F. No. 52-A/Sty./SA-11/DHC/No. 3228

Dated: 16-02-2021

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of Delhi High Court)

SUB.:- Tender inviting quotations for purchase of Two Hundred (200) nos. of Scissors 'Munix' make model No. GL-2170.
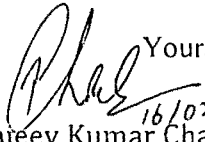
This Court intends to purchase **200 nos. of Scissors 'Munix' make model no. GL-2170.**

Interested firms/vendors are requested to submit their respective quotations for the same in a sealed envelope to the A.O.(J), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No.6, Ground Floor, High Court of Delhi, New Delhi on or before __02. 03. 2021__ till 5:30 P.M.

Terms & Conditions of this tender are as under:-

1.   The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and the subject **"Quotation for 200 nos. of Scissors 'Munix' make model no. GL-2170"** and due date must be superscribed on the envelope.

2.   The validity of rates should not be less than 180 days from the last date of submission of quotations and the tax rate applicable should be clearly and separately mentioned. Quotations with **less period of validity of rates shall be summarily rejected.**

3.   No quotation shall be entertained **after due date**. Quotations **without the subject as referred to above & due date** shall be summarily rejected.

4.   Quotations received after due date shall be liable to be rejected.

5.   The vendor must submit only one quotation against instant Tender Notice. If more than one quotation against above item is submitted or quotations for different item(s) not related to instant tender submitted by the vendor in a single sealed envelope, all such quotations found in that single envelope shall be liable to be rejected at the first instance.

6.   The final rates should be mentioned as per unit price **inclusive of GST** and the taxes applicable should be clearly and separately mentioned. Quotation(s) without mentioning of GST rate separately **shall be summarily rejected.**

7.   The firms/vendors are required to quote unit rates both in figures and words.

8.   After opening of the sealed quotations if any correction is found in the offered rate which renders the whole Tender process doubtful or ambiguous; the said quotation shall be summarily rejected.

9.   The firm/vendor offering NET rate claiming that they are mandatorily not required to be registered under GST Act shall in support, along with the quotation, submit supporting documents viz. CA's Certificate, Copy of Notification issued by Govt. of India/Govt. of NCT of Delhi duly attested under the seal of the firm to this effect.

10. The selected L-1 vendor/firm shall be bound to supply the required item within 15 days from the date of issuance of Purchase Order, failing which the Purchase Order shall be deemed to be cancelled without entertaining any communication in this regard unless sufficient cause is shown (supported by documentary proof) for such delay.

11. 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.

12. The firm/vendor shall also have to give an undertaking **(strictly as per Annexure– 'A')** that the firm/Partner/Director/Proprietor has not been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertakings/Autonomous Bodies have not been banned/terminated on account of poor performance/conduct and also that all the terms and conditions of the instant Tender Notice are acceptable to them. The quotations received without undertaking shall be summarily rejected.

This Court reserves the right to modify/amend the quotation letter/Terms and Conditions at a later stage and to increase or decrease the quantity depending on the requirement. This Court also reserves the right to place the order fully/partially to different firms/vendors.

Yours truly,

(Rajeev Kumar Chauhan)
Joint Registrar (IT/Sty.)
for Registrar General

CC to: Sr. System Analyst, IT Cell, DHC for uploading on the website.