

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.714/DA-07/IT/DHC/No. **10598**

Dated: **26.05.2023**

From:

The Registrar General
Delhi High Court,
New Delhi.

To

(On the website of this Court)

Sub: Notice inviting Tender for purchase of 400 nos. of Adobe Pro DC/ Foxit PDF Editor or any other version/Nuance Power PDF Standard or advance/Kofax Power PDF or any other version or any other reputed PDF Editor Licences FRL (Feature Restricted Licence) or latest Perpetual Licences.

This Court intends to purchase 400 nos. of Adobe Pro DC/ Foxit PDF Editor or any other version/Nuance Power PDF Standard or advance/Kofax Power PDF or any other version or any other reputed PDF Editor Licences FRL (Feature Restricted Licence) or latest Perpetual Licences. The quotations should be submitted by the firm(s)/vendor(s) authorized by OEM(s) to participate in the instant tender. The Technical Compliance Sheet containing the features required in PDF Editor is enclosed herewith at **Annexure A**.

The 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 necessary Technical/Financial bids along with the copy of current authorization letter of the OEM and **Earnest Money Deposit (EMD) worth 3% of the Invoice amount** 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. 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 while submitting Invoice/Bill mentioning warranty/support period.
4. Vendor(s) offering quotation for software of multiple OEM will have to submit separate EMD and separate Authorization Certificate/Letter from the respective Manufacturers.

5. One big Sealed/closed envelope containing quotation & EMD must reach to the **A.O.(J) (IT Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court, New Delhi-110003 on or before ~~07-06-2023~~** till 5:30 P.M. clearly mentioning the rates inclusive of GST/Tax rate, technical specifications, and the delivery schedule of the product being offered.
6. The Big Envelope should be addressed in the name of "**The Registrar General, Delhi High Court, New Delhi**" and the Subject & due date for which the quotation is submitted must be clearly superscribed in capital letters on the envelope.
7. **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.**
8. No quotation shall be entertained after due date. Envelope(s) received without subject being mentioned on them as referred to above shall be **summarily rejected**.
9. Prior to the supply of the product, demo licences have to be provided by the selected vendor for checking the utilities/features of the offered software in e-Courts.
10. The offered PDF Editor software must also be compatible with Windows & iOS Operating System.
11. The selected eligible L-1 firm shall be bound to **supply the required item immediately after the issuance of Purchase Order**, failing which the Purchase Order issued shall be liable to be cancelled without entertaining any communication in this regard unless sufficient cause is shown (supported by documentary proof) for such lapse. The firm shall be liable to be blacklisted to participate in future tenders of this court and the amount of EMD shall be forfeited, if failed to supply any cogent reason.
12. In case the Purchase Order awarded to the eligible L-1 firm is cancelled due to non supply of goods within the stipulated period, the Purchase Order will be awarded to the next L-2 vendor/firm.
13. **The quotation must be tendered strictly in the format mentioned in Annexure-'B' of this tender. Quotation(s) offered in any other format than prescribed shall be liable to be rejected.**
14. The Demand Draft/Bankers Cheque/Pay Order towards EMD of all the tenderers, except the lowest three, shall be returned to vendors on their written request after finalization of Tender Process & EMD of successful tenderer will be returned only after supply and successful completion of the purchase order placed upon the firm fulfilling all codal formalities against receipt.
15. The Demand Draft/Bankers Cheque/Pay Order of L-2 & L-3 will be returned upon written request after issuance of the Purchase order 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.

16. 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.
17. If multiple quotations of same software/product are submitted by a firm/vendor, all such quotations submitted by it shall be liable to be rejected at the first instance.
18. After opening of the sealed quotation if any cutting/overwriting/correction is found in the offered rate which renders the whole Tender process doubtful or ambiguous, the said quotation shall be summarily rejected.
19. The firm/vendor shall also have to furnish an undertaking (**strictly as per Annexure-'C'**) 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 quotation received without undertaking shall be summarily rejected.
20. In case the firm/vendor wants any technical clarification regarding this Tender, Mr. Zameem Ahmad Khan, Joint Director (IT) at Tel. No. 011-43010101 (Ext.4852) may be contacted.

This Court reserves the right to modify/amend the quotation letter/terms & conditions at a later stage. This Court also reserves the right to increase or decrease the quantity of Adobe Pro DC Licences.

Yours truly,

(Rajeev Kumar Chauhan)
Joint Registrar (IT)
for Registrar General

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

Technical Compliance Sheet

Features required in PDF Editor (in addition to basic features):

Sr.No.	Portfolio features	Available Yes/No
1	Able to create portfolio	
2	Bookmarking with renaming	
3	Bookmark Color change option	
4	Edit Text and Images	
5	Page numbering	
6	Page Addition/Deletion	
7	Page Rotation/Orientation	
8	Pdf Merge	
9	Type Writer for writing text in PDF	
10	Page Extraction	
11	Redaction/Masking of text	
12	Convert PDF to Doc and vice-versa	
13	Storing of Audio/Video/Image files in Portfolio	
14	Capable to handle large size PDF files	
15	OCR	
16	Add or Edit Hyperlink	
17	Export and Import Files	
18	Split Document	
Editing features		
1	Highlighting Text with multiple colour option	
2	Sticky notes	
3	Strikethrough text with stylus and mouse	
4	Text Box notes	
5	Underline Text with Stylus and mouse	
6	Writing on PDF file with Stylus	
7	Multiple colour option in Annotations and Highlight	
8	Drawing Tool	
9	Compatible with stylus	
10	Navigation of Comment in PDF file	
11	Text/content drag and drop feature compatible with Microsoft OneNote & Microsoft word	
12	Sign and Encryption	
13	Page Crop	
14	Page Replace	
15	Header/Footer	
16	Watermark	
17	Page Protection	
18	Erase Tool	

Annexure - 'B'

Name of the firm:- _____ Address of the Firm: _____
 Contact No.: _____ Email Address: _____

Price Bid

Description of Product (A)	Price offered for one unit (Without taxes) in Rs. (B)	Tax Rate (%)	Total Amount for one unit (in Rs.) (inclusive of taxes) (C)	Under - taking furnished (Yes/No.) (D)	Validity of Rates: (180 days or more) (E)	Remarks (if any) (F)
FRL (Feature Restricted Licence)						
Latest Perpetual Licence						

Price as at column (C) in words :- _____

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

Official Stamp/Seal

Date:

Place:

UNDERTAKING

I/We undertake that neither the firm (name of the firm) nor its Partner/Director/Proprietor (name of all owners) has/have been blacklisted / banned in its Business dealings with any Central / State Government / Public Sector Undertaking / Autonomous Bodies or 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/organisation
Official Stamp/Seal

Date:-

Place:-