

F.No.783/DA-1/IT/DHC/No. 9095

Dated: 19.05.2025

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 MICROSOFT SURFACE PRO 11, 16 GB RAM, 512 GB STORAGE WITH MAGNETIC KEYBOARD AND PENCIL WITH THREE YEARS WARRANTY FOR THE USE OF HON'BLE THE CHIEF JUSTICE AND HON'BLE JUDGES OF THIS COURT

Sir/Madam,

This Court intends to purchase Microsoft Surface Pro 11, 16 GB RAM, 512 GB Storage with magnetic keyboard and pencil with three year warranty for the use of Hon'ble the Chief Justice and Hon'ble Judges of this Court. Interested firms/vendors (Based in Delhi/NCR Region only) are requested to submit their respective quotations along with the Earnest Money Deposit (EMD) and current authorization letter issued by respective OEM(s) in their favour in a sealed envelope.

The sealed envelope containing the Earnest Money Deposit (EMD) of ₹10,000/- by way of Demand Draft or Banker's Cheque or Manager's Cheque drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi, Price Bid, Technical Compliance Sheet and Undertaking along-with other necessary documents, must reach to 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 09-06-2025 till 5:30 p.m. The sealed envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" mentioning Subject & Due date super-scribed on the sealed envelope. Quotations received after the due date and time and 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 & EMD details with current authorization letter of the OEM.
- b) Annexure-'B' i.e. Technical Compliance
- c) Annexure-'C' i.e. Undertaking duly filled in/signed/stamped by all the vendors.

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 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 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 submitted towards as 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 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 tenderer will be returned only after supply and successful completion of the purchase order placed upon the firm after fulfilling all codal formalities against receipt.**
- 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.
- 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). If the vendor fails to respond within the stipulated period to attend complaint(s), then the vendor will be bound to face the penal actions.

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

- a) Bids received without EMD.
Note: No request for waiver of EMD will 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 current authorization letter issued by OEM in favour of the participating firm/vendor in original.
- d) Validity of rates must not be less than 180 days from the last date of submission of the tender.
- e) Bids 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 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 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 and Warranty of Goods**

- a) The selected 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.
- b) **The faulty hardware under warranty be replaced with new hardware (with same or higher configurations) and not refurbished one.**

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 referred to above.

- c) Non adherence to the validity of rates for 180 days from the last date of submission of tender, of goods being required and offered.

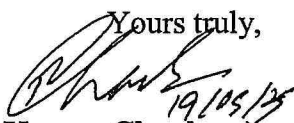
6. Clarification regarding this Tender

- a) In case the firm/vendor wants any clarification regarding this Tender, Mr. Zameem Ahmad Khan, JD (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 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 reason(s) 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 dependant family members 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,

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

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

Annexure – 'A'

**SUB: MICROSOFT SURFACE PRO 11, 16 GB RAM, 512 GB STORAGE WITH
MAGNETIC KEYBOARD AND PENCIL WITH THREE YEAR WARRANTY**

Name of the Firm: _____

Address of the Firm: _____

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

Contact No.: _____ Email Address: _____

PRICE BID PROFORMA TO BE USED BY THE FIRM/VENDOR

Description	Price offered for one unit (without taxes) (in ₹.)	Tax Rate (%)	Total Price offered for one unit (incl. of taxes) (in ₹.)	Under - taking furnished (Yes/No)	Validity of Rates (180 days or more)	3 yrs onsite comprehensive warranty (Yes/ No)	Authorization letter attached (Yes/ No)	EMD (Yes/No)	Remarks (if any)
A	B	C	D	E	F	G	H	I	J
Microsoft Surface Pro 11, 16 GB RAM, 512 GB storage with Magnetic Keyboard and Pencil with Three Years Warranty									

Total Price mentioned at Column 'D' in words _____

EMD DETAILS

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

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

Date: _____

Place: _____

- Interlineation/Corrections/Overwriting not allowed

TECHNICAL COMPLIANCESUB: MICROSOFT SURFACE PRO 11, 16 GB RAM, 512 GB STORAGE WITH MAGNETIC KEYBOARD AND PENCIL WITH THREE YEAR WARRANTY

S.no.	Technical Specification required	Technical Specification offered/ Compliance (yes/no)
1.	Microsoft Surface Pro 11, 16 GB Ram, 512 GB storage with Magnetic Keyboard and Pencil	
2.	Onsite Warranty/Carepack (three years)	
3.	Any other important specifications of the device	
4.	Remarks, if any	

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 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: _____