

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 45-A & 96/Sty./DA-07/DHC/No.

03 (Sty.)

Dated:

08/08/2022

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 200 nos. of Plastic Lever File 'Solo' make No. PL-311 and 100 nos. of Lever Arch File 'Solo' make No. LA-512 for the use of Hon'ble Judges of this Court.

This Court intends to purchase **200 nos. of Plastic Lever File 'Solo' make No. PL-311 and 100 nos. of Lever Arch File 'Solo' make No. LA-512** for use of Hon'ble Judges of this Court.

Interested firms/vendors (**In Delhi/NCR Region only**) are requested to submit their respective quotations for the same in a sealed/closed 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 14.8.2022 till 5:30 P.M.

The sealed/closed envelope containing the quotation should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" mentioning the subject "**Quotation for 200 nos. of Plastic Lever File 'Solo' make No. PL-311 and 100 nos. of Lever Arch File 'Solo' make No. LA-512**" which should be super-scribed on the sealed/closed envelope.

Terms & Conditions of this tender are as under:-

1. The validity of rates must not be less than **180 days** from the last date of submission of quotations. Quotations with **less period of validity of rates shall be summarily rejected.**
2. No quotation shall be entertained **after due date.** Quotations **without the subject as referred above & due date being mentioned on the envelope** shall be summarily rejected. Quotations received after due date shall be summarily rejected.
3. The firms/vendors must submit only one quotation against instant Tender Notice. Quotation(s) related to some other item(s) not related to instant tender placed in the sealed/closed envelope will be liable to be rejected.
4. After opening of the sealed/closed quotation(s), 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.
5. **The quotations must be tendered strictly in the format mentioned in Annexure 'A' of this tender. Quotations offered in any other format than prescribed shall be liable to be rejected.**
6. **The selected L-1 vendor/firm shall be bound to supply the required item within 07 days from the date of issuance of Purchase Order,** failing which the Purchase Order shall deemed to be cancelled without entertaining any communication in this regard unless sufficient cause is shown (supported by documentary proof) for such delay.
7. 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.

8. 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.
9. The firm/vendor shall also have to give an undertaking in original (**strictly as per Annexure-'B'**) that the firm or its 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.
10. 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 quotation and need not mention tax rate & tax amount and are further required to submit an affidavit strictly as per **Annexure-'C'** with 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, certificate issued by Chartered Accountant for the F.Y. 2021-2022 & 2022-2023, etc.
11. If the firm/vendor is registered under GST Act, Copy of GST Registration Certificate is required to be submitted by the firm/vendor.
12. Withdrawal or revision of quotation(s) after their opening may attract blacklisting of the firm/vendor from participation in any future tender process of this Court for a period of six months from the date of blacklisting.

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.

Yours truly,


(Jai Singh Bisht)

Administrative Officer (J) (Sty.)
for Registrar General

CC to:

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

Name of the firm: _____

Address of the Firm: _____

Name of the person (authorised to sign the tender document) _____

Contact No.: _____ Email Address: _____

Price Bid

Description of product	Price offered for one unit (without taxes) (in Rs.)	Tax Rate (%)	Undertaking furnished (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
400 nos. of Plastic Lever File 'Solo' make No. PL-311					
100 nos. of Lever Arch File 'Solo' make No. LA-512					

Firms who are getting exemption from registration under the GST Act

Description of product	NET price offered for one unit by vendor exempted from registration under the GST Act*	Undertaking furnished (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
400 nos. of Plastic Lever File 'Solo' make No. PL-311				
100 nos. of Lever Arch File 'Solo' make No. LA-512				

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

Date:-
Place:-

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 and I/We have ensured the availability of required goods before participating in
the instant Tender.

I/we also undertake that the supplied item(s) 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 & offering net rates.)

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

Date:-
Place:-

[ON Rs.10/- NON-JUDICIAL STAMP PAPER DULY NOTARIZED BY NOTARY PUBLIC AFFIXING Rs. 5/- NOTARIAL STAMP TO BE PRODUCED ONLY BY THE FIRMS/VENDORS CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT]

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