

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.729-C/DA-4/IT/DHC/No.

16641

Dated:

17.09.25

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) of Computer Hardware & Other Peripherals alongwith the services of Resident Engineers for Delhi High Court

This Court invites sealed tender(s) for award of Onsite Comprehensive Annual Maintenance Contract (AMC) for a period of one (01) year (which can be extended for another year at the sole discretion of Delhi High Court subject to maximum 10% increase in rates of AMC) in respect of Servers, Desktops and other Computer/electronics Peripherals etc. alongwith Local Area Network (LAN) installed in the premises of this Court as well as at the residential offices of Hon'ble the Chief Justice & Hon'ble Judges and the Officers of this Court {List of computer hardware & other peripheral items can be obtained alongwith detailed Tender Document (mentioned at S.No. 2(j) of terms & conditions of this tender)}.

Maintenance also includes recovery and transfer of the data of the user, replacement of consumables (to be supplied by High Court), updation of antivirus, maintenance of Local Area Network (LAN) and internet connectivity etc. In case there is anything extra which is required not to be included in the AMC, it must be clearly indicated by the vendor.

The sealed envelope containing the **Earnest Money Deposit (EMD) for a sum of ₹5,00,000/-** {by way of Demand Draft/Bankers 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, Shershah Road, High Court of Delhi, New Delhi-110503 on or before 13/10/25 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 AMC OF COMPUTER HARDWARE & OTHER PERIPHERALS**' which should be 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 along with Earnest Money Deposit (EMD) of ₹5,00,000/- (Rupees Five Lakhs Only) 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 all the vendors
- 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 have experience of minimum 03 years for providing service support in Government/Public Sector Undertakings dealing with similar hardware/software in respective fields and should have minimum turnover of at least Rupees one (1) Crore in support service only during the last financial year i.e., 2024-2025. 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.

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 award letter awarded to L-1 firm is cancelled due to non-acceptance of the same within the stipulated period, the award letter 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-acceptance of goods within the stipulated period.
- c) The DD/Banker 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 Cheque/ Pay Order of L-2 & L-3 will be returned to the vendors upon written request after issuance of the award letter to the eligible successful bidder(L-1)
- e) The EMD of successful bidder will be returned only after acceptance of PBG (Performance Bank Guarantee) for AMC.
- f) Rates offered in the Tender shall not be enhanced during the period of contract.
- g) Successful firm / vendor will be required to depute **fifteen (15) certified/trained resident engineers including one supervisor with dedicated mobile numbers (having minimum experience of two years) for maintenance of hardware. The resident engineer must include one (01) or two(02) engineers well versed in Mac devices, at least one(01) engineer independently capable of resolving problems of all kind of printers, one(01) engineer capable of repairing all kind of UPS, one (01) experienced CCNA certified resident engineer for maintenance of Local Area Network (LAN) of Delhi High Court separately & two (02) loaders to move the hardware for repair in Delhi High Court premises for attending the complaints at various locations. Sufficient Spare parts shall also be made available by the firm / vendor at site without fail.**
- h) No transportation expenses will be provided by this Court for attending the complaints at the residences of the Hon’ble Judges & officers

- i) The quantity of Computer hardwares and other peripherals are likely to vary subject to consequent addition or deletion in/from the list from time to time.
- j) The interested companies (*Based in Delhi/NCR Region only*) having relevant experience in this field may obtain the detailed tender document containing eligibility criteria, scope of work and terms and conditions from AOJ (IT), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court, on producing the copy of receipt evidencing deposit of ₹5,000/- with Chief Cashier of this Court, S-Block, Ground floor towards cost of tender document, on any working day from 22/9/25 to 9/10/25 from 10AM to 5PM.
- k) Sealed envelopes containing Financial Bid & EMD must reach to the AOJ (IT), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 13/10/25 till 5:30P.M.
- l) The sealed envelopes 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 should be clearly superscribed on the envelope.

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) Validity of rates must not be less than 180 days from the last date of submission of the tender.
- d) 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.
- e) Bids 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 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.
- j) The firm/vendor shall also have to furnish an undertaking (**strictly as per Annexure-'B'**) separately for each category 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

4. 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 acceptance of the award letter 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.

5. 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 AMC service(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 and also cancel the 'Tender' without assigning any reason(s) thereof.
- 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.

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.*



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

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



Annexure - 'A'

Name of the Firm: _____
Address of the Firm: _____
Name of the person (authorised to sign the tender document): _____
Contact No.: _____ Email Address: _____

Price Bid

Name of the Firm	Total Cost of AMC of Computers and Other Peripherals (calculated as per Annexure to Tender Document) for Twelve (12) months which should include the remunerations of Fifteen (15) Resident Engineers & Two (02) Loaders for the said duration (in ₹) (incl. of taxes)	Remarks, if any	
Total Price in words			
<u>EMD Details</u>			
EMD instrument by way of DD/Pay Order	Bank Name / Branch	EMD Amount (in ₹)	Amount in words
No. Date:		5,00,000/-	Five Lakhs Only

Note: Mention tax rate percentage separately in case of different items.

Date: _____
Place: _____

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

- Interlineation/Corrections/Overwriting not allowed

Annexure – ‘B’

UNDERTAKING

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.

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

Date: _____

Place: _____

Annexure – 'C'

[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