

HIGH COURT OF CHHATTISGARH, BILASPUR

No. 296/CPC/2026

Bilaspur, dated- 07/01/2026



Bid Document for

**Supply/ Testing Installation and Maintenance of 75 nos. of
External CD/DVD drives for the Courts of the State
Chhattisgarh.**

High Court of Chhattisgarh, Bilaspur 495220
Phone No. - 07752-241027
email- highcourt.cg@nic.in, cpc-cg@aij.gov.in

HIGH COURT OF CHHATTISGARH, BILASPUR

Tender Notice

No. 296 /CPC/2026

Bilaspur, dated 07/01/2026

Sealed estimates/quotations are invited from intending firms possessing valid GST and PAN numbers for Supply/ Testing/ Installation and Maintenance of 75 External CD/DVD drives for the courts of the State of Chhattisgarh:-

Sr. No.	Name of Article/Components	Req. Qty.
1	External CD/DVD Drive	75

Note: Minimum Technical Specification of above articles are attached herewith at Annex-"A".

Terms and Conditions:-

- a) The bidder must submit a written undertaking to provide onsite warranty for the article, as provided by OEM/bidder for the period specified in the Technical Specifications part of this Tender Notice. Additionally, the bidder must submit an undertaking declaring that they are not blacklisted by any authority etc.
- b) The bidder shall submit 10% of the quoted value (rounded off) as Earnest Money Deposit (EMD), in the name of the *Registrar General, High Court of Chhattisgarh, Bilaspur*, at the time of submitting the quotation in closed envelope.
- The EMD of the successful bidder will be returned after the completion of the warranty period plus six months.
 - The EMD of unsuccessful bidders will be returned as per the provisions of the Chhattisgarh Store Purchase Rules, 2002.
 - Bids submitted without EMD will not be considered.
- b.1) In case the successful bidder:
- i. Fails or declines to accept the Purchase Order, or
 - ii. Fails to deliver any or all of the services within the time period specified in the Purchase Order or any extension thereof granted by the High Court of Chhattisgarh, or
 - iii. Fails to fulfill any other obligations related to the supply, testing, or installation under the contract,
- the entire EMD submitted by the successful bidder shall be forfeited, and their empanelment may be cancelled.
- c) The EMD will be returned to the successful bidder upon submission of a Performance Bank Guarantee (PBG) amounting to 10% of the value of the first order.
- PBG is applicable only when the order value exceeds ₹10,00,000/-.
- d) The PBG will be returned six (06) months after the completion of the warranty period.

- If the PBG is not applicable (i.e., when the order value is ₹10,00,000/- or less), the EMD submitted by the successful bidder will be returned six (06) months after the warranty period ends.
- e) The vendor/OEM must have an established office or service center in at the Chhattisgarh State. The bidder must submit the name of the office/proprietor along with email ID and contact details with the tender documents.
- f) The successful bidder has to ensure that adequate number of dedicated technical services personnel/ engineers are designated/ deployed for attending to the Service Request in a time bound manner and for ensuring timely servicing/ rectification of defects during warranty period as mentioned in the Technical Specification of the article.
- g) The bidder must submit an Escalation Matrix (Bidder/OEM) and ensure timely servicing or rectification of defects during the warranty period.
- Upon notification of any defect or service requirement during the warranty period, the bidder must complete the necessary service or rectification within 48 hours, extendable up to 5 days in exceptional cases.
 - Failure to do so will result in a penalty of 0.5% of the unit price of the product, deducted from the PBG/EMD for each week of delay.
 - The cumulative penalty shall not exceed 10% of the total contract value, beyond which the Buyer reserves the right to seek service/rectification from alternate sources at the bidder's risk and cost, in addition to forfeiture of the PBG.
- h) The firm shall submit the rates of only for good quality heavy-duty use products, which are available with the bidders.
- i) Bidders must only quote products or parts (required during service delivery) that are not obsolete in the market and have a minimum residual market life of five (05) years. The offered product should not be declared end-of-life by the OEM before this period.
- j) The unit price of the article must include all applicable charges such as packing, forwarding, freight, insurance, installation, configuration, commissioning, warranty, and comprehensive maintenance for the warranty period or any other charges in the following format:-

***Details of Price of articles:-**

Sl. No.	Name of the article	Unit Price of Item (In Rs.)	Required Quantity of articles	Total price of item (In Rs.)	GST (In Rs.)	Total (In Rs.)
(A)	(B)	(C)	(D)	(E=C*D)	F	(G=E+F)
1	External CD/DVD Drive		75			

- k) The required quantity of the aforementioned articles may be increased or decreased, depending on the actual requirements.
- l) The Financial Bid shall be valid for the period of one year, from the date of opening its Financial bid.

- m) During the validity of financial bids submitted in this Tender process, High Court may purchase the articles for the Courts of District Judiciary for Setup Paperless Courts and Live Streaming of Court proceedings from the L1 bidder to be found in this Tender process, subject to availability of funds for the purpose and approval of Hon'ble Committee no. 5(1) i.e. Hon'ble the Committee for Computerization, Weeding and Digitization of Records of High Court and District Courts.
- n) The bidder must submit the original installation report along with the bill/invoice for processing the payment.
- o) Preference will be given to bidders offering higher configurations at the lowest cost.
- p) Bidders may be requested to demonstrate the quoted product before the issuance of the Purchase Order, if deemed necessary.
- q) A Technical Compliance Report along with a product Data Sheet (if available any) of the quoted product sheet is mandatory for evaluation of Technical Specification of the article. The bidder must submit the Technical Compliance Report strictly as per the Technical Specifications attached to this Tender Notice.
- r) The bidder must submit a Turnover Certificate for any of the three financial years among 2024–25, 2023–24, 2022–23, and 2021–22.
- s) The bidder must submit an undertaking to supply only original and genuine articles/parts. Refurbished or used items are strictly prohibited.
- t) The bidder must provide proof of experience (minimum 3 years) in supplying similar products, along with past performance records.
- u) The successful bidder shall deliver the articles to the designated location within **15 days** from the issuance of the Purchase Order (extendable by the Hon'ble Committee for Computerization, if required).

In case of delay, a penalty of 0.5% of the cost of the undelivered items will be deducted per week, for up to a maximum of 4 weeks. After that, the matter may be placed before the Hon'ble Committee for Computerization, Weeding, and Digitization of Records of the High Court and District Courts for appropriate action.

- v) Any representation or objection regarding this Tender Notice will be placed before the Hon'ble Committee for Computerization, Weeding, and Digitization of Records of the High Court and District Courts. The decision of the Committee shall be final and binding.
- w) The bidder must submit an ink-signed and sealed OEM Authorization Certificate as per the attached format. In case of a digitally signed certificate, it will be subject to verification from the authorized signatory of the OEM.
- x) After issuance of the Purchase Order, if the vendor fails to supply the articles to the designated location within the stipulated time, the matter will be placed before the Hon'ble Committee for Computerization, Weeding, and Digitization of Records of the High Court and District Courts for consideration and suitable action, which may include Liquidated Damages or blacklisting of the vendor.
- y) The Registry of the High Court of Chhattisgarh reserves the right to cancel the tender at any time without assigning any reason.

z) Tender Clause Regarding Restrictions on Procurement from Bidders of Countries Sharing a Land Border with India:

- i. Any bidder from a country that shares a land border with India will be eligible to bid only if registered with the Competent Authority (i.e., the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT)).
- ii) Bidder may refer the Govt. Notification in the below links for details and updates: <https://doe.gov.in/procurement-policy-divisions> (Rule 144(xi) of the General Financial Rules, 2017).
- iii) Bidders are requested to submit a Self-Declaration Certificate in the format attached as **Annexure – “I”**.

aa) The bidder shall submit the tender documents in two separate envelopes:

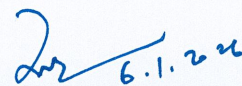
- **Envelope A** – Technical Documents and EMD, as per the checklist (Annexure “B”)
- **Envelope B** – Financial Documents (Price details of the articles as per format under point j)

Both envelopes should be sealed and placed inside a third envelope clearly mentioning the Tender Notice details as per **Annexure “C”**.

Note: Submission of all certification documents is **mandatory**.

Submission Details

Tender documents (both Technical and Financial) must be submitted to the **Registrar General, High Court of Chhattisgarh, Bilaspur**, either in person, through an authorized agent, or by post, **on or before 04:30 PM of 19/01/2026**. The bids will be opened on the **next working day, i.e., 20/01/2026 after 12:00 PM**. **Estimates/quotations received via e-mail or after the specified date and time will not be considered**. The Registrar General reserves the right to reject any or all estimates/quotations without assigning any reason.



Rajnish Shrivastava
Registrar General

Minimum Technical Specifications

Specification	Details
Drive Type	External, Optical Drive, Slim Form Factor
Interface	USB
Power Source	USB Powered (no external AC adapter needed)
Compatibility	Windows (7/8/10/11), Linux and Mac OS (10.6 and above)
Read Speed	DVD-ROM: 8X, CD-ROM: 24X
Write Speed	DVD±R: 8X, CD-R: 24X, DVD±R DL: 6X
Supported Media	DVD±R, DVD±RW, DVD±R DL, DVD-RAM, CD-R, CD-RW, CD-ROM
Cache Memory	1 MB
Special Features	M-DISC support for archival storage, Disc Encryption software, buffer underrun prevention

1. EMD / PBG
2. Make and Model No. of articles (brochure if any)
3. Undertaking (Warranty and Firm is not a Blacklisted from any authority, etc.)
4. Office/Service Center address in the Chhattisgarh State (Bidder/OEM)
5. Escalation Matrix (Bidder/OEM)
6. Compliance of Technical Specification Sheet **with data sheet of the product.**
7. Bidder Turnover (any 3 years of F.Y. 2024-25, 2023-24, 2022-23, 2021-22)
8. Bidder will submit undertaking to quote only original, genuine articles/parts. Refurbished articles will not be permitted.
9. Experience Criteria (3 Years) and Past Performance.
10. OEM Authorization Certificate.
11. Self Declaration Certificate as per attached format (Annexure - "I")
12. Financial Bids as per the prescribed format and also bifurcation of article wise rates of articles, in case of more then one articles.
13. Certifications, if any required.
14. Other documents, available with the bidders related to the articles.

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Format of Envelope-A

Tender Notice for Supply/ Testing/ Installation and Maintenance of 75 External CD/DVD drives for the courts of the State of Chhattisgarh. (Envelop-"A" Technical Documents)

Tender Notice No.

Date:-

To,
The Registrar General,
High Court of Chhattisgarh,
Bilaspur (C.G.)

From:-

**Name of the Proprietor
Complete address of Firms
with contact numbers and e-mail id)**

Format of Envelope-B

Tender Notice for Supply/ Testing/ Installation and Maintenance of 75 External CD/DVD drives for the courts of the State of Chhattisgarh. (Envelop-"B" Financial Documents)

Tender Notice No.

Date:-

To,
The Registrar General,
High Court of Chhattisgarh,
Bilaspur (C.G.)

From:-

**Name of the Proprietor
Complete address of Firms
with contact numbers and e-mail id)**

Format of Envelope-C

Tender Notice for Supply/ Testing/ Installation and Maintenance of 75 External CD/DVD drives for the courts of the State of Chhattisgarh. (Envelop-"C")
(Kept inside Envelop-"A" Technical Documents and Envelop-"B" Financial bids)

Tender Notice No.

Date:-

To,
The Registrar General,
High Court of Chhattisgarh,
Bilaspur (C.G.)

From:-

**Name of the Proprietor
Complete address of Firms
with contact numbers and e-mail id)**

SELF DECLARATION CERTIFICATE

(To be given in Bidder's letter head)

Ref No.:_____

Dated _____

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India;

I certify that this bidder is not from such a country.

Date:

Bidder's Signature with Seal

OR

if from such a country, has been registered with the Competent Authority, I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered.

[Where applicable, evidence of valid registration by the Competent Authority shall be attached].

Date:

Bidder's Signature with Seal

AUTHORIZATION FROM ORIGINAL EQUIPMENT MANUFACTURER
(On OEM Letter-Head)

Date :

Authorization Number :

To,

Customer Name

Ref. : Gem Bid No.

Dear Sir,

We hereby certify that M/s.....having their office at.....

..... GST no. is an authorized reseller of
.....

Products and they are authorized to represent in submitting their bid for.....and
conclude the contract with you.

We are the Original Equipment Manufacturer in respect of the products listed below.

Sr. No.	Product Name	Remarks (Model)
1		
2		
3		

We certify that the Equipment provided by us are not end of life products and the maintenance support for the proposed products will be provided till the warranty period.

We are confident of **M/s**.....ability to represent
us and provide full support till the warranty period.

We have authorized **M/s**....., to quote for this tender.

Signature of Authorized Person

Name

Designation

Date

Place