final and binding on all participants.

P70

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 the Delhi High Court.

Annexure - 'A'**PRICE BID**

SUB.: AMC of 19 Switches & its active/passive network components with one technician to manage these hardware in High Court of Delhi at New Delhi for 2 years

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 (without taxes) in ₹ | Tax Rate (%) | Total Price offered (incl. taxes) in ₹ | Under - taking furnished (Yes/No) | Validity of Rates (180 days or more) | Remarks (if any) |
|--|---------------------------------------|--------------|---|---|---|---------------------|
| A | B | C | D | E | F | H |
| Networking Switch 48 port- Make CISCO Model-C9300-48T-E Qty. 13 Nos. | | | | | | |
| Networking Switch 24 port- Make CISCO Model-C9300-24T-E Qty. 9 Nos. | | | | | | |
| Module Single Mode 10 G LRS (CISCO-SFP-10G-LR-S) Qty. 28 Nos. | | | | | | |
| Module Multi Mode 10 G LRM (CISCO-SFP-10G-LR-M) Qty. 20 Nos. | | | | | | |
| Passive LAN items including 21 Racks and their accessories, Fiber Patch Cords, 298 LAN point Boxes, and CAT 6A Patch Cords | | | | | | |
| LAN Points 298 Nos. | | | | | | |
| One CCNA Certified Engineer to manage the above mentioned switches | | | | | | |
| Total | | | | | | |
| Total Price as per Column 'D' in ₹ _____ | | | | | | |
| In words _____ | | | | | | |
| EMD Details | | | | | | |
| EMD instrument by way of DD/ Banker's Cheque/ Pay Order | Bank Name / Branch | | | EMD Amount (in ₹) | EMD Amount (in words) | |
| No. | | | | | | |
| Date: | | | | | | |

* Interlineations/Corrections/Overwriting not allowed

Date: _____

Place: _____

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

UNDERTAKING

I/We undertake that neither the firm (_____)
nor its Partner/Director/Proprietor (_____)
has/have been blacklisted / banned and its Business dealings with any 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 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:-

SUB: AMC of 19 Switches & its active/passive network components with one technician to manage these hardware in High Court of Delhi at New Delhi for 2 years

[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