

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: (HQs)
TIS HAZARI COURTS: DELHI.**

E-TENDER NOTICE

Tender ID No. 2020_DDC_194874

e-Tenders are invited from eligible firms of repute with past experience in the same field and sound financial capability for the execution of comprehensive maintenance includes preventive maintenance/regular services of the Desktops/Computer Systems/Printers/UPS and all the accessories/or replacement of all such hardware/software/items necessary for keeping the Desktops/computer systems/Printers/UPS in prefect working order and condition at all the times during the period of the Comprehensive AMC from any defects/disturbance or any unscheduled call for corrective and maintenance services, taking appropriate steps on time to set right the full functioning of the Desktops/Computer Systems/Printer/UPS of the following description. The tender/s complete in all respect should be submitted online on or before the dates as mentioned below:-

Name of work: Comprehensive ONSITE Annual Maintenance Contract for the period of two years.

S. No.	Description of Hardware with Make/Model Number/Serial/ Series Number etc	Total Quantity
COMPUTER SYSTEMS INCLUDING TFT/MONITOR SCREEN, KEYBOARD, MOUSE, ADOPTOR, VGA SPLITTER, POWER CABLE/ PRINTER USB CABLE /VGA CABLE/Y-CABLE ETC		
1	591-HP PRO 3090 MT COMPUTER SYSTEM Series No. INA03206 Note: Article shall be removed on completion of condemnation process and/or on receipt of replacement	584
2	1308-COMPUTER SYSTEM (1200 Nos. of HP 400 GB SFF i3 LINUX Series No. INA707PP, 58 - HP ALL-IN-ONE G2 i3 LINUX Series No. SGH704PK AND 50- HP 400 G3 SFF i5 LINUX Series No. INA707PP AND TFT SERIES No. INE64, (Note: AMC commenced w. e.f. April 2022)	1308
3	520-COMPUTER SYSTEM - HP PRO 400 G2 MT MODEL Series No. INA504 AND INA507	473
4	HCL COMPUTER SYSTEM (SERIESINA 8130) Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	4
5	HP COMPUTER SYSTEM (SERIESINA 8130B) Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	3
6	HP COMPUTER SYSTEM Series INA7480 Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	41
7	HP COMPUTER SYSTEM (SERIES INA 81/8170) Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	72
8	HP COMPUTER SYSTEM (SERIES INA75101) Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	97

9	HCL COMPUTER SYSTEM (SERIES 5103A1426) Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	216
10	HP COMPUTER SYSTEM HP PRO 3390MT COMPUTER SYSTEM, series INA208 Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	42
11	HP COMPUTER SYSTEM HP PRO 3390MT, series No.INA SGH227RB	70
12	HCL LX INFINITI PRO SL 1280 (COMPUTER SYSTEMS, SERIES 1103A) Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	452
13	Old HP COMPUTER SYSTEM series INA93508) MODEL NO. HP D5800	201
14	Old HP COMPUTER SYSTEM series INA706 Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	1
15	HP- COMPUTER SYSTEM series INA 8220	3
16	466 -HCL COMPUTER SYSTEM, Series 1105BG and 2105BG) Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	8
17	100- HCL, COMPUTER SYSTEM, Series 6103A, Model No. SL1280 Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	98
ADDITIONAL TFT's INCLUDING WITH SPLITTER, ADOPTOR/AADOPTOR CABLE, POWER CABLE AND VGA CABLE ETC		
18	HCL- ADDITIONAL TFT Series no. 5105BG Model No. V17G Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	439
19	17" HP TFT, Series no CNC8124063 AND CNC8085	118
20	HP TFT Series no. 6CM8220 & 6CM 8250)	186
21	HCL TFTS Series no 2105BG/1105BG Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	196
22	HP- TFT Series no 3CQ	140
23	HP TFT/MONITOR Series no 7540	20
24	ADDITIONAL TFT-HP-LED V203P 19.5" TFT (Note: AMC commenced w. e. f. April 2022)	142
25	ADDITIONAL TFT-HP-LED V203P 19.5" TFT (Note: AMC commenced w. e. f. January 2021)	28
26	38cm (15") SAMSUNG TFT Series No. M015HHBY Note: Articles shall be removed on completion of condemnation process and/ or on receipt of replacement	132
PRINTER including Power and Printer USB Cable etc		
27	HP 1022 LASER JET PRINTERS (SERIES VNRJ6/VNRJ7	266
28	HP 1505 LASERJET PRINTERS (SERIES VNRJ AND CNCJ2)	18
29	HP 2015 PRINTER (SERIES CNC1)	61
30	2035 PRINTERS (SERIES CNC0)	907

31	HP 3390 PRINTER OF SEREIS CNMJ Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	20
32	HP Ink Tank 319 All-in-One Printer Serial No. CN8AD4G05Q (Note: AMC commenced w. e. f. 16.August, 2022)	1
33	HP Laserjet CP1525n COLOR LASERJET PRINTER (FOR DISTRICT & SESSIONS JUDGE, SOUTH)	1
34	11- SAMSUNG PRINTER, Series No. BKAYCO Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	2
UPSs		
35	UPS PARADYNE (SERIES STARTING WITH 57,58)	102
36	1 NO. OF 5 KVA UPS	1
37	KEPTRON UPS 700 VA, Series No. 0310	366
38	PARADYNE 5VA UPS, Series No. A475	2
39	UPS PARADYNE (SERIES START WITH 42/43/44)	18
40	LUMINOUS UPS, 800 VA , 7AH/12, VOLT 2 NOS. OF BATTERY IN 1 UPS Series No. 241804 (Note: AMC commenced w. e. f. April 2022)	635
41	LUMIOUS 1KV	1
42	LUMIOUS 2KV	1
Server		
43	HP PRO LIANT DL DL 380 Gen-9	2
44	07 NOS OF RACK MOUNT SERVERS, Series 5093A1414880, 5093A1414877, 5093A1414878, 5093A1414879 5093A1414881 5093A1414882 5093A141483	7
45	HCL Servers of Series 1103A	5
46	HCL 2 Nos. of Padestrial Servers for Saket Serial No. 3121AG197931, 3121AG197932,	2
47	RACK MOUNT SERVER, Series No. SGH-92136XK, SGH-921371C, SGH-921372D	3
48	HCL 2 Nos. of Padestrial Servers for PHC Serial NoSERVER, Series-3131AG429622, 3131aG429627 alongiwth 2 nos. of 47 cm HCL LED	2
49	FAMILY COURT SERVER, HP- SGH3415HB5	1
50	FAMILY COURT SERVER, HP- SGH3415HBB	1
51	HP- 06 Nos. Of Servers Serial No. SGH921371W, SGH9213726 SGH92136XA, SGH92136XT, SGH92131XB, SGH92136WF,	6
52	HP- 39 Nos. Of Servers Q1Y25A-HPE DL-380 Gan9 E5-2620Vn SP1435IN series CN771806 (Note: AMC for 12 nos. of server series no. CN771806MH,-MM,-MS,-NB,-NC,-MG,-MC,-MD,-MJ,-NI,-N8,-M8 commenced w. e. f. 1st June 2022 and rest of 27 Server commenced w. e. f. 16th August 2022)	39
Server's peripherals		
53	42 U SERVER RACK CONTAINING SIDE PANNEL	6

54	ATEN MAKE CS1308-8 PORT KVM SWITCH Mult (SWTO1121) F3GC-015-0114, F3GC-015-0113, F3GC-015-0112, F3GC-015-0083, CL570BM LCD KVM SWITCH AND Z8FA150A90068 MODEL CLS708M	7
55	H5M70A HPE-BASIC 7.3 KVA/60309/C13c19	8
56	HP -RACK MOUNTABLE KEYBOARD AND MOUSE	5
57	RACK MOUNTABLE / FOLDABLE TFT	6
58	INDUSTRIAL SOCKET SWITCH QC7-00058 SOCKET SWITCH	7
59	H6L32A-HPE VERTICAL PDU 10 KG2 MOUNTING KIT (ONE PACKET CONTAINING 4 PIECES) SERVER RACK CONTAINING 4 PIECES	12
60	AF644A-HPE LCD 8500 IU CONSOLE INTL KIT,	1
61	HCL SERVER RACK HCL (HCL43U RACK WITH 100 MM)	1
62	ADDITIONAL SERVER FOR MULTI FUNCTION FIREWALL (SERIES SGH132XXLK)	1
63	FAMILY COURT SERVER SWITCH, J108138, MODEL KVV00801	1
64	LUMINOUS -SERVER UPS MODEL LD2000, LUMINOUS MODEL LD2000 BAR CODE 83221710101907	1
SCANNERS WITH ADOPTOR ETC		
65	HP SCANJET PRO 200051 SCANNER (Note: AMC commenced w. e. f. 2nd April 2022)	7
66	BAR CODE SCANNER (SERIES LS2208, SY9Ev77)	4
67	BAR CODE SCANNER HONEYWELL 5145	4
WIRELESS KEYBOARD AND MOUSE INSTALLED AT ROUSE AVENUE COURT COMPLEX		
68	HP WIRELESS KEYBOARD AND MOUSE INSTALLED AT ROUSE AVENUE COURT COMPLEX PART NO. 3RQ75PA#ACJ	45
VGA SPLITTER MODEL VGA-2004 INSTALLED AT ROUSE AVENUE COURT COMPLEX		
69	VGA SPLITTER MODEL NO. VGA -2004 INSTALLED AT ROUSE AVENUE COURT COMPLEX VGA-2004	110
LAPTOP		
70	LAPTOP -HP-14-CE 1000TU NOTEBOOK (LAPTOP) P/N 5FV99PA#ACJ (Note: AMC commenced w. e. f. April 2022)	1
71	LAPTOP -HP-15-BS179TX	1
Projector		
72	GLOBUS PROJECTOR INSTALLED AT TRAINING ROOM AT KKD	1
Cisco Router		
73	CISCO ROUTER S.NO. 5HK14177163	2
74	CISCO ROUTER 4320 (4300 Series) Provided by BSNL, CISCO 1841, 1841V02 (1800 Series) S. No. FHK 100121DA Provided by NIC	4
Video Conferencing Systems of Child Vulnerable Witnesses Courts installed at Karkardooma Courts, Delhi		

75	POLYCOM-HD Videoconferencing Systems (Polycom HDX7002XL) all installed in KKD in Room no. 77 & 78 in child Vulnerable Witness Court Room (Serial no. 0E60C720110822 0E3FED20110822 0E3FDD20110822 0E3FD620110822)	4
76	LG- 40" HD LCD Model (LG 42LD461C)(all installed in KKD in Room No. 77 & 78 in Child Vulnerable Witness Court Room) (Serial No. 111PLHT039185, 111PLZU039117, 111PLQN038924, 111PLLQ038928)	4
77	CAM, MPTZ, EAGLE EYE III , (Serial no. 1544117220091019, 1754330920101214, 15641153520111008, 146412857A20110907).	4
78	MICROPHONE ARRAY- 4 Nos. HDX MIC (Serial no. 821137037A0CC5, 821122031513C5, 821137037A14C5, 821137037A30C5)	4
79	DVI to VGA cable 5 mtr	4
80	Audio Cable 5 M with 3.5 MM Audio Jack	4
Pilot E-Courts :-03,45,70 Karkardooma Courts Complex		
81	IP CAMERA (SONY) FIXED WITH CEILING MOUNT ARRANGEMENT (INSTALLED IN E-COURT, KKD, DELHI)	1
82	AUTOMATIC AUDIO MIXER (NEXIA) (INSTALLED IN E-COURT, KKD, DELHI)	1
83	16 X 16 CROSS POINT RBGHV MATRIX SWITCHER (EXTRON) (INSTALLED IN E-COURT, KKD, DELHI)	1
84	VIDEO QUAD UNIT (EXTRON) (INSTALLED IN E-COURT, KKD, DELHI)	1
85	EXTRON VIDEO SCAN CONVERTER INSTALLED IN E-COURT, KKD, DELHI	1
86	EXTRON VGA/AUDIO MATRIX SWITCHER INSTALLED IN E-COURT, KKD, DELHI	1
87	TOUCH PANEL PROCESSOR WITH WIRELESS EQUIPMENT (CRESTR) INSTALLED IN E-COURT, KKD, DELHI	1
88	LIFE SIZE MULTI-PARTY VIDEO CONFERENCING SYSTEM WITH HD CAMERA STALLED IN E-COURT, KKD DELHI	1
89	LIFE SIZE NETWORKER INSTALLED IN E-COURT, KKD, DELHI	1
90	TOUCH PANEL EQUIPMENT WITH CHARGER (CRESTR) INSTALLED IN E-COURT, KKD, DELHI	1
91	SERVERS (HP),(5 IN E-COURT AND ONE INSTALLED IN HIGH COURT)	6
92	40"LCD DISPLAY WITH WALL MOUNTING STAND (SAMSUNG) INSTALLED IN E-COURT, KKD, DELHI	1
93	46"LCD DISPLAY WITH WALL MOUNTING STAND (SAMSUNG) INSTALLED IN E-COURT, KKD, DELHI	1
94	26"LCD DISPLAY WITH WALL MOUNTING STAND (SAMSUNG) INSTALLED IN E-COURT, KKD, DELHI	1
95	HP-LAPTOP INSTALLED IN E-COURT, KKD, DELHI	1
96	HP-ADF/FLATBED SCANNER INSTALLED IN E-COURT, KKD DELHI	2
97	LUMENS- DESKTOP VISUALISER INSTALLED IN E-COURT, KKD, DELHI	2

98	HP-PC WITH 18.5" TFT INSTALLED IN E-COURT, KKD, DELHI	7
99	HP-PC WITHOUT MONITOR INSTALLED IN E-COURT, KKD, DELHI	1
100	HP-NETWORK PRINTER INSTALLED IN E-COURT, KKD, DELHI	1
101	NUMERIC - 15 KVA UPS INSTALLED IN E-COURT, KKD, DELHI	1
102	PRESIDENT- 42U RACK INSTALLED IN E-COURT, KKD, DELHI	2
103	ALTUSCN- 8 PORT KVM SWITCH WITH 8 CONNECTORS INSTALLED IN E-COURT, KKD, DELHI	1
104	CICSO 1841 ROUTER WITH 2 SMART SERIAL CARD & 3 SERIAL CABLES INSTALLED IN E-COURT, KKD, DELHI	1
105	HP- 24 PORT NETWORK SWITCH INSTALLED IN E-COURT, KKD, DELHI	1
106	CICSO 1841 ROUTER WITH 1 SMART SERIAL CARD & 2 SERIAL	1
107	OMINI DIRECTIONAL MIC INSTALLED IN E-COURT, KKD, DELHI	3
108	OMINI- GOOSNECK MICROPHONE INSTALLED IN E-COURT, KKD, DELHI	2
109	19" TFT TOUCH SCREEN MONITOR WITH WRITING STYLUS (ALATM- 191) INSTALLED IN E-COURT, KKD, DELHI	1
110	8 AV CHANNEL DVR CARD (INSTALLED IN APPLICATION SERVER) AT KKD COURTS, DELHI	1
111	HP-WIRELESS KEYBOARD MOUSE INSTALLED IN E-COURT, KKD, DELHI	1
112	CREATIVE- SPEAKERS INSTALLED IN E-COURT, KKD, DELHI	2
113	EXTRON-VIDEO ENCODER INSTALLED IN E-COURT, KKD, DELHI	1
114	iBALL PEN TABLET INSTALLED IN E-COURT, KKD, DELHI	1
115	CANNON EOS 1000D SLR CAMERA INSTALLED IN E-COURT, KKD, DELHI	1
116	NETGEAR- 8 PORT ETHERNET SWITCH INSTALLED IN E-COURT, KKD, DELHI	1
12 e-Courts Hardware and its peripherals installed at Delhi District Courts		
117	WACOM (Pen Display) 21.5" TOUCH SCREEN SERIAL NO. OGCQ00028, 2ACQ000067, OJCQ000063-MODEL- DTU2231	12
118	WIRELESS KEYBOARD (1237SY01NJK- 8 (logitech) ETC.	12
119	WIRELESS MOUSE 1235LZ075HH8 (LOGITECH) and S.no. 1234LZ06V3B8 (logitech) 1237SY2XNKV9 ETC.	12
120	VGA SPLITTER WITH 02 INPUT & 4 OUTPUT	12
121	VGA SWITCHER WITH 02 INPUT & 04 OUTPUT	12
122	WEBCAM LOGITECH WEBCOME PRO 9000 PID-LZ124SK, P/N 860-000210, M/N V-V0009	12

123	HP SCANJET 8270 SERIES NO. 313111470	12
124	E-COURT HCL-SERVER 1 TB STORAGE EXPANDABLE UPTO 15 TB WITH ACCESSORIES SGH3415HBA, SGH3415HBH, HP-SBH3415HB9, SGH3415HB6 and SGH3415HBE	12
125	Dell CPU F5SYQG2 (DELL OPTIPLEX 3046 SMALL FORM FACTOR CTO (CPU) EXPANDABLE)	12
126	WACOM STU 500 LOGITECH SERIES 2BZT003927DIGITAL SIGNATURE PAD	10
e-Goshwara project, Data Processing Center, established by C-DAC, Noida at KKD Court Complex		
127	HP- COMPUTER SYSTEM (DX 7400) (INA 8130BWH), (INA 8130BSW)	2
128	DELL COMPUTER SYSTEM (7010) (SERVICE TAG - 13KZ5Z1), (SERVICE TAG - 23KZ5Z1), (SERVICE TAG - J2KZ5Z1)	3
129	HP- PRINTER PRO LASERJET P1606dn	1
130	DELL TFT E1914Hc	3
131	HCL TFT V17G	2
132	CISCO - SWITCH CATALYST 2960-X Series	1
133	AVOCENT KVM With Screen AUTOVIEW 3008	1
134	NETCON NECT Zack Pannel 22 Port AMP Netconnect category 6 system	1
135	APC--BACK UPS PRO 1000	1
136	RACK	1
137	HP SCANJET ENTERPRISE 7000 S2	1
138	SERVER (POWER EDGE R520)	1

Tender Estimated Cost for Two Years - **Rs. 75, 00,000/-**
EMD - **Rs. 2, 00,000/-**

Starting date of online Submission of Tender - 28/09/2020 (11.00 AM)

Last date of online submission of Tender and - 19/10/2020 (4.00 PM)

Opening date of the Technical Bid - 19/10/2020 (4.00 PM)

The tender should be submitted EXCLUSIVELY THROUGH ONLINE at <https://govtprocurement.delhi.govt.in> through Delhi Govt. E- Procurement System after going through the terms and conditions available over there.

(V.K.BANSAL)
Director (Administration) Delhi Judicial Academy/
Chairman, Centralized Computer Committee,
Tis Hazari Courts, Delhi

NOTE: * All Requirements are Mandatory; Bidder must fulfill all requirements as mentioned at Sl. No. (1) to (18) shall be eligible for consideration in the next stage..

The Tenderer/Bidder should submit these documents as NSD (Non Sensitive Documents) from my space column provided to the bidder.

B. Financial Bid

(Financial Bid) (to be submitted in BOQ format online)	
Document	File Type
Financial bid as per Annexure "B" of this tender document	.xls

Financial bid of only those firms will be opened which qualify in Technical bid.

The bidder which has lowest qualifying financial bid will be declared as L1 and may be considered.

Rates should be **quoted in Indian Currency and inclusive of taxes/GST etc for the period of two years.**

Applicant firms should follow the instructions strictly. Applications not found in order are liable to be rejected and **NO REPRESENTATION WILL BE ENTERTAINED IN THIS REGARD.**

(V.K.BANSAL)
Chairman, Centralized Computer Committee,
Tis Hazari Courts, Delhi

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs) TIS HAZARI COURTS: DELHI.

TENDER FOR AMC OF COMPUTER HARDWARES AND ITS PERIPHERALS INSTALLED AT DELHI DISTRICT COURTS

Nature of Contract: Annual Maintenance Contract (AMC) for COMPUTER HARDWARE AND ITS PERIPHERALS INSTALLED AT Delhi District Courts.

Contract Period: Two years from the date of Award of the Contract extendable for one year on mutual consent

The firms fulfilling the Terms & Conditions, as prescribed below, may submit their bids super-scribed as **“Quotation for Comprehensive onsite AMC of Computer Hardware and its peripherals installed at Delhi District Courts”** and addressed to the **Chairman, Centralized Computer Committee O/o the District & Sessions Judge, (HQs) Delhi.**

- a. The bid shall be submitted online only at Government of NCT of Delhi Portal Website <http://govtprocurement.delhi.gov.in>, Manual bids will not be accepted under any circumstances.
- b. Tenderers/Bidders are advised to follow the instruction provided in the **“Instructions to Tenderers/Bidders”** specified in **Annexure-C** of the Tender document for e-submission of the bids online through e-procurement/e-Tendering System Govt. of NCT of Delhi portal website <http://govtprocurement.delhi.gov.in> and <http://delhidistrictcourt.com>.

The technical and financial terms and conditions of AMC shall be as follows:

Technical Terms & Conditions

The firm must be ISO 9001: 2000 or 9001 -2008 certified for AMC of Computers and its peripherals.

1. The Bidder/Service Provider must be registered in India under the Companies Act having its registered office in India for the last three years as on date of submission of Tender bid.
2. The Physical (EMD) along with Copies of uploaded documents on e-procurement site be put only in tender box kept in the custody of the Administrative Officer (Judl.), Computer Branch, Room No. 232, Second floor, Tis Hazari Courts, Delhi (Ph. 011-23926867) up to 4.00 p.m. on or before the last date of online submission of bid/tender.
3. Earnest money of **Rs. 2,00,000/-(Rupees Two lakhs Only)** in form of Bank Draft drawn in favour of **The District & Sessions Judge (HQs), Delhi.** Cash and Cheque will not be accepted. No interest shall accrue on this amount. Quotations received without earnest money shall summarily be rejected without assigning any reason thereof and no Tenderer shall have any right to represent against it, even if, his quotations happen to be the lowest. The earnest money shall be

forfeited, if the contractor fails to abide by the rules of this tender/terms of Tender.

4. The Bidder/Service Provider must have work experience in the field of repair and maintenance of Desktops, Printer, UPSs and IT hardware etc during preceding 3 financial years (i.e. current year and three previous financial years) in any Central /State Govt Organization / PSU / Public Listed Company /Nationalized Banks.
5. The Bidder / Service Provider, must have executed work order in the field of repair and maintenance of Desktops, Printer, UPSs and IT hardware etc during preceding 3 financial years (i.e. current year and three previous financial years) as on opening of bid in any Central /State Govt Organization / PSU / Public Listed Company /Nationalized Banks, as per following criteria -
 - 1). Three similar completed services costing not less than the amount equal to 40% (Forty per cent) of the estimated cost; or
 - 2) Two similar completed services costing not less than the amount equal to 50% (Fifty per cent) of the estimated cost; or
 - 3) One similar completed service costing not less than the amount equal to 80% (Eighty per cent) of the estimated cost.
6. Average Annual financial turnover of related services during the last three years, ending 31st March of the previous financial year, should be at least 30% (Thirty per cent) of the estimated cost.
7. The firm should submit valid Income Tax clearance certificate>Returns for the three years mention above i.e. FY 2017-18, 2018-19 & 2019-20.
8. The quotation must be accompanied with copy of current Sales Tax/VAT/Service Tax clearance certificate. Without the above certificates and EMD the quotation shall be rendered invalid.
 - a. The quoted rates should be valid for at least 90 days. This department may accept the tenders at any time within period of 90 days from the date of submission of tenders and the tenderer would keep the rate valid for this period.
 - b. Tenderers/Bidders who do not have permanent Sales Tax No./VAT No./Service Tax No/GST Registration No. need not apply. This department reserves the right to relax/waive or alter any of the General Terms & Conditions, if it finds sufficient reasons to accept a tender with regard to the price, quality, standard of the Tenderer in the market and other relevant conditions.
9. The firm should be registered with Delhi Sales Tax Department for Works Contract Tax.
10. The firm should submit the Copies of PAN and VAT Numbers.

11. The Tenderer should enclose the details of their infrastructure & back-up facilities available with them.
12. The Tenderer should enclose the details of manpower on their Roll with qualification etc. List of Hardware and Network Engineers on the rolls of the firm with qualification and experience should be given.
13. The address of the workshop with telephone number/s and fax number/s in Delhi/New Delhi has to be given.
14. The bidder must be currently maintaining more than Two Hundred computers each on LAN at a minimum of three locations in Delhi/NCR. Copies of two such work order or any other documentary evidence clearly showing that more than four hundred computers are being maintained at a single location should be attached.
15. The Tenderer/Bidder must have satisfactorily executed in last 3 years minimum 3 AMC of more than four hundred computers at each location. The requisite supporting documents must be attached.
16. The Tenderer may furnish the details of distributorship, if any, for computers and peripherals.
17. A general undertaking that all terms & conditions of this bid document are acceptable in the format placed as **Annexure-“A”** to this document. This needs to be signed by an authorized person of the applying firm.
18. Department may add further technical terms and conditions as per requirements and needs

Note:-

- a. The firms fulfilling above technical/financial terms & conditions should participate in the tendering process. The financial bid of only those firms will be considered who fulfill the above mentioned Terms & Conditions.
- b. Each and every paper/document pertaining to the tender should be duly numbered and stamped by the tenderers/vendors with seal of the firm. The vendor/tenderer have to submit that the firm have never black listed by any of Govt. Department.
- c. The tender must be unconditional. If the tenderer imposes any condition then the department will be at liberty to reject tender without assigning any reason thereof.
- d. When any working day is declared a holiday, then tenders will opened on the next working day.
- e. The quoted rates be quoted in words as well as in figures without any overwriting or erasing which will render particular item invalid.
- f. Every tender will be considered as complete only if the tenderer accepts all the terms & conditions of the tender.

Financial terms and conditions

1. The bidder must submit the financial bid in the prescribed format (BOQ file) as specified in **Annexure “B”** of this tender document and no other format is acceptance. Bidder is required to download BOQ file and after opening the same, the bidder has to complete the unprotected cells with their respective financial quotes (**the rate per unit for each item in both figures and words (inclusive of applicable taxes)**) and other details, such as name of the bidder etc. No other cells should be changed. Once the details have been completed, the bidder should save and submit online without changing the file name. If the BOQ file is found modified, the bid will be rejected. The bidders are strictly advised to refrain from quoting unrealistic prices.
2. The Financial bid should contain in the rate against each item separately. The rates quoted will be inclusive of all taxes for the period of two years and charges whatsoever including VAT/sales tax, duties, levies, service tax, transportation etc.
3. Department reserves the right to grant this tender as a whole or in part. Decision of Department shall be final in this regard.
4. The rates quoted should also cover the maintenance of operating system, software installation, installation of patches, pre-emptive actions against spread of virus, detection/removal of virus, configuration of applications (client/server), Lotus Notes server and client applications, connection of computers to projector for presentation.
5. The firm whose quotation is finally accepted shall have to deposit security money which will be 10% of the total cost of annual contract in form of demand draft/term deposit or a bank guarantee for the said amount and to be drawn in favor of **The District & Sessions Judge, (HQs), Delhi**. No interest shall accrue on this amount.
6. The EMD shall be refunded to the unsuccessful tenderers/vendors on written request as soon as possible and EMD of successful firm shall be returned only after submission of security money. The security deposit will be released after satisfactory execution of the contract by the concerned firm.
7. The Firm/Tenderer fails to fulfill any of the above terms and conditions will be automatically disqualified for the purpose of this tender.
8. The Tenders received after the due dates and time shall not be considered/entertained by this department.
9. The firm/tenderer may quote their unconditional **rates per item/unit** strictly as per list enclosed and the duration for which the price/rate shall remain valid.

General terms & conditions

General Information

For the purpose of this onsite AMC work following interpretation/s would be made

AMC for Computer Hardware and others peripherals installed at Delhi District Courts

- a. **Hardware** – This would include the actual components / assemblies / subassemblies of the PC i.e. the hard disk, monitor, mouse, keyboard, floppy disk, CD Rom, Zip disk drive, Teflon etc. This would also include the components / assemblies / sub-assemblies of peripherals and other accessories and Connectors / Cables / Cords and any other physical appliances required to run the computers etc.
 - b. **Peripherals** – This would include Printers (LaserJet, DeskJet, Inkjet, Dot Matrix), Scanner, CD-Writer, Modem, Speakers, UPS and any other unspecified but existing item in the Computer System. Repair/replacement of faulty wires of all the hardware mentioned above.
 - c. **Software** – This would include all the software related to Operation Systems, System Software, Mail Software and any other unspecified software required to run the components/peripherals/applications etc. This would also include the application software installed in the computers.
 - d. **Services** – This would include back-up solutions, cleaning of the computer system/s and peripherals, disaster recovery solutions, general antivirus checks and regular maintenance like running diagnostics tests to ensure if all the components are working fine/efficiently.
1. **Ensure smooth functioning of LAN connection as all the computers are connected with LAN.**

The services are to be provided by the tenderer/bidder to the office of the District & Sessions Judge, Tis Hazari Courts at Patiala House Courts, Karkardooma Courts, Rohini Court, Saket Courts & Dwarka Court, Delhi wherever necessary/required or as directed by this office in any official exigency. No separate cartage/transport charges will be paid.

In case the equipment cannot be repaired at District Courts then tenderer/vendor will carry and deliver the equipments at own costs and risk to get it repaired promptly and forthwith by providing standby in lieu thereof and Job card will be maintained strictly and signature of officers and the users will be obtained on every visit.

The operating environment conditions in which the equipments are presently installed are quite satisfactory. The vendor will not raise any conditions/objections with regard to the working environment for the equipment covered under this AMC after submission of acceptance to the contract. The AMC would be given on as-is where-is basis.

2. **Service Assurance:**

1. A logbook shall be maintained with the Computer Branch in Room No. 232 in which the resident engineer shall record all the complaints made.
2. The engineer shall attend all the complaints immediately on receipt and same will be followed/verified manually or through computerized management system.
 - a. The system down time should not exceed 30 min. from the time at which the complaint was made. If the down time is more than 30 min. then the vendor shall provide a standby system. In case, the system is not repaired or standby system is not provided within stipulated time then this

department at liberty to impose penalty of Rs. 200/- per faulty system/peripherals per day (after 24 hrs) and to get the same repair or replace from any other agency and the cost & expenditure incurred thereon shall be recovered from the vendor.

- b. The tenderer/vendor/AMC holder shall check each Desktops/Computer System/UPS and Printers installed at the District Courts at Tis Hazari, Karkardooma, Patiala House, Rohini, Saket and Dwarka or as directed in official exigency atleast once in a month and get the signature of the concerned user and if failed to do so then penalty @ Rs.100/- per month for each system will be levied.
3. Minor faults should be addressed within 30 min. of receiving the complaint.
4. Major faults be rectified within 24 hrs by providing standby and replacement of the available spares as per explicit and clear orders of IT division.
5. All the repairs and servicing of equipment shall be carried out on site at the place where it is located and in exceptional circumstance where the equipment/s / component/s is/are to be taken to Company's premises / service center for repairs, standby arrangement will be made. The equipment being taken to the workshop for repair would be at company's own risk and expenses.
6. The replacement of components, sub assemblies and assemblies shall be as per manufacturers' instructions under orders of IT division. The parts so replaced would belong to the similar make/configuration/specification/company or higher make company.
7. Any damage or loss caused to the Computer/s, Laptop/s, Printer/s, UPS/s, Server/s, Scanner/s etc. or their parts due to negligence, mis-handling by the vendor company shall be borne by the vendor company either by payment in cash of the prevailing market price of that items or by a new one of the same make and specifications.
8. The firm shall maintain the equipments and shall use genuine/original components for replacement wherever needed. The parts/components/sub-assemblies used for repair/replacement by the contractor will be of the same/equivalent or higher make and functional capability as originally available in the systems. Until and unless written orders of the IT division are conveyed, the original specification/characteristics/features shall not be changed or modified under any circumstances. In order to cross check this point, the IT Division may even sometimes ask the short-listed bidder to provide copy of invoice to ensure that only genuine spare parts are being procured from Master Parts Reseller and not from grey market.
9. The firm shall be responsible for taking back up of data and programme available in PC before attending the fault and shall also be responsible for reloading the same. The back-up copies are to be returned to the users, under acknowledgement.
10. The firm shall install/replace any item/s in IT equipment if and when the department procures some additional items as software, batteries etc.

11. The firm/vendor shall be responsible for deployment of necessary staff for regular cleaning of all hardware's using suitable cleaning material and equipment. Each equipment under the contract shall be cleaned once in one month on regular basis. A register shall be maintained showing the cleaning of each equipment and shall be produced to the Superintendent, Computer Branch or as directed for verification after the job. The schedule will be fixed immediately after the contract is finalized by IT division.

- a. The tenderer/vendor/AMC holder shall check each Desktops/Computer System/UPS and Printers installed at the District Courts at Tis Hazari, Karkardooma, Patiala House, Rohini, Saket and Dwarka or wherever these are installed at least once in a month, and get the signatures of the concerned user. In case of failure to do so, penalty @ Rs.100/- per month for each system will be levied.
- b. A register showing rectification of complaints shall be maintained and produced to Superintendent Computers for clarification on weekly basis.

The Contractor shall take all the preventive measures, which are necessary for the upkeep of the computer systems/peripherals and other items under AMC contract. The schedule of preventive maintenance amongst other works shall include:

- a. Cleaning of all equipment using dry vacuum air, brush, and soft muslin clothes.
- b. Running of test programme/s to ensure quality print/date reliability.
- c. Checking of power supply source for proper grounding and safety of equipment.
- d. Ensuring that covers, screws, switches etc. are firmly fastened in respect of each equipment.
- e. Scanning of all types of virus and elimination and vaccination of the same.
- f. Shifting of equipment within the building as and when required or as directed in official exigency.
- g. The maintenance shall include replacement of spare parts, if required. Each and every component will be considered to be part of the system even if it is a power cable, networking equipment, mouse etc. Even if a single component is not working it will be considered that the entire system is not working.
- h. The services will be provided by the vendor within stipulated time and period failing which the work will be got completed at the risk and costs of the vendor from other contractor/supplier, and the cost so incurred will be recovered from the vendor in addition to the applicable penalties.
- i. The firm will be bound to supply the items as per approved quality strictly within stipulated time and period, failing which action will be taken against vendor.

Earnest Money Deposit (EMD)

- a) Bidder shall submit the EMD in the form of Demand Draft issued by any Nationalized Bank in favour of **The District & Sessions Judge (HQs)**, Delhi Tis Hazari Courts, Delhi payable at Delhi, and should valid for 45 days from the due date of the tender.
- b) The Bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per rules.
- c) EMD of all unsuccessful bidders would be refunded by the office. The EMD for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee.
- d) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- e) The bid/proposal submitted without EMD. Mentioned above, will be summarily rejected
- f) The EMD may be forfeited:
 - If the Bidder withdraws or amends its tender or impairs or derogate from the tender in any respect within the period of tender.
 - If the successful Bidder fails to furnish the required Bank Guarantee. No exemption from filling of EMD shall be allowed.
- g) The EMD should be sealed in an envelope. The envelop should clearly show
 - Name of the Company submitted the EMD.
 - Tender ID number.

Performance Guarantee

The Department will require the selected bidder to provide an *irrevocably, unconditionally* Performance Bank Guarantee, within 15 days from the Notification of award, for a value equivalent to 10% of the value of contract. The performance guarantee will be valid for a period of sixty days beyond the date of completion of contractual obligations. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, the department at its discretion may cancel the order placed on the selected bidder without giving any notice. The department shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or The department incurs any loss due to Vendors negligence in carrying out the project implementation as per the agreed terms & conditions.

Deployment of Engineers

The vendor shall provide at least four resident engineers at Tis Hazari Court Complex and two resident engineers each at Karkardooma Court, Patiala House

Court, Rohini Court, Dwarka Court & Saket Court complexes, so that the complaints are regularly attended and rectified without any delay or default.

- a. The firm shall provide maintenance services through experienced and competent Diploma Engineers who shall stay in the respective court premises from 09.45 hrs to 18.00 hrs on all working days and if required, the engineers will have to work on holidays and after office hours without extra payment as and when directed in official exigency.
- b. The engineers should have at least Five years' experience in dealing/maintenance of computer hardware as well as software.
- c. The Firm is required to provide evidence in dealing/maintenance of respect of qualification and experience, which would be checked by department to verify the suitability/competency of the service engineers.
- d. The Resident Service Engineer provided by the Firm be not changed/replaced frequently. However, if found incompetent by Department, the Resident service engineer shall be changed/replaced by the Firm/vendor immediately
- e. The contractor shall arrange to get the character and antecedents of engineer/workers verified from Police authorities before their deployment in Department for this assignment. Their full particulars should also be furnished to Department for the purpose of entry passes and to keep the record of Engineers.
- f. The engineer must be equipped with mobile phone by company for quick communication. If any engineer is required to take leave, a suitable replacement would have to be provided by the contracting firm with advance intimation to the department.
- g. Additional Engineer(s) may be deputed at respective court complexes in addition to Resident Engineer whenever there is more workload / complaints / emergency to rectify the equipment within stipulated time.
- h. The Engineer shall maintain a daily record of complaints Received/Attended/Not attended, whether received on-line or otherwise and put up report on each Saturday to the Superintendent Computers and if Saturday happens to be a holiday then on the next working day.
- i. The contractor(s) will be fully responsible for deployment of staff and shall abide by all the rules/regulations and directions for deployment and to extend the policies/benefits to the staff deployed by them. The Department will be nowhere responsible for violations, if any.

The tender is not transferable.

- a. This tender is not transferable. Further clarification/s if any, may be obtained from the Administrative Officer (Judicial.), Computer Branch, Tis Hazari Courts, Delhi, (Ph.- 011-23926867)

- b. The systems that are not serviceable by the vendor due to obsolescence of technology or non-availability of parts/assemblies/components will be withdrawn from the maintenance contract. The decision of Department regarding non-availability and obsolescence of technology and withdrawal of these items from the main contract will be final. Withdrawal of such systems shall be communicated to the vendor and equivalent maintenance charges shall be deducted accordingly.
- c. In case the contracting firm is not able to accept the contract after it is awarded or if it is not able to do the work after accepting the contract then such firm will be liable to pay the damage to Department including the cost which the Department will have to incur for getting such work done. The EMD/Security Deposit of defaulting firm would also be forfeited by the department in favor of The District & Sessions Judge, Delhi.
- d. The above act of backing out would automatically de-bar the firm/vendor from any further dealing with department.
- e. The Department reserves the right to reject any or all the tenders in whole or in part without assigning any reason whatsoever or increase or decrease of quantities of any item and the successful tenderer shall perform the AMC the rate quoted for rest of the items. The Department reserves the right to award the contract on the basis of quotations for each item separately or collectively.

Termination of Contract

The Department reserves the right to terminate the contract at any time before the expiry of contract period, if the work of the vendor is not found to be satisfactory and forfeit the EMD/Security deposit.

In case the job work or material used is found below the standard and are not according to the specifications, this department reserves right to forfeit the whole claim, EMD/Security deposit or part thereof. The decision of this department will be final conclusive and binding.

- a. The contract may be terminated summarily by this Department at any time without giving any notice or without assigning any reason/s, if the work of the contractor is found unsatisfactory during the currency of this contract.
- b. The Department reserves the right to accept or reject summarily any or all tenders in whole or in part without assigning any reason whatsoever, or increase or decrease of quantities of any item of the work and the successful tenderer shall perform the same at the rate quoted.
- c. The Department reserves right to inspect company's site to assess infrastructure before awarding the Comprehensive on site AMC and it may reject the contract given to the firm/s in the event of department dissatisfaction about company's infrastructure or otherwise. Decision of department would be final in this regard.
- d. Department reserve the right to increase or decrease quantities of contracted items any time. Accordingly charges would be increase/decrease on pro-rata basis. In case of addition of work, services

will be performed; the same will be done on already agreed and settled rates for the main contract maintenance.

- e. It shall be the responsibility of the firm to make all the computers and peripherals work satisfactorily throughout the contract period and to hand over the systems in working condition to the Department after expiry of the contract.

Other Conditions:

- i. The Department takes no responsibility for delay, loss or non-receipt of a quotation after dispatch.
- ii. The department may impose any other/additional conditions as it deems fit and proper at the time of awarding of the contract.
- iii. The vendors /tenderers will have to make supplies or execute the job within the stipulated time. Department may extend the time on written request for sufficient reason.
- iv. This department reserves the right to terminate the AMC at any time before the expiry of the period covered under the contract without assigning any reason thereof and without incurring any liability.
- v. If tenderer withdraws any time or repudiate the contract before the completion of the period of contract then whole of the EMD/Security deposit shall be forfeited
- vi. If the company fails to repair/replace the system for two weeks, the system may be got repaired from other Company/Firm and made functional and the expenditure incurred thereon shall be recovered from the company, apart from the penalty levied as stated in preceding Para. This may even entail termination of the contract and forfeiture of security deposit/EMD.
- vii. Penalty shall be levied for the absence of resident engineer at the rate of Rs.100/- per hour for each absence of one hour or more but less than 4 hours, and at the rate of Rs 200/- per hour for more than 4 hours for every working day.
- viii. It will be at the discretion of the Department to make inquiries either itself or through any of the officials of this office to analyze the suitability, capability and compliance of terms and conditions of the AMC contract by the vendor.
- ix. This department may impose further liquidated damages as think fit for any delay/defective work or material and non-performing of AMC contract as per terms and conditions etc.
- x. The vendor/tenderer will submit the name, qualification, experience and character & antecedents reports of their Engineers to be deputed with this department during the contract period at the time of award of tender.

- x. The vendor/tenderer will have to submit the call report on each and every item/article under contract on quarterly basis to the Administrative Officer (Judicial),(Computer Branch), Tis Hazari Courts, Delhi.
- xii. The department does not bind himself to accept the lowest or any tender and reserve the right of accept the whole or any part of tender and bidder shall be bound to perform the same at the rate quoted.
- xiii. Canvassing in connection with tenders is illegal & strictly prohibited and the tenders submitted by the bidders, who resort to canvassing, will be rejected.
- xiv. The contract shall be initially for a period of two year from the date of awarding/singing of the contract' However, the-contract may be extended further for a period of one year or less if the work is found satisfactory during the previous year with same terms and conditions/or mutually acceptable conditions by the Tenderer/vendor..

Payment

The payment shall be made on quarterly basis on the satisfaction of the department.

- a. No advance payment will be made in any case. The payment of AMC will be released quarterly (after deducting penalties, if any) on satisfactory completion of AMC contract and for the same, the contractor shall submit bill to the department and payment shall be made within 30 days from the receipt of bill subject to receipt of satisfactory work report/reports.
- b. The payment will be made after proper deduction of TDS and other taxes as per prevailing rule/rates.
- c. Any payment made in excess will have to be refunded by the Company to Department immediately or as and when asked for.
- d. Payment for any inclusion/deletion of Computer System/Peripherals (other than the scheduled items) will be calculated on pro-rata basis.
- e. The company will not have any legal right to proceed against Department in the event of late payment due to unforeseen reason/s.
- f. No escalation of prices shall be permitted on any ground. Enhancement or decrease of taxes, duties or prices of components, etc., will not affect the AMC rates during the entire period of AMC; no difference shall be paid-or claimed as a result of the above.
- g. The second party shall not assign or transfer this agreement or any part, thereof or any benefit hereunder without the written consent of Govt. of National Capital Territory of Delhi to any other party.
- h. The Department shall not pay any extra charges except AMC charges
- i. The risk and the cost would include additional costs incurred towards the articles, goods etc. and also the cartage/transport charges thereon.

- j. The extra expenditure incurred by this department shall be deducted from the quarterly payment/security deposit/EMD and the balance will be recoverable from the contractor/supplier.

Dispute Settlement

In the event of any dispute the decision of this department would be final, binding and conclusive upon the vendor for all intents and purposes.

In case of disputes, Delhi courts alone will have the jurisdiction. The venue for arbitration will be New Delhi. The Sole Arbitrator shall be appointed by the District & Session Judge, Delhi under The Arbitration & Conciliation Act, 1996.

After the tenders are opened no attempt will be made to meet any Member/Chairman of the Committee to influence the decision.

(V.K.BANSAL)

Chairman, Centralized Computer Committee,
Tis Hazari Courts, Delhi

**DECLARATION REGARDING ACCEPTANCE OF
TERMS AND CONDITIONS CONTAINED IN THE TENDER DOCUMENTS**

To

Ld. District & Sessions Judge (HQs)

Tis Hazari Court Complex,
Delhi.

Respected Sir,

I have carefully gone through the Terms and Conditions contained in the Document (No. _____ dated _____) regarding Comprehensive on site Annual maintenance Contract (AMC) of Computer Hardware and its peripherals installed at Delhi District Courts, Tis Hazari, Karkardoma, Rohini, Patiala House, Dwarka & Saket and wherever installed for the period of two years from date of award of contract.

Terms and Conditions of the Tender Document are acceptable to my Company.

I, further certify that I am an authorized signatory of my Company and therefore, competent to make this declaration.

Yours Very Truly,

Seal of the firm/bidder

Name:

Designation:

Company Name & Address:

Place:

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs)
TIS HAZARI COURTS: DELHI**

Information to be provided in the Financial Bid

The financial/price bid should contain the quotation for maintenance charges per item for the period of two years, as listed below. Price quoted by the tenderer/Bidder shall be inclusive of all taxes and levies applicable. No escalation of prices would be permitted on any ground.

The financial bid should be submitted online e-procurement portal, Govt. of NCT of Delhi. The financial bid shall be in respect of following work:

Tender Inviting Authority: OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs) : DELHI						
Name of Work: Annual Maintenance Contract (AMC) of Computers and its Peripharals installed at Delhi District Courts for the period of two years.						
Contract No: Tender ID No. 2020_DDC_194874						
Name of the Bidder/ Bidding Firm / Company :						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMB ER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P inclusive of taxes for the period of two years	TOTAL AMOUNT inclusive of taxes for the period of two years in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	6	7	8
1	COMPUTER SYSTEMS INCLUDING TFT/MONITOR SCREEN, KEYBOARD, MOUSE, ADOPTOR, VGA SPLITTER, POWER CABLE/ PRINTER USB CABLE /VGA CABLE/Y-CABLE ETC					
1.01	591-HP PRO 3090 MT COMPUTER SYSTEM Series No. INA03206 Note: Article shall be removed on completion of condemnation process and /or on receipt of replacement	584	Nos		0.00	INR Zero Only
1.02	1308-COMPUTER SYSTEM (1200 Nos. of HP 400 GB SFF i3 LINUX Series No. INA707PP, 58 - HP ALL-IN-ONE G2 i3 LINUX Series No. SGH704PK AND 50- HP 400 G3 SFF i5 LINUX Series No. INA707PP AND TFT SERIES No. INE64, (Note: AMC commenced w. e.f. April 2022)	1308	Nos		0.00	INR Zero Only
1.03	520-COMPUTER SYSTEM - HP PRO 400 G2 MT MODEL Series No. INA504 AND INA507	473	Nos		0.00	INR Zero Only
1.04	HCL COMPUTER SYSTEM (SERIESINA 8130) Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	4	Nos		0.00	INR Zero Only

1.05	HP COMPUTER SYSTEM (SERIESINA 8130B) Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	3	Nos		0.00	INR Zero Only
1.06	HP COMPUTER SYSTEM Series INA7480 Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	41	Nos		0.00	INR Zero Only
1.07	HP COMPUTER SYSTEM (SERIES INA 81/8170) Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	72	Nos		0.00	INR Zero Only
1.08	HP COMPUTER SYSTEM (SERIES INA75101) Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	97	Nos		0.00	INR Zero Only
1.09	HCL COMPUTER SYSTEM (SERIES 5103A1426) Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	216	Nos		0.00	INR Zero Only
1.10	HP COMPUTER SYSTEM HP PRO 3390MT COMPUTER SYSTEM, series INA208 Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	42	Nos		0.00	INR Zero Only
1.11	HP COMPUTER SYSTEM HP PRO 3390MT, series No.INA SGH227RB	70	Nos		0.00	INR Zero Only
1.12	HCL LX INFINITI PRO SL 1280 (COMPUTER SYSTEMS, SERIES 1103A) Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	452	Nos		0.00	INR Zero Only
1.13	Old HP COMPUTER SYSTEM series INA93508) MODEL NO. HP D5800	201	Nos		0.00	INR Zero Only
1.14	Old HP COMPUTER SYSTEM series INA706 Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	1	Nos		0.00	INR Zero Only
1.15	HP- COMPUTER SYSTEM series INA 8220	3	Nos		0.00	INR Zero Only
1.16	466 -HCL COMPUTER SYSTEM, Series 1105BG and 2105BG) Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	8	Nos		0.00	INR Zero Only
1.17	100- HCL, COMPUTER SYSTEM, Series 6103A, Model No. SL1280 Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	98	Nos		0.00	INR Zero Only
2	ADDITIONAL TFT's INCLUDING WITH SPLITTER, ADOPTOR/ADOPTOR CABLE, POWER CABLE AND VGA CABLE ETC					
2.01	HCL- ADDITIONAL TFT Series no. 5105BG Model No. V17G Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	439	Nos		0.00	INR Zero Only
2.02	17" HP TFT, Series no CNC8124063 AND CNC8085	118	Nos		0.00	INR Zero Only
2.03	HP TFT Series no. 6CM8220 & 6CM 8250)	186	Nos		0.00	INR Zero Only

2.04	HCL TFTS Series no 2105BG/1105BG Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	196	Nos		0.00	INR Zero Only
2.05	HP- TFT Series no 3CQ	140	Nos		0.00	INR Zero Only
2.06	HP TFT/MONITOR Series no 7540	20	Nos		0.00	INR Zero Only
2.07	ADDITIONAL TFT-HP-LED V203P 19.5" TFT (Note: AMC commenced w. e.f. April 2022)	142	Nos		0.00	INR Zero Only
2.08	ADDITIONAL TFT-HP-LED V203P 19.5" TFT (Note: AMC commenced w. e.f. January 2021)	28	Nos		0.00	INR Zero Only
2.09	38cm (15") SAMSUNG TFT Series No. M015HHBY Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement.	132	Nos		0.00	INR Zero Only
3	PPRINTER including Power and Printer USB Cable etc					
3.01	HP 1022 LASER JET PRINTERS (SERIES VNRJ6/VNRJ7)	266	Nos		0.00	INR Zero Only
3.02	HP 1505 LASERJET PRINTERS (SERIES VNRJ AND CNCJ2)	18	Nos		0.00	INR Zero Only
3.03	HP 2015 PRINTER (SERIES CNC1)	61	Nos		0.00	INR Zero Only
3.04	2035 PRINTERS (SERIES CNC0)	907	Nos		0.00	INR Zero Only
3.05	HP 3390 PRINTER OF SEREIS CNMJ Note: Articles shall be removed on completion of condemnation process and / or on receipt of replacement	20	Nos		0.00	INR Zero Only
3.06	HP Ink Tank 319 All-in-One Printer Serial No. CN8AD4G05Q (Note: AMC commenced w. e.f. 16.August, 2022)	1	Nos		0.00	INR Zero Only
3.07	HP Laserjet CP1525n COLOR LASERJET PRINTER (FOR DISTRICT & SESSIONS JUDGE, SOUTH)	1	Nos		0.00	INR Zero Only
3.08	11- SAMSUNG PRINTER, Series No. BKAYCO Note: Articles shall be removed on completion of condemnation process and on receipt of new supply	2	Nos		0.00	INR Zero Only
4	UPSs					
4.01	UPS PARADYNE (SERIES STARTING WITH 57,58)	102	Nos		0.00	INR Zero Only
4.02	1 NO. OF 5 KVA UPS	1	Nos		0.00	INR Zero Only
4.03	KEPTRON UPS 700 VA, Series No. 0310	366	Nos		0.00	INR Zero Only
4.04	PARADYNE 5VA UPS, Series No. A475	2	Nos		0.00	INR Zero Only
4.05	UPS PARADYNE (SERIES START WITH 42/43/44)	18	Nos		0.00	INR Zero Only
4.06	LUMINOUS UPS, 800 VA , 7AH/12, VOLT 2 NOS. OF BATTERY IN 1 UPS Series No. 241804 (Note: AMC commenced w. e.f. April 2022)	635	Nos		0.00	INR Zero Only
4.07	LUMIOUS 1KV	1	Nos		0.00	INR Zero Only
4.08	LUMIOUS 2KV	1	Nos		0.00	INR Zero Only
5	Server					
5.01	HP PRO LIANT DL DL 380 Gen-9	2	Nos		0.00	INR Zero Only
5.02	07 NOS OF RACK MOUNT SERVERS, Series 5093A1414880, 5093A1414877, 5093A1414878, 5093A1414879 5093A1414881 5093A1414882 5093A141483	7	Nos		0.00	INR Zero Only
5.03	HCL Servers of Series 1103A	5	Nos		0.00	INR Zero Only

5.04	HCL 2 Nos. of Padedrial Servers for Saket Serial No. 3121AG197931, 3121AG197932,	2	Nos		0.00	INR Zero Only
5.05	RACK MOUNT SERVER, Series No. SGH-92136XK, SGH-921371C, SGH-921372D	3	Nos		0.00	INR Zero Only
5.06	HCL 2 Nos. of Padedrial Servers for PHC Serial NoSERVER, Series-3131AG429622, 3131aG429627 alongiwth 2 nos. of 47 cm HCL LED	2	Nos		0.00	INR Zero Only
5.07	FAMILY COURT SERVER, HP-SGH3415HB5	1	Nos		0.00	INR Zero Only
5.08	FAMILY COURT SERVER, HP-SGH3415HBB	1	Nos		0.00	INR Zero Only
5.09	HP- 06 Nos. Of Servers Serial No. SGH921371W, SGH9213726 SGH92136XA, SGH92136XT, SGH92131XB, SGH92136WF,	6	Nos		0.00	INR Zero Only
5.10	HP- 39 Nos. Of Servers Q1Y25A-HPE DL-380 Gan9 E5-2620Vn SP1435IN series CN771806 (Note: AMC for 12 nos. of server series no. CN771806MH,-MM,-MS,-NB,-NC,-MG,-MC,-MD,-MJ,-NI,-N8,-M8 commenced w. e. f. 1st June 2022 and rest of 27 Server commenced w.e.f. 16th August 2022)	39	Nos		0.00	INR Zero Only
6	Server's peripherals					
6.01	42 U SERVER RACK CONTAINING SIDE PANNEL	6	Nos		0.00	INR Zero Only
6.02	ATEN MAKE CS1308-8 PORT KVM SWITCH Mult (SWTO1121) F3GC-015-0114, F3GC-015-0113, F3GC-015-0112, F3GC-015-0083, CL570BM LCD KVM SWITCH AND Z8FA150A90068 MODEL CLS708M	7	Nos		0.00	INR Zero Only
6.03	H5M70A HPE-BASIC 7.3 KVA/60309/C13c19	8	Nos		0.00	INR Zero Only
6.04	HP -RACK MOUNTABLE KEYBOARD AND MOUSE	5	Nos		0.00	INR Zero Only
6.05	RACK MOUNTABLE / FOLDABLE TFT	6	Nos		0.00	INR Zero Only
6.06	INDUSTRIAL SOCKET SWTICH QC7-00058 SOCKET SWTICH	7	Nos		0.00	INR Zero Only
6.07	H6L32A-HPE VERTICAL PDU 10 KG2 MOUNTING KIT (ONE PACKET CONTAINING 4 PIENCES) SERVER RACK CONTAINING 4 PIECES	12	Nos		0.00	INR Zero Only
6.08	AF644A-HPE LCD 8500 IU CONSOE INTL KIT,	1	Nos		0.00	INR Zero Only
6.09	HCL SERVER RACK HCL (HCL43U RACK WITH 100 MM)	1	Nos		0.00	INR Zero Only
6.10	ADDITIONAL SERVER FOR MULTI FUNCTION FIREWELL (SERIES SGH132XXLK)	1	Nos		0.00	INR Zero Only
6.11	FAMILY COURT SERVER SWITCH, J108138, MODEL KVU00801	1	Nos		0.00	INR Zero Only
6.12	LUMINOUS -SERVER UPS MODEL LD2000, LUMINOUS MODEL LD2000 BAR CODE 83221710101907	1	Nos		0.00	INR Zero Only
7	SCANNERS WITH ADOPTOR ETC					
7.01	HP SCANJET PRO 200051 SCANNER (Note: AMC commenced w. e.f. 2nd April 2022)	7	Nos		0.00	INR Zero Only
7.02	BAR CODE SCANNER (SERIES LS2208, SY9Ev77)	4	Nos		0.00	INR Zero Only
7.03	BAR CODE SCANNER HONEYWELL 5145	4	Nos		0.00	INR Zero Only
8	WIRELSS KEYBOARD AND MOUSE INSTALLED AT ROUSE AVENUE COURT COMPLEX					
8.01	HP WIRELESS KEYBOARD AD MOUSE INSTALLED AT ROUSE AVENUE COURT COMPLEX PART NO. 3RQ75PA#ACJ	45	Nos		0.00	INR Zero Only
9	VGA SPLITTER MODEL VGA-2004 INSTALLED AT ROUSE AVENUE COURT COMPLEX					

9.01	VGA SPLITTER MODEL NO. VGA - 2004 INSTALLED AT ROUSE AVENUE COURT COMPLEX VGA-2004	110	Nos		0.00	INR Zero Only
10	LAPTOP					
10.01	LAPTOP -HP-14-CE 1000TU NOTEBOOK (LAPTOP) P/N 5FV99PA#ACJ (Note: AMC commenced w.e.f. April 2022)	1	Nos		0.00	INR Zero Only
10.02	LAPTOP -HP-15-BS179TX	1	Nos		0.00	INR Zero Only
11	Projector					
11.01	GLOBUS PROJECTOR INSTALLED AT TRAINING ROOM AT KKD	1	Nos		0.00	INR Zero Only
12	Cisco Router					
12.01	CISCO ROUTER S.NO. 5HK14177163	2	Nos		0.00	INR Zero Only
12.02	CISCO ROUTER 4320 (4300 Series) Provided by BSNL, CISCO 1841, 1841V02 (1800 Series) S. No. FHK 100121DA Provided by NIC	4	Nos		0.00	INR Zero Only
13	Video Conferencing Systems of Child Vulnerable Witnesses Courts installed at Karkardooma Courts, Delhi					
13.01	POLYCOM-HD Videoconferencing Systems (Polycom HDX7002XL) all installed in KKD in Room no. 77 & 78 in child Vulnerable Witness Court Room (Serial no. 0E60C720110822 0E3FED20110822 0E3FDD20110822 0E3FD620110822)	4	Nos		0.00	INR Zero Only
13.02	LG- 40" HD LCD Model (LG 42LD461C)(all installed in KKD in Room No. 77 & 78 in Child Vulnerable Witness Court Room) (Serial No. 111PLHT039185, 111PLZU039117, 111PLQN038924, 111PLLQ038928)	4	Nos		0.00	INR Zero Only
13.03	CAM, MPTZ, EAGLE EYE III , (Serial no. 1544117220091019, 1754330920101214, 15641153520111008, 146412857A20110907).	4	Nos		0.00	INR Zero Only
13.04	MICROPHONE ARRAY- 4 Nos. HDX MIC (Serial no. 821137037A0CC5, 821122031513C5, 821137037A14C5, 821137037A30C5)	4	Nos		0.00	INR Zero Only
13.05	DVI to VGA cable 5 mtr	4	Nos		0.00	INR Zero Only
13.06	Audio Cable 5 M with 3.5 MM Audio Jack	4	Nos		0.00	INR Zero Only
14	Pilot E-Courts :-03,45,70 Karkardooma Courts Complex					
14.01	IP CAMERA (SONY) FIXED WITH CEILING MOUNT ARRANGEMENT (INSTALLED IN E-COURT, KKD, DELHI)	1	Nos		0.00	INR Zero Only
14.02	AUTOMATIC AUDIO MIXER (NEXIA) (INSTALLED IN E-COURT, KKD, DELHI)	1	Nos		0.00	INR Zero Only
14.03	16 X 16 CROSS POINT RBGHV MATRIX SWITCHER (EXTRON) (INSTALLED IN E-COURT, KKD, DELHI)	1	Nos		0.00	INR Zero Only
14.04	VIDEO QUAD UNIT (EXTRON) (INSTALLED IN E-COURT, KKD, DELHI)	1	Nos		0.00	INR Zero Only
14.05	EXTRON VIDEO SCAN CONVERTER INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.06	EXTRON VGA/AUDIO MATRIX SWITCHER INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.07	TOUCH PANEL PROCESSOR WITH WIRELESS EQUIPMENT (CRESTR) INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.08	LIFE SIZE MULTI-PARTY VIDEO CONFERENCING SYSTEM WITH HD CAMERA STALLED IN E-COURT, KKD DELHI	1	Nos		0.00	INR Zero Only

14.09	LIFE SIZE NETWORKER INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.1	TOUCH PANEL EQUIPMENT WITH CHARGER (CRESTR) INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.11	SERVERS (HP),(5 IN E-COURT AND ONE INSTALLED IN HIGH COURT)	6	Nos		0.00	INR Zero Only
14.12	40"LCD DISPLAY WITH WALL MOUNTING STAND (SAMSUNG) INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.13	46"LCD DISPLAY WITH WALL MOUNTING STAND (SAMSUNG) INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.14	26"LCD DISPLAY WITH WALL MOUNTING STAND (SAMSUNG) INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.15	HP-LAPTOP INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.16	HP-ADF/FLATBED SCANNER INSTALLED IN E-COURT, KKD DELHI	2	Nos		0.00	INR Zero Only
14.17	LUMENS- DESKTOP VISUALISER INSTALLED IN E-COURT, KKD, DELHI	2	Nos		0.00	INR Zero Only
14.18	HP-PC WITH 18.5"TFT INSTALLED IN E-COURT, KKD, DELHI	7	Nos		0.00	INR Zero Only
14.19	HP-PC WITHOUT MONITOR INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.2	HP-NETWORK PRINTER INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.21	NUMERIC - 15 KVA UPS INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.22	PRESIDENT- 42U RACK INSTALLED IN E-COURT, KKD, DELHI	2	Nos		0.00	INR Zero Only
14.23	ALTUSCN- 8 PORT KVM SWITCH WITH 8 CONNECTORS INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.24	CICSO 1841 ROUTER WITH 2 SMART SERIAL CARD &3 SERIAL CABLES INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.25	HP- 24 PORT NETWORK SWITCH INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.26	CICSO 1841 ROUTER WITH 1 SMART SERIAL CARD &2 SERIAL	1	Nos		0.00	INR Zero Only
14.27	OMINI DIRECTIONAL MIC INSTALLED IN E-COURT, KKD, DELHI	3	Nos		0.00	INR Zero Only
14.28	OMINI- GOOSNECK MICROPHONE INSTALLED IN E-COURT, KKD, DELHI	2	Nos		0.00	INR Zero Only
14.29	19"TFT TOUCH SCREEN MONITOR WITH WRITING STYLUS (ALATM-191) INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.3	8 AV CHANNEL DVR CARD (INSTALLED IN APPLICATION SERVER) AT KKD COURTS, DELHI	1	Nos		0.00	INR Zero Only
14.31	HP-WIRELESS KEYBOARD MOUSE INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.32	CREATIVE- SPEAKERS INSTALLED IN E-COURT, KKD, DELHI	2	Nos		0.00	INR Zero Only
14.33	EXTRON-VIDEO ENCODER INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.34	iBALL PEN TABLET INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.35	CANNON EOS 1000D SLR CAMERA INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only
14.36	NETGEAR- 8 PORT ETHERNET SWITCH INSTALLED IN E-COURT, KKD, DELHI	1	Nos		0.00	INR Zero Only

15	12 e-Courts Hardware and its peripherals installed at Delhi District Courts					
15.01	WACOM (Pen Display) 21.5" TOUCH SCREEN SERIAL NO. OGCQOOO28, 2ACQ000067, OJCQ000063-MODEL- DTU2231	12	Nos		0.00	INR Zero Only
15.02	WIRELESS KEYBOARD (1237SY01NJK- 8 (logitech) ETC.	12	Nos		0.00	INR Zero Only
15.03	WIRELESS MOUSE 1235LZ075HH8 (LOGITECH) and S.no. 1234LZ06V3B8 (logitech)1237SY2XNKV9 ETC.	12	Nos		0.00	INR Zero Only
15.04	VGA SPLITTER WITH 02 INPUT & 4 OUTPUT	12	Nos		0.00	INR Zero Only
15.05	VGA SWITCHER WITH 02 INPUT & 04 OUTPUT	12	Nos		0.00	INR Zero Only
15.06	WEBCAM LOGITECH WEBCOME PRO 9000 PID-LZ124SK, P/N 860-000210, M/N V-V0009	12	Nos		0.00	INR Zero Only
15.07	HP SCANJET 8270 SERIES NO. 313111470	12	Nos		0.00	INR Zero Only
15.08	E-COURT HCL-SERVER 1 TB STORAGE EXPANDABLE UPTO 15 TB WITH ACCESSORIES SGH3415HBA, SGH3415HBH, HP-SBH3415HB9, SGH3415HB6 and SGH3415HBE	12	Nos		0.00	INR Zero Only
15.09	Dell CPU F5SYQG2 (DELL OPTIPLEX 3046 SMALL FORM FACTOR CTO (CPU) EXPANDABLE)	12	Nos		0.00	INR Zero Only
15.10	WACOM STU 500 LOGITECH SERIES 2BZT003927DIGITAL SIGNATURE PAD	10	Nos		0.00	INR Zero Only
16	e-Goshwara project, Data Processing Center, established by C-DAC, Noida at KKD Court Complex					
16.01	HP- COMPUTER SYSTEM (DX 7400) (INA 8130BWH), (INA 8130BSW)	2	Nos		0.00	INR Zero Only
16.02	DELL COMPUTER SYSTEM (7010) (SERVICE TAG - 13KZ5Z1), (SERVICE TAG - 23KZ5Z1), (SERVICE TAG - J2KZ5Z1)	3	Nos		0.00	INR Zero Only
16.03	HP- PRINTER PRO LASERJET P1606dn	1	Nos		0.00	INR Zero Only
16.04	DELL TFT E1914Hc	3	Nos		0.00	INR Zero Only
16.05	HCL TFT V17G	2	Nos		0.00	INR Zero Only
16.06	CISCO - SWITCH CATALYST 2960-X Series	1	Nos		0.00	INR Zero Only
16.07	AVOCENT KVM With Screen AUTOVIEW 3008	1	Nos		0.00	INR Zero Only
16.08	NETCON NECT Zack Pannel 22 Port AMP Netconnect category 6 system	1	Nos		0.00	INR Zero Only
16.09	APC--BACK UPS PRO 1000	1	Nos		0.00	INR Zero Only
16.10	RACK	1	Nos		0.00	INR Zero Only
16.11	HP SCANJET ENTERPRISE 7000 S2	1	Nos		0.00	INR Zero Only
16.12	SERVER (POWER EDGE R520)	1	Nos		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words	INR Zero Only					

(V.K. Bansal)

Chairman: Centralized Computer Committee
Tis Hazari Courts, Delhi

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs)

TIS HAZARI COURTS: DELHI

INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the e-procurement System of Government of NCT of Delhi, using valid Digital Signature Certificate. The instructions given below are meant to assist the bidders in registering on the e-procurement System of Government of NCT of Delhi, prepare their bids in accordance with the requirements and submitting their bids online on the Delhi Govt. Procurement Portal.

More information useful for submitting online bids on the Delhi Government procurement Portal may be obtained at <http://govtprocurement.delhi.gov.in>.

REGISTRATION

Bidders are required to enrol on the e-Procurement module of the Delhi Govt. Procurement Portal (URL- <http://govtprocurement.delhi.gov.in>.) by clicking on the link "**Online bidder Enrollment**" on the Delhi Government Procurement Portal which is free of charge.

- a. As part of enrolment process, the bidders will be required to choose a unique user-name and assign a password for their accounts.
- b. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Delhi Govt. Procurement Portal.
- c. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized CCA India / Delhi Government (e.g. Sify /Tcs / nCode/ eMudhra etc), with their profile.
- d. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- e. Bidder then logs in to the site through the secured login by entering their user ID/password and the password of the DSC/e-Token.

SERCHING FOR TENDER DOCUMENTS

- a. There are various search option built in the Delhi Government Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other Keywords etc to search for a tender published on the Delhi Government Procurement Portal.
- b. Once the bidders have selected the tenders they are interested in, they may download the requirement documents/tender schedules, these tenders can be moved to the respective "My Tender" folder. This would enable the Delhi Govt. Procurement Portal to intimate the bidders through SMS/Email in case there is any corrigendum issued to the tender document.

- c. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the helpdesk.

PREPARATION OF BIDS

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names of content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c. Bidder, in advance, should be ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF/XLS formats. Bid documents may be scanned with 100dpi with black and white option which helps in reducing size of the scanned documents.
- d. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports auditor certificates etc.) has been provided to the bidders. Bidders can use: "My Space" or "Other important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- a. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c. Bidder has to select the payment option as "**offline**" to pay the tender fee/EMD as applicable and enter details of the instrument.
- d. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/Couriered/Given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/Any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- e. All the documents being submitted by the bidders would be encrypted using PKL encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data on the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- f. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g. Upon the successful and timely submission of bids (after Clicking "Freeze Bid Submission in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no, and the time of submission of the bid with all other relevant details.

ASSISTANCE TO BIDDERS

- a. Any queries relating to the tender document and the terms and condition contained therein should be addressed to the Centralized Computer Committee.
- b. Any queries related to the process of online bid submission or queries relating to **Delhi Government Procurement Portal e-tendering System Govt of NCT of Delhi be addressed to/contact: e-procurement help desk at Room No. 129, Level –I, Delhi Secretariat. I.P. Estate, New Delhi.**

(V.K. Bansal)

Chairman Centralized Computer Committee
Tis Hazari Courts, Delhi