

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

No. 12499 STY./DHC/DA-8/File No.2

Date of issuance of tender document: 26/07/2022

From:-

The Registrar General  
High Court of Delhi  
New Delhi.

To:-

(On the website of Delhi High Court)

**SUB.:- Notice inviting Tender for purchase of 20,000 Nos. of reams of A4 size Photocopier Fresh (A Grade mill pack) Paper of 75 GSM (dust free).**

**This Court intends to purchase 20,000 Nos. of reams of A4 size Photocopier Fresh (A Grade mill pack) Paper of 75 GSM (dust free) in five equal installments of 4000 reams each at an interval of 45-60 days OR as and when required by 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 sample (half ream) of the A4 size Photocopier Fresh (A Grade mill pack) Paper of 75 GSM (dust free) being offered by the vendor with original packaging of the ream.
- (II) Financial Bid (containing the price of the paper ream and Earnest Money Deposit – EMD of Rs.20,000/-).

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

The two envelopes containing (i) Sample Bid, and (ii) Financial Bid to be sealed/closed separately and are to 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 16/8/2022 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 2021-2022 & 2022-2023, etc. *(only in case the firm/vendor is exempted from registration under GST Act and offering NET rates without tax component.)*
- (f) Sample half ream of the **A4 size Photocopier Fresh (A Grade mill pack) Paper of 75 GSM (dust free)** with original packaging of the ream duly signed and stamped by the authorized person of the firm/vendor for identification purposes. (Submission of Sample bid without offering actual sample of **A4 size Photocopier Fresh (A Grade mill pack) Paper of 75 GSM (dust free)** 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 20,000 NOS. OF A4 SIZE PHOTOCOPIER FRESH (A GRADE MILL PACK) PAPER OF 75 GSM (DUST FREE)**".]

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 20,000 NOS. OF A4 SIZE PHOTOCOPIER FRESH (A GRADE MILL PACK) PAPER OF 75 GSM (DUST FREE)**".]

3. The two separately 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 THIRD BIGGER SEALED ENVELOPE SHALL BE SUPERSCRIBED WITH THE SUBJECT AS "**SAMPLE & FINANCIAL BID- FOR SUPPLY OF 20,000 NOS. OF A4 SIZE PHOTOCOPIER FRESH (A GRADE MILL PACK) PAPER OF 75 GSM (DUST FREE)**". DUE DATE OF TENDER - 16/8/2022.]

#### **(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 successful vendor/firm will be awarded the Purchase order, acceptance of which shall be communicated at email id i.e. [aojcomp.sty.dhc@nic.in](mailto:aojcomp.sty.dhc@nic.in). The selected Firm/Vendor shall be bound to supply the first installment of 4000 nos. reams of A4 size Photocopier Fresh (A Grade mill pack) Paper of 75 GSM (dust free) **IMMEDIATELY** upon 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, such firm shall be liable to be blacklisted from participating in future tenders of this Court and the Purchase Order will be awarded to the next eligible L-2 vendor/firm.
7. Earnest Money Deposit (EMD) worth ₹ 20,000/- shall be submitted by way of Demand Draft or Bankers Cheque drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi.
8. Quotations submitted without EMD and sample of the half ream of papers with original packaging shall be summarily rejected. No request for waiver of EMD will be entertained.
9. **The successful firm/vendor shall be required to furnish a Performance Bank Guarantee before clearance of first bill equivalent to 8% of total value of tender to remain valid initially for one year and two months or till the completion of the order (whichever is later). On acceptance of the Bank Guarantee of the successful bidder/vendor, the EMD will be released only on the written request.**
10. The DD/Payorder towards EMD of unsuccessful firm/vendors will be returned on written request after awarding the Purchase Order to successful firm/vendor. If the offer of quotation is withdrawn by the firm/vendor after opening of tender or any other default is found, the amount of EMD will be forfeited and the firm will be blacklisted from participating in future tenders of this Court.

11. The acceptance of supplied item in installments in the Stationery Store of Delhi High Court will be subject to codal formalities viz., inspection by an independent officer nominated for the purpose.
12. 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.
13. Non-mentioning of subject(s)/Due date of the Tender on each envelopes as referred to above shall attract rejection of the bid summarily.
14. The submission of Bid is subject to strict compliance as set out in the instant Tender document. The bids of the firms/vendors offering bid(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.
15. Bid(s) cannot be withdrawn or revised 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,

*Deepthi*

*26/1/2022*  
(Deepthi Chhabra)

Deputy Registrar (IT & 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 20,000 NOS. OF A4 SIZE PHOTOCOPIER FRESH (A GRADE MILL PACK) PAPER OF 75 GSM (DUST FREE)**

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 A4 SIZE PHOTOCOPIER FRESH (A GRADE MILL PACK) PAPER OF 75 GSM (DUST FREE)		Compliance in 'Yes' or 'No' only
Colour of Paper	White	
Size	A-4 size	
Quantity	20,000	
Delivery	In five equal installments of 4000 reams each at an interval of 45-60 days or as and when required by this Court (in the Sty. Store of DHC)	
Sample	Sample of half ream enclosed with original packaging of the ream	
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 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 20,000 NOS. OF A4 SIZE PHOTOCOPIER FRESH (A GRADE MILL PACK) PAPER OF 75 GSM (DUST FREE)**

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

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

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

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

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

\* Strike out whichever is not applicable.

Details of EMD viz. DD/Pay Order	Amount (in Rs.)	Bank Name/Branch	Date	Remarks

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.]*