

**IN THE HIGH COURT OF DELHI AT NEW DELHI**

F.No.379-A (R)/DHC/IT/DA-9/No.

4364

Dated: 11.03.2025

From :

The Registrar General,  
Delhi High Court,  
New Delhi.

To,

Director General,  
Directorate General of Commercial Intelligence and Statistics,  
565, Anandapur, Ward No. 108,  
Sector-1, Plot No. 22, ECADP  
Kolkata-700107.

E-Mail:itj.dgcis@nic.in; dg.dgcis@nic.in

Sir,

You are requested to publish the enclosed "**Tender Notice**" calling quotation(s) for purchase of **180 nos. of HP LJ Pro 4004dw Printer (With Wi-fi) or equivalent model of other manufacturer i.e. Canon, Epson, Xerox, Brother and Lexmark along with one experienced resident engineer throughout the onsite comprehensive warranty period of five years**, in classified column of "Indian Trade Journal" on or before 17/03/25 in 'Indian Trade Journal'.

A copy of the Journal in which the 'Tender Notice' is published may please be forwarded to this Court along with your invoice/bill in triplicate.

Yours truly,



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

Encl: As above

**IN THE HIGH COURT OF DELHI AT NEW DELHI**

F.No.379-A (R)/DHC/IT/DA-9/No.

4361

Dated: 11.03.2025

From,

The Registrar General  
Delhi High Court  
New Delhi

To,

- (1. On the website of this Court)
- (2. Indian Trade Journal)

**Sub: NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF 180 NOS. OF HP LJ PRO 4004DW PRINTER (WITH WI-FI) OR EQUIVALENT MODEL OF OTHER MANUFACTURER i.e., CANON, EPSON, XEROX, BROTHER AND LEXMARK ALONG WITH ONE EXPERIENCED RESIDENT ENGINEER WITH FIVE YEARS ONSITE COMPREHENSIVE WARRANTY FOR THE USE OF THIS COURT.**

This Court intends to purchase 180 nos. of HP LJ Pro 4004dw Printer (With Wi-fi) or equivalent model of other manufacturer i.e., Canon, Epson, Xerox, Brother and Lexmark along with one experienced resident engineer throughout the onsite comprehensive warranty period of five (5) years for the use of this Court. Interested firms/vendors (Based in Delhi/NCR Region only) are requested to submit their respective quotations for the same along with the copy of current authorization letter issued by OEM in their favour in a sealed envelope.

- 1) The sealed envelope containing the **Earnest Money Deposit (EMD)** of 3% of total proposed cost (incl. GST) for printers by way of Demand Draft or Bankers Cheque drawn in favour of "**The Registrar General, Delhi High Court**" payable at **New Delhi**}, Technical Compliance Sheet, Price Bid 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 on or before 01/04/2025 till 5:30 p.m.
- 2) The sealed envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" mentioning the subject '**Quotation for Purchase of 180 nos. of HP LJ Pro 4004dw Printer (With Wi-fi) or equivalent model of other manufacturer** 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. Technical Compliance Sheet
  - b) **Annexure-'B'** i.e. Price Bid along with copy of current authorization letter of the OEM and Earnest Money Deposit (EMD) of 3% of total proposed cost (incl. GST) by way of DD/ Banker's Cheque/Manager's Cheque drawn in favour of '**The Registrar General, High Court of Delhi, New Delhi**'
  - c) **Annexure-'C'** i.e. Undertaking duly filled in/signed/stamped by all the vendors

- d) **Annexure-'D'**: To be filled only by those firms, which are claiming exemption from registration under GST Act and offering net rates only
- e) Copy of GST Registration Certificate, if the firm/vendor is registered under GST Act  
*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) 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 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/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 bidder will be returned only after supply of required goods.
- 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 selected L-1 firm or any other firm(s) as desired by the authorities shall be required to give the demonstration of the model of printer offered by them to check whether it meets the requirements of this Court.**
- h) **The selected vendor will have to execute Service Agreement (executed with other AMC Vendors) with Delhi High Court for the satisfactory performance and will also have to furnish the performance Bank Guarantee @ 5 % of total proposed cost (incl. GST) for printers for a period of five years plus two months.**

## **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 of Goods**

- a) The selected eligible L-1 firm/vendor shall be bound to supply the required item within 21 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.

**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. Vendors exempted from Registration under GST Act**

- a) The firm(s)/vendor(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 'D'** 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. 2022-2023 & 2023-24, etc.

**7. 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.

**8. 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 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.*

Yours truly,

 11/3/25

**(Anil Kumar Singh)**  
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.

**SUB: NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF 180 NOS. OF HP LJ PRO 4004DW PRINTER (WITH WI-FI) OR EQUIVALENT MODEL OF OTHER MANUFACTURER i.e., CANON, EPSON, XEROX, BROTHER AND LEXMARK ALONG WITH ONE EXPERIENCED RESIDENT ENGINEER THROUGHOUT THE ONSITE COMPREHENSIVE WARRANTY PERIOD OF FIVE YEARS.**

**Annexure-'A'**

**Technical Compliance Sheet  
(Minimum Technical Specification- Printers)**

MAKE : \_\_\_\_\_

MODEL : \_\_\_\_\_

Sl. No.	Specification	Description	Compliance (Yes/No) <i>(Please mention the exact specifications offered. Please also highlight the higher specification, if any, offered)</i>
1	Printer type	Monochrome with wi-fi	
2	Print Technology	Laser	
3.	Duplex Printing (Automatic)	Yes/No	
4.	Print Speed	40 PPM or Higher	
5.	Print Resolution (Minimum)	1200* 1200 dpi	
6.	Connectivity	Must have at least two slots for either Ethernet/USB/Type-C, along with Wi-Fi connectivity (Please specify in compliance report)	
7.	Paper Handling Capacity	Up to 350 sheets (Tray 1: up to 100 sheets; Tray 2 : up to 250 sheets)	
8.	Max Monthly Duty Cycle	Up to 80,000 or higher	

\*The above list is not exhaustive. The vendor should highlight the features of the printer being offered by them as per above table.

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

Official Stamp/Seal

Date:  
Place:

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**Annexure - 'B'**

**Price Bid**

**Name of the firm:** \_\_\_\_\_ **Address of the Firm:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

<b>Description of Product</b>	<b>A</b>	<b>Make :-</b> _____ <b>Model :-</b> _____
<b>Price offered for one unit (without taxes) in Rs.</b>	<b>B</b>	
<b>Tax Rate (%)</b>	<b>C</b>	
<b>Total Price offered for one unit (incl. of taxes) in Rs.</b>	<b>D</b>	
<b>Undertaking furnished (Yes/No.)</b>	<b>E</b>	
<b>Validity of Rates (180 days or more)</b>	<b>F</b>	
<b>Five years onsite comprehensive warranty (Yes or No.)</b>	<b>G</b>	
<b>Product Delivery time</b>	<b>H</b>	
<b>Compatible Cartridge/Toner</b>	<b>I</b>	
<b>Cartridge/Toner yield</b>	<b>J</b>	
<b>Cartridge/Toner Price</b>	<b>K</b>	
<b>Details of attached EMD, 3% of total proposed cost (incl. GST)</b>	<b>L</b>	
<b>Cost of One experienced resident engineer</b>	<b>M</b>	
<b>Total Cost (including cost of experienced resident engineer)</b>	<b>N</b>	
<b>Remarks (if any)</b>	<b>O</b>	

Interlineations/Corrections/Overwriting not allowed

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

Official Stamp/Seal

Date:  
Place:

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**Annexure - 'C'**

**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.

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: \_\_\_\_\_



**SUB: NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF 180 NOS. OF HP LJ PRO 4004DW PRINTER (WITH WI-FI) OR EQUIVALENT MODEL OF OTHER MANUFACTURER i.e., CANON, EPSON, XEROX, BROTHER AND LEXMARK ALONG WITH ONE EXPERIENCED RESIDENT ENGINEER THROUGHOUT THE ONSITE COMPREHENSIVE WARRANTY PERIOD OF FIVE YEARS.**

**Annexure - 'D'**

[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 2023-24.
3. That the turnover of M/s. \_\_\_\_\_ has not crossed the 'threshold exemption limit' of Rs. 40 lakh in the current financial year 2024-25.
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**