

# IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.86-A/Sty./DA-07/DHC/No. 01

Date of issuance of tender document: 11/04/22

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 30,000 (Thirty Thousand) numbers of Good Quality Big Brown Paper Envelopes 16"x 12" size (with dense cloth line inside) in two equal installments.**

This Court intends to purchase **30,000 (Thirty Thousand) numbers of Good Quality Big Brown Paper Envelopes 16"x 12" size (with dense cloth line inside) in two equal installments** for the use of this Court.

Interested firms/vendors (**Based in Delhi/NCR Region only**) are requested to submit their Bid(s) in one large envelope containing two separate closed envelopes marked as:

- (I) Sample Bid containing the finished sample of the ENVELOPE offered by the vendor,
- (II) Financial Bid (containing the price of the finished sample)

## **(A) SUBMISSION OF TENDER**

The two envelopes containing (i) Sample Bid, and (ii) Financial Bid to be sealed/closed separately and be further placed in a third Bigger Single Envelope which shall also be sealed/closed. The bigger sealed/closed envelope containing quotation of the vendor must be addressed to "The Registrar General, Delhi High Court, New Delhi" and shall reach to the A.O.(J), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No.6, Ground Floor, High Court of Delhi, New Delhi before the designated date/time.

**(B) LAST DATE FOR SUBMISSION OF TENDER IS 26/04/2022 TILL 17:30 HRS.**

**(C) INSTRUCTIONS FOR THE PARTICIPANTS IN RESPECT OF SUBMISSION OF (I) SAMPLE BID AND (II) FINANCIAL BID :-**  
*(please go through the tender document carefully)*

1. The sealed envelope of Sample Bid shall contain:

- (a) Sample Bid strictly as per Annexure – 'A'.
- (b) Undertaking (in original) strictly as per Annexure-'B'.
- (c) Copy of GST Registration Certificate, if the firm/vendor is registered under GST Act.
- (d) Affidavit strictly as per Annexure-'C'. *(only in case the firm/vendor is exempted from registration under GST Act and offering NET rates without tax component.)*
- (e) 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 like certificate issued by Chartered Accountant for the F.Y. year 2020-2021 & 2021-2022, etc. *(only in case the firm/vendor is exempted from registration under GST Act and offering NET rates without tax component.)*
- (f) Sample of the ENVELOPE duly signed and stamped by the authorized person of the firm/vendor for identification purposes. (Submission of Sample bid without offering actual sample of envelope shall be liable to be rejected.)
- (g) Quality Assurance Certificate duly stamped and signed by the authorized person to the effect that the supply will be made strictly as per sample provided and free from any distortion.

[THE SEALED/CLOSED ENVELOPE CONTAINING THE ABOVE INFORMATION/DOCUMENTS (DULY PAGINATED) SHALL BE SUPERSCRIBED WITH THE SUBJECT AS "SAMPLE BID-FOR SUPPLY OF BIG BROWN PAPER ENVELOPES 16"X 12" SIZE (WITH DENSED CLOTH LINE INSIDE)".]

2. The Financial Bid furnishing the information strictly as per Annexure-'D' be placed in second envelope and sealed/closed.

[THE SEALED ENVELOPE CONTAINING FINANCIAL BID SHALL BE SUPERSCRIBED WITH THE SUBJECT AS "FINANCIAL BID-FOR SUPPLY OF BIG BROWN PAPER ENVELOPES 16"X 12" SIZE (WITH DENSED CLCTH LINE INSIDE)".]

3. The two separate sealed envelopes referred to above shall be further placed in a third bigger envelope and the bigger envelope should also be sealed/closed in such a way that nothing could be placed therein or could be taken out therefrom.

[THE BIGGER SEALED ENVELOPE SHALL BE SUPERSCRIBED WITH THE SUBJECT AS "SAMPLE & FINANCIAL BID-FOR SUPPLY OF BIG BROWN PAPER ENVELOPES 16"X 12" SIZE (WITH DENSED CLOTH LINE INSIDE)"-  
DUE DATE OF TENDER - 26/04/2022]

#### **(D) OPENING/EVALUATION OF BIDS & AWARD OF PURCHASE ORDER**

1. The bigger sealed envelope (containing Sample Bid and Financial Bid) shall be opened first by an independent officer nominated for the purpose by the competent authority. The same nominated officer shall also open the sealed envelope containing the **Sample Bid** for further processing.
2. The competent authority shall evaluate the Sample Bids to shortlist the eligible firms/vendors. The competent authority has the right to call clarification(s) in respect of Sample Bid, if required. The decision of the competent authority for short listing of the vendor(s) offering the quality presently being used by this Court or better quality for final selection of firm/vendor after evaluation of the Sample Bids and the rates offered shall be final & binding on the participants in the instant Tender.
3. The sealed envelopes containing the **Financial Bids** of the shortlisted firms/vendors declared qualified after the first round of Sample bid will also be opened by same officer **or** any other independent officer nominated for the purpose by the competent authority.
4. The Financial bids of the vendors/firms whose sample is not found suitable after evaluation in the first round shall not be considered for the second round of opening of financial bids.
5. The purchase order shall be awarded to the most eligible firm/vendor after evaluation of Sample bid and offering lowest rates in the financial bid for the approved quality.

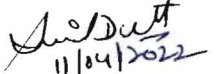
#### **(E) TERMS AND CONDITIONS/CAUSES OF DISQUALIFICATION**

1. The validity of rates must not be less than 180 days from the last date of submission of Bids. Bids with less period of validity of rates shall be summarily rejected.
2. No bid shall be entertained **after due date**. Bids received after due date shall be summarily rejected.
3. The firms/vendors must submit only one bid against instant Tender Notice. Bid(s) related to some other item(s) not related to instant tender placed in any sealed envelopes as referred to above will be liable for disqualification.
4. After opening of the sealed envelopes containing (i) Sample Bid, and (ii) Financial Bid, if any interlineations, erasure or correction is found in the specification/offered rate, which renders the whole Tender process doubtful or ambiguous, such bid(s) shall be summarily rejected.
5. The selected vendor/firm shall be bound to supply the required item within **21 days** from the date of issuance of Purchase Order, failing which the Purchase Order shall be deemed to be cancelled unless sufficient cause is communicated (supported by documentary proof) for such delay.
6. In case the Purchase Order awarded to eligible 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.

7. The acceptance of supplied item in the Stationery Store of Delhi High Court will be subject to codal formalities viz., inspection by an independent officer nominated for the purpose.
8. The firms/vendors offering NET rate claiming that they are mandatorily not required to be registered under the GST Act shall submit NET rates only in their bids.
9. Non-mentioning of subject(s)/Due date of the Tender on each envelopes as referred to above shall attract rejection of the bid summarily.
10. The submission of Bid is subject to strict compliance as set out in the instant Tender document. The firms/vendors offering bids(s) in any other format than prescribed, not abiding the terms and conditions or submitting incomplete documents as required shall be liable to be rejected.
11. Bid(s) cannot be withdrawn after opening of financial bids. Withdrawal of Bid(s) after opening of financial bids will attract blacklisting of the firm/vendor from participation in any future tender process of this Court.

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.

Yours truly,

  
11/04/2022  
(Sunil Dutt)

Assistant Registrar (IT/Sty./Dig.)  
for Registrar General

**CC to:** Director (IT), DHC for uploading the above Tender Notice on the official website of High Court of Delhi.

**Sample Bid**

**FOR THIRTY THOUSAND (30,000) NOS. OF GOOD QUALITY BIG BROWN PAPER ENVELOPES  
16"X 12" SIZE (WITH DENSED CLOTH LINE INSIDE)**

Name of the firm:- \_\_\_\_\_

Address of the Firm: \_\_\_\_\_

Name of the person (authorized to sign the tender document) \_\_\_\_\_

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

Specifications for the required Envelope		Compliance in 'Yes' or 'No' only
Colour	Brown	
Size	16" x 12"	
Inner Specification	Dense Cloth Line Inside	
Quantity	30,000 nos.	
Delivery	Within 21 days (in the Sty. Store of DHC)	
Finished Sample	Sample enclosed	
Undertaking	Undertaking enclosed (as per Annexure-B)	
*Affidavit	Affidavit enclosed (as per Annexure-C)	
Quality Assurance	Quality Assurance Certificate enclosed	

\*AFFIDAVIT TO BE SUBMITTED ONLY BY THE FIRMS/VENDORS CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT]

Please mention separately about:

*Validity of Rates being offered (180 days or above)	
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*\*Minimum validity of rates required is 180 days. Bids with less period of Validity of rates shall be summarily rejected.*

Remarks (if any) : \_\_\_\_\_

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

Date:-

Place:-

[Interlineations/erasure/Correction or overwriting not allowed.]

**UNDERTAKING**

I/We undertake that the firm (name of the firm) or its Partner/Director/Proprietor (name of all owners) has/have not been blacklisted/banned in its Business dealings with any Central/State Government/Public Sector Undertaking/Autonomous Bodies or has/have not 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 the supply items if not found in conformity with the purchase order or any other distortion, the whole supply will be taken back at the cost of the firm/proprietor with replacement of goods within 3 days. I/We further undertake that in case pasting/inside cloth line of the envelopes deteriorates within three months of supply, making the envelopes unusable, the same shall be replaced by me/us.

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.  
*(Strike out in case the firm/vendor is claiming exemption from GST & is offering net rates)*

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

Date:-  
Place:-

Annexure – 'C'

**AFFIDAVIT**

I, \_\_\_\_\_ S/ D/ W/ of Sh./Smt. \_\_\_\_\_  
Resident of \_\_\_\_\_ in the capacity  
of \_\_\_\_\_ of M/s. \_\_\_\_\_ having its Registered  
office/office at \_\_\_\_\_ do hereby  
solemnly affirm and declare as under:-

1. That the Turnover of M/s. \_\_\_\_\_ was less than Rupees 40 Lakh in financial year i.e. 2021-2022.
2. That M/s. \_\_\_\_\_ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supplies elsewhere.
3. That the turnover of M/s. \_\_\_\_\_ has not crossed the 'threshold exemption limit' of the turnover of Rupees 40 Lakh, in the current financial year 2022-2023.
4. That I undertake that at the point of time the turnover of the firm crosses the threshold exemption limit of Rupees 40 Lakh, the firm will be registered under GST Act and shall comply with the provisions mentioned in the GST Act.
5. That the firm is claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the financial bid.
6. That M/s. \_\_\_\_\_ will claim only the NET price exclusive of GST with sole responsibility, if declared eligible in the tender process.

DEPONENT

**VERIFICATION**

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2022  
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

**Financial Bid**

**For Thirty Thousand (30,000) nos. of Good Quality BIG BROWN PAPER ENVELOPES  
16"X 12" SIZE (WITH DENSED CLOTH LINE INSIDE)**

Name of the firm:- \_\_\_\_\_

Address of the Firm: \_\_\_\_\_

Name of the person (authorized to sign the tender document) \_\_\_\_\_

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

<b>Details/Particulars</b>	<b>In figures</b>	<b>In words</b>
Price offered for one unit (without taxes)		
Tax Rate (%)		
Tax Amount for one Unit		
Total Price offered for one unit (incl. of taxes).* or NET price offered for one unit by vendor exempted from registration under the GST Act.*		

\* Strike out whichever is not applicable.

Remarks (if any): \_\_\_\_\_

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

Date:-

Place:-

*[Interlineations/erasure/Correction or overwriting not allowed.]*