

दर अनुबंध बिड दस्तावेज़ / Rate Contract Bid Document

This Rate Contract Bid is governed by General Terms and Conditions of Rate Contract

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	16-10-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	17-10-2026 15:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Delhi
विभाग का नाम/Department Name	Delhi High Court
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Central Project Coordinator
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :cpc-del@aij.gov.in Buyer Email id: arcomputer.dhc@nic.in
वस्तु श्रेणी /Item Category	A4 and Legal Size Multifunction Printer (MFP) (Q2)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	5.25 Lakh (s)
मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)/OEM Average Turnover (Last 3 Years)	42 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	1 Year (s)
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
दर अनुबंध और शीर्षक / Rate Contract & Title	Yes ; RATE CONTRACT FOR INKJET PRINTERS
दर अनुबंध की वैधता अवधि / Validity Period Of Rate Contract	12 Months
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	4 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
अनुमानित बिड मूल्य / Estimated Bid Value	1050000
मूल्यांकन पद्धति/Evaluation Method	Item wise consignee wise evaluation

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	10500

Discount Slab Range

A4 And Legal Size Multifunction Printer (mfp)

Slab 1	21 - and above Unit
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित

दस्तावेज प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

REGISTRAR GENERAL

DELHI HIGH COURT, SHER SHAH ROAD, NEW DELHI-110003

(Registrar General)

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

1. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
5. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the

previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

मूल्यांकन विधि(मदवार मूल्यांकन विधि) / **Evaluation Method & Consignee Location** (Item Wise Consignee Wise Evaluation Method)

Contract will be awarded schedule wise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

मूल्यांकन अनुसूचियां / Evaluation Schedules	वस्तु/श्रेणी / Item/Category	Location of Consignee
Schedule 1 (NEW DELHI)	A4 And Legal Size Multifunction Printer (mfp)	NEW DELHI

A4 And Legal Size Multifunction Printer (MFP)

Bis Required	Yes
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तकनीकी विशिष्टियाँ / **Technical Specifications**

* जेम केटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
General Product Information	Description of Stores	A4 and Legal size Multifunction Machine Printer with core function as Print, Scan and Copy with Power Cord/Adapter and connecting USB cable
	Printing Technology	Inkjet
	Type of Printing	Colour Or higher
	Availability of Fax	Yes, No
	Operating System Compatibility	Microsoft Windows, Linux, Mac OS, Microsoft Windows Server

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
Printing Performance	Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Monochrome (Black) (in PPM) for Laser/LED MFPs	Not Applicable Or higher
	Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Monochrome (Black) (in IPM) for Inkjet MFPs	25 to 29, 30 to 34, 35 to 39, 40 to 44, 45 to 49, 50 to 54, 55 to 59, 60 to 64, 65 to 69, 70 to 74, 75 to 79, 80 to 84, 85 to 89, 90 to 94, 95 to 99 Or higher
	Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Colour (in PPM) for Laser/LED MFPs	Not Applicable Or higher
	Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Colour (in IPM) for Inkjet MFPs	20 to 24, 25 to 29, 30 to 34, 35 to 39, 40 to 44, 45 to 49, 50 to 54 Or higher
Duplexing & Copying Features	Auto Duplexing Printing/Coping (2-sided Feature)	Yes Or higher
Scanning Capabilities	Maximum Scan Area (Platen/ADF)	A4 and Legal Or higher
	Scan To Functions	Folder, Email
Document and Paper Handling	Original Document Feeder Type (For Scanning and Copying)	Single-Pass Document Feeders (SPDF) Or higher
	Feeder Capacity (Number of Sheets) (For Scanning and Copying)	31 to 40, 41 to 50, 51 to 100, 101 to 150, 151 to 200, 201 to 250, 251 to 300, 301 to 350, 351 to 400 Or higher
	Number of Main Paper Tray	2, 3, 4 Or higher
	Total Main Paper Tray Combined Capacity (Number) at 75 GSM	401 to 500, 501 to 1000, 1001 to 2000, 2001 to 3000 Or higher
	Bypass Tray Facility	No, Yes Or higher
	Bypass Tray Capacity at 75 GSM	Not Applicable, 1 to 49, 50 to 99, 100 to 149, 150 to 199, 200 to 249, 250 to 299, 300 to 349, 350 to 399, 400 to 449, 450 to 499, 500 to 549 Or higher
Connectivity and Reliability	Connectivity	USB Port, Ethernet Port, Wi-Fi
	Duty Cycle (Number of Prints/Month)	30,000 to 49,999, 50,000 to 79,999, 80,000 to 99,999, 1,00,000 to 1,19,999, 1,20,000 to 1,49,999, 1,50,000 to 1,99,999, 2,00,000 to 2,49,999, 2,50,000 to 2,99,999, 3,00,000 to 3,49,999, 3,50,000 to 3,99,999, 4,00,000 to 4,49,999, 4,50,000 to 4,99,999 Or higher
Certification and Warranty	On Site Warranty (in Year)	1 Or higher

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
	Extended Warranty (in Years) over and above standard warranty	2, 3, 4 Or higher

Special terms and conditions-Version:1 effective from 10-02-2026 for category A4 and Legal Size Multifunction Printer (MFP)

1.

Product Verification	At the time of delivery, the Seller shall provide the Original Equipment Manufacturer website link along with the device serial number corresponding to the supplied product. The serial number shall be clearly indicated on the product. The Buyer or Consignee shall be able to verify complete product details, including configuration, through the Original Equipment Manufacturer website without the need to create a user account.
Warranty	1. The Seller shall provide a valid Warranty Certificate or Warranty Tag, in physical or digital form, issued by the Original Equipment Manufacturer, at the time of supply. The warranty shall be verifiable through the Original Equipment Manufacturer official website and or authorised customer care centre. 2. The warranty shall remain valid for the specified number of years or until the printer reaches the Original Equipment Manufacturer defined minimum number of prints during the warranty period, whichever occurs earlier. Upon reaching either of these limits, the warranty coverage shall automatically cease. 3. The Buyer may verify the actual number of prints completed by the printer at the time of delivery to confirm that the product has not been previously used. Such verification may be carried out using the printer's in-built print counter or any other Original Equipment Manufacturer approved mechanism.. 4. The warranty shall not cover consumables, including but not limited to cartridges, toner, ink, developer, and similar consumable items.
Operating System Supportability	1. Products offered under this category shall support at least the Latest-2 versions of the operating systems specified in the catalogue. 2. If compatibility with an operating system version earlier than Latest-2 is required, the Buyer may specify the same under the "Additional Specification Parameter" section at the time of bid creation.

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

IN THE HIGH COURT OF DELHI AT NEW DELHI

From,

The Registrar General
Delhi High Court
New Delhi

To,

The interested Firm(s)/Vendor(s) based in Delhi/NCR Region Only.

ADDITIONAL TERMS AND CONDITIONS (ATC) FOR PROCUREMENT OF HP OFFICEJET PRO 9130b AIO COLOUR PRINTERS WITH THREE (03) YEARS ONSITE COMPREHENSIVE WARRANTY WITH BACK-TO-BACK SUPPORT FROM OEM.

The below mentioned ATC will prevail over GeM GTC.

Note: Bidders participating in the Tender must mandatorily comply with the Buyer Added Bid Specific ATC.

INVITATION:- Bid(s) are invited by Delhi High Court from the firms/vendors based in **Delhi/NCR Region** only for procurement of HP OfficeJet Pro 9130b AIO Colour Printer with three (03) years onsite comprehensive warranty with back-to-back support from OEM.

1. NECESSARY DOCUMENTS TO BE UPLOADED AT THE GeM PORTAL, NON-COMPLIANCE WILL LEAD TO REJECTION OF THE BID

- a) Scanned copy of current authorization letter of the OEM of Printer, with date of issuance.
- b) Scanned copy of Certificate of Incorporation of the Company with Registrar of Companies of Delhi/NCR with date of issuance; and/or
- c) Scanned copy of valid GST Registration Certificate/ TIN No of Delhi/ NCR to prove that the firm is carrying out its business in Delhi/NCR, with date of Registration.
- d) Scanned copy of PAN Card of Bidders Company/Proprietorship firms etc.
- e) Scanned copy of **Annexure-‘A’** i.e. ‘Undertaking’ strictly in the format provided (*duly signed and stamped with the seal of the firm*).
- f) Scanned copy of Earnest Money Deposit (EMD)/Bid security for an amount of ₹10,500/- by way of DD/ Banker’s Cheque/Pay Order drawn in favour of ‘The Registrar General, High Court of Delhi, New Delhi’ by the bidder(s) who are not exempted to submit EMD as per status of their firms/GeM Guidelines. The physical copy of EMD must be submitted in IT Branch of this Court within 3 days after the bid end date.
- g) Properly filled **Annexure ‘B’**, Checklist of the required documents strictly in the format provided (duly signed & stamped).
- h) Turnover Certificate issued by a Chartered Accountant in favour of participating bidder showing turnover not less than ₹5,25,000/- each for previous financial years 2023- 24,

Digitally signed by NARENDER KUMAR

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2024-25 & 2025-26. MSE/Startup vendors need not upload the same but mention the category in the compliance column.

- i) Turnover Certificate of OEM not less than Rupees Forty Two Lakh issued by any CA (Chartered Accountant) or available on the website of OEM for the year last available.
- j) Copies of Contracts/CRACs/supply orders of three years issued in favour of the bidder to prove the experience in supply of Printers to Central / State Government / Public Sector Undertaking / Autonomous Bodies. MSE/Startup vendors need not upload the same.
- k) Scanned copy of valid MSE/UDYAM certificate (as the case may be) with date of issuance.
- l) Scanned copy of valid Certificate of Recognition as Startup firm (as the case may be) with date of issuance.
- m) **Annexure-‘C’** i.e. strictly as per the format of Bid Security Declaration from bidders in lieu of EMD along with supporting valid documents to avail EMD Exemption.
- n) **Annexure-‘D’** Lowest price Certificate strictly as per the format provided.
- o) Escalation Matrix of Bidder’s firm/OEM.

2. GENERAL INSTRUCTIONS

- a) This Court shall have the right to call clarification(s) on Gem Portal in respect of the Bid(s), if required.
- b) In case the Contract awarded to L-1 firm is cancelled due to non-acceptance of the same within the stipulated period, the firm shall be liable to be blacklisted to participate in future tenders of this Court and the EMD shall be forfeited without giving any notice. MSE/Startups firms shall be blacklisted for non-compliance of this clause.
- c) Rates offered in the Bid shall not be enhanced during the validity of the bid i.e. 120 days and during the Rate Contract for one year.
- d) The firm/ vendor shall indemnify the High Court of Delhi for any kind of loss due to material mishandling or damage etc.
- e) Addendum/Corrigendum/notice etc., if any, shall be uploaded on the GeM Portal only.
- f) This Court reserves the right to relax/waive or alter any of the terms & conditions of this ATC at any stage if it finds sufficient reasons to do so.
- g) Bid Security/EMD of the Bidder(s) will be forfeited, if the bidder(s) amends its quotation, impairs or derogates from the tender, fails to accept the purchase order. MSE/Startups not complying with this clause shall also be blacklisted to participate in future tenders of this Court.
- h) The MSE/Startups shall be given relaxation in respect of submission of EMD, years of experience & turnover criteria as per extant GeM guidelines, after submission of supporting documents.
- i) After completion of the tender formalities with the successful bidder, the Bid Security/ EMD of the bidders who do not qualify in the instant tender process will be returned, without interest, only on receipt of their written request. It shall be the duty of the bidder(s) to reach out to the IT Branch of this Court with authority letter on letter head of the firm and collect the original Bid Security / EMD instrument against the receipt, after completion of Tender process. In case of delay in collecting the Bid Security/ EMD, Delhi High Court shall not be responsible to pay any kind of interest or penalty.
- j) Technical bid of only those bidders, who have submitted the EMD in original in IT Branch of this Court (except those who are exempted i.e. MSE/Startups having valid supporting document) and uploaded all the required documents including scanned copy of

EMD within the prescribed time period, will be technically evaluated. In case of any clarification is required or deficiency(ies) found in the Technical bid, the firm will be given an opportunity to remove the deficiencies pointed out or submit the response to clarification sought. However failure to remove the deficiency or addressing the clarification sought within the time allowed at GeM Portal, the Technical Bid of the vendor shall be rejected and the financial bid of the vendor will not be opened. The decision of the Competent Authority shall be final.

- k) The bids or subsequent representation/queries/challenge to rejection of technical bid shall be submitted strictly as per the prescribed procedure only on GeM portal during the window open for such action. Any communication, representation or challenge to technical rejection submitted by telegram/fax/e-mail/Speed Post/Courier/physically delivery of letter, etc. i.e. outside of GeM shall not be considered. No correspondence will be entertained in this regard. The decision of the Competent Authority shall be final.
- l) The selected bidder shall be required to nominate one Technician/Representative/SPOC (Single Point of Contact) of their firm for installation of Printer whenever required and address the request(s) made by this Court regarding after sale support/technical support within the comprehensive warranty (ies) period with the coordination of OEM of Printer.
- m) In case of any fault is found in Printer(s) or in its part(s), thereof, the vendor shall be required to remove the faulty Printer(s)/part(s) thereof from the Court premises & get it replaced/repaired and return the same to IT Store of this Court at his/her own expenses during the onsite comprehensive warranty period.

3. OPENING OF FINANCIAL BID

- a) After evaluation of the Technical Bid(s), its acceptance/rejection, addressing challenge/representation within the window opened for the same, the Financial Bid(s) of shortlisted bidders will be opened on GeM Portal. If the date of opening of Financial Bids falls on holiday being observed by Delhi High Court, the financial bids will be opened on the next working day.

4. FINANCIAL BID

- a) Rates shall be quoted for one no. of HP OfficeJet Pro 9130b AIO Colour Printer with three years comprehensive onsite warranty in Indian Rupees which shall include supply, transportation, onsite unboxing, testing and operational demonstration. No exemption will be provided for correction in the financial bid. Moreover, in case of conflict in amount mentioned in numbers and words, the amount mentioned in words will prevail.
- b) The request made by 'successful bidder' for variation in rates during the currency of the Rate Contract due to fluctuation in the foreign exchange rate or escalation or other factors shall not be considered except change in the rate of GST by the Central and State Government.
- c) Any change in the rate of GST during the Rate Contract shall be communicated by the supplier to IT Branch of this Court immediately with documentary proof i.e. Notification issued by Central/State Government to this effect.

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5. GROUND(S) FOR REJECTION/DISQUALIFICATION OF BID(S)

- a) Non-submission of original EMD/ Bid security instrument to IT Branch of this Court within the stipulated period as indicated at point 1(f) at prepage (except those who claim to be exempted to submit EMD).
- b) If multiple quotations are submitted by a firm / vendor which is proved by the IP addresses provided at the GeM Portal, all such quotations submitted will be liable to be rejected and an instance shall be raised on GeM Portal for the action to be taken against such firm.
- c) Bid offer validity must not be less than **120 days** from the last date of submission of the Bid.
- d) Bids related to some other item or product not related to the instant tender.
- e) Non-uploading of required documents or uploading of incomplete documents in terms of the documents required at Point (1) at prepage and checklist strictly as per **Annexure-‘B’**
- f) Any other ambiguity in submission of bid or failure to address clarification sought or to submit deficient documents at GeM Portal during the clarification window remain active resulting in vitiating the whole tender process.
- g) Conditional Bids(s).
- h) **Having the office of bidder not registered in Delhi/NCR Region as per documents required at Point 1 above.**

6. THE FIRM(S)/VENDOR(S) MAY BE BLACKLISTED FOR THE FOLLOWING REASONS:

- a) Withdrawal or attempt to revise the technical/financial bid on any ground after opening of the same.
- b) Non-acceptance of the Rate Contract.
- c) Non-adherence to the Bid offer validity for **120 days** from the last date of submission of tender for the product being offered and required by this Court.
- d) Non- adherence to the validity of rates during the one year period of Rate Contract.

7. FINALITY OF DECISION OF THE COMPETENT AUTHORITY

- a) The decision of the competent authority for short listing of the bidders after evaluation of the Technical Bid(s) shall be final & binding on all the participants in the instant tender process.
- b) At present, the estimated requirement is approximately 21 Nos. of printers during the Rate contract. However, the actual requirement may upwardly vary depending upon the option exercised by the Hon'ble Judges for HP OfficeJet Pro 9130b AIO Colour Printer.
- 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 of printers during

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the Rate Contract depending on the requirement and also cancel the 'Tender' without assigning any reason(s) thereof.

- 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 interests of this Court shall be final and binding on all the participants.

8. RATES, TAXES & PAYMENT

- a) The total value of one no. of HP OfficeJet Pro 9130b AIO Colour Printer inclusive of all (which shall include supply, transportation, onsite unboxing, testing and operational demonstration) shall be filled in the **Financial Bid**.
- b) No enhancement of rates shall be permitted during the one year period of Rate Contract.
- c) The bill/invoice in triplicate towards supply of HP OfficeJet Pro 9130 AIO Colour Printer mentioning 3 years onsite comprehensive warranty shall be submitted in the name of Registrar General, Delhi High Court, New Delhi-110503 in IT Branch of this Court situated at Lawyers Chamber, Block-III, Room No.-6, Delhi High Court.
- d) There shall not be any advance/partial payment or any extra charge payable by this Court in any case.

Note: No employee of this Court or his/her dependent family members be involved in the instant tender process in contravention of the requirement/provision contained in Central Civil Services (Conduct) Rules, 1964.

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UNDERTAKING

FOR SUPPLY OF HP OFFICEJET PRO 9130B AIO COLOUR PRINTER

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 during the last two (02) years on account of poor performance/conduct.

By registering on GeM and by participating in the instant tender process on GeM, I/We undertake that presently I/We am/are not "Debarred from Bidding" on the grounds mentioned in Rule 151 of GFR 2017. In case, it is found at any stage that I/We have participated in the instant tender by withholding material information, my bid shall be liable to be rejected and the EMD shall also liable to be forfeited by Delhi High Court.

I/we undertake that all the additional terms and conditions of the instant Tender Notice are acceptable to me/us and bound to comply with the additional Terms and Conditions/ requirement of Delhi High Court and to deliver the goods as per schedule of supply/requirement throughout the Rate Contract.

I/we undertake that the validity of the bid offered would be 120 days from the end date of bidding. I/we further undertake that the rates quoted for the HP OJ Pro 9130b AIO Colour Printer shall be valid throughout the rate contract, with the understanding that failure to abide by the rate validity shall attract punitive action as per the discretion of Delhi High Court & GeM's Standard GTC.

I/we undertake that the goods offered to be supplied are in compliance of BIS or any other relevant Indian Certificates/standard.

I/we undertake that nothing has been concealed, no misstatement or false/forged or invalid document has been uploaded. If at any stage it is found that material facts have been concealed or misstatement has been made or false/forged documents have been uploaded then I/We are bound to face legal consequences.

I/we undertake that I/we have confirmed and correctly applied the HSN Code of the required item/product and its corresponding applicable GST rate(s) as on date with sole responsibility.

I/we undertake that the firm, (name of the firm) is a MSE / Startup firm and as per valid documents uploaded claiming exemption to submit EMD, claiming exemption in experience criteria and claiming exemption of bidder's turnover and accordingly not uploading the requisite EMD/ documents related to experience criteria/documents related to bidder turnover. However being MSE/Startup, I/we do hereby undertake that all the terms and conditions of this Tender is/are acceptable to us and bound to provide all the services/assistance throughout the 03 years onsite comprehensive warranty period failing to which, the High Court of Delhi shall have full authority to take punitive/remedial action against the firm. *[please strike out this paragraph, if your firm is neither MSE nor Startup, however be careful to upload all the documents required to avoid disqualification.]*

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

Date:-
Place:-

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Annexure 'B'**[To be Filled by the vendor, Scanned & Uploaded with the below mentioned documents on GeM Portal]****NON-COMPLIANCE WILL LEAD TO REJECTION OF THE BID****CHECKLIST OF REQUISITE DOCUMENTS**

S.No.	Description of requisite Documents (To be paginated, Scanned and uploaded)	Compliance (Yes/No) & other Details	Please mention Page No.(s) given to the attached Document (s)
1.	Authorization Letter from OEM (Original Equipment Manufacturer) of Printer with date of issuance		
2.	Certificate of Incorporation of Company with Registrar of companies (Delhi/NCR based) with date of issuance; and/or		
3.	GST Registration Certificate/ TIN No. of Delhi/NCR to prove that the firm is carrying its business in Delhi/NCR with date of Registration		
4.	PAN Card of bidder's company/Proprietorship firm etc.		
5.	Annexure-'A' 'Undertaking' strictly in the format provided (duly Signed & Stamped) with the seal of the firm		
6.	Earnest Money Deposit (EMD) Number & Date [Those who are claiming exemption being MSE/Startup must submit valid documents in support]		
7.	Annexure-'B' , Checklist of the required documents strictly as per format provided(duly Signed & Stamped)		
8.	Turnover Certificate issued by a Chartered Accountant in favour of bidder Company showing turnover not less than ₹5.25 Lakh each for the financial years 2023-24, 2024-25 & 2025-2026 by the firms who are not Exempted for Turnover Criteria. MSE/Startup/firms/vendors need not upload the same but mention the category in the compliance column.		
10.	Turnover certificate of OEM not less than ₹42 Lakh issued by any CA or available on the website of OEM for the year last available must be uploaded.		
11.	Copies of Contracts/CRACs/supply orders of three years issued in favour of the bidder to prove the experience in supply of printers to Central / State Government/Departments / Public Sector Undertaking / Autonomous Bodies by the firms who are not Exempted for Experience. MSE/Startup/firms/vendor need not upload the same.		
12.	Valid MSE/UDYAM Certificate of the firm (as the case may be) with date of issuance		
13.	Valid Certificate of Recognition of the Firm as 'Startup' (as the case may be) with date of issuance		
14.	Annexure-'C' Bid Security Declaration in lieu of EMD with valid supporting documents to support claim of exemption from submitting EMD. [Those who are not claiming exemption need not submit Bid Security Declaration].		
15.	Annexure-'D' Lowest price Certificate strictly as per format provided. (duly Signed & Stamped).		

NOTE (1): IT IS MANDATORY TO PAGINATE ALL THE DOCUMENTS AS WELL AS THIS ANNEXURE-'B' AS REFERRED ABOVE BEFORE SCANNING, THEREAFTER BE SCANNED AND UPLOADED ON THE GEM PORTAL, SERIAL NUMBER WISE AS GIVEN IN THE ABOVE TABLE.

NOTE (2): PLEASE DO NOT UPLOAD UNNECESSARY DOCUMENTS WHICH ARE NOT SOUGHT.

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

Date:-
Place:-

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To be Filled, Scanned & uploaded on GeM Portal

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

(The firms/vendors filling this declaration must upload valid documents on GeM Portal in support of their claim towards Exemption for submitting EMD)

I /We, the authorized signatory of M/s. _____,
participating in the subject Tender No: _____
dated _____, for supply of HP OfficeJet Pro 9130b AIO Colour Printer with three
(03) years onsite comprehensive warranty with back-to-back support from OEM as required by
High Court of Delhi, do hereby declare that in the event I / We withdraw / modify our bid during
the period of bid validity OR I/We commit any other breach of ATC/Tender conditions/Contract
which would have otherwise attracted forfeiture of EMD OR I / We fail to / refuse to initiate the
execution of the awarded Rate Contract as per the terms of the Contract then I / We could be
suspended from being eligible for bidding / award of all future tender(s) for a period as
applicable as per the Incident Management Policy of GeM Portal.

In claim of availing the exemption from submitting bid security/EMD, I/We have
uploaded the valid document(s) at given page No. _____.

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

Date:-

Place:-

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LOWEST PRICE CERTIFICATE

Date: _____

To,

The Registrar General
High Court of Delhi
New Delhi-110003

Subject: Lowest Price Certificate against Tender No. _____ **Date:** _____

Ref: Supply of HP OfficeJet Pro 9130b AIO Colour Printer with three (03) years onsite comprehensive warranty with back-to-back support from OEM.

Respected Sir,

This is to certify and solemnly declare that the prices/rates quoted by us, **M/s. [Your Company Name]** _____, in our offer/bid against the above-mentioned tender for supply HP OfficeJet Pro 9130b AIO Colour Printer with three (03) years onsite comprehensive warranty with back-to-back support from OEM are the lowest rates charged by us to any Central Government Department, State Government Department, Public Sector Undertaking (PSU), Autonomous Body, or any Private Organization/Client in India.

We further certify that:-

1. The rates offered to you are not higher than the prices we charge for the same or identical products under similar transaction conditions to any other Government/PSU customer.
2. No promotional discounts, schemes, or lower pricing brackets have been extended to any other buyer that has been withheld from this procurement process.
3. In the event of any price reduction, markdown, or lower sale offer made by us to any other party for the same item during the currency of this period/Rate Contract, the benefit of such reduced price will be automatically passed on to you.

We understand that if this declaration is found to be false, incorrect, or misleading at any stage, the High Court of Delhi shall have the right to cancel the contract and initiate legal or administrative action, including debarment/blacklisting under applicable public procurement rules.

Thanking you.

Yours faithfully,

(Signature with seal/stamp of the firm)

For M/s [Your Company Name] _____]

(Authorized Signatory)

Name: [Name of the Person signing] _____

Designation: [e.g., Proprietor / Director / Partner / Authorized Representative] _____

Contact No: [Mobile / Phone Number] _____

Email ID: [Official Email Address] _____

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