

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.53-A/Sty./DA-08/DHC/No

8989-

Dated: 26/5/2022

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 **Two Thousand (2,000) packets of Shorthand HB Pencil 'Apsara' make** for the use of this Court.

This Court intends to purchase **Two Thousand (2,000) packets of Shorthand HB Pencil 'Apsara' make** for the use of this Court.

Interested firms/vendors (**Based 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 16/6/2022 till 5:30 P.M.

The sealed/closed envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" mentioning the subject "**Quotation for Shorthand HB Pencil 'Apsara' make**" which should be super-scribed on the sealed envelope.

Terms & Conditions of this tender are as under:-

1. The validity of rates should 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. The successful firm shall be awarded the tender at the quoted/approved rates. In case the firm which has been awarded the tender refuses to supply the required goods at the quoted rates during the said period of 180 days, the firm shall be liable to be blacklisted for participating in future tenders of this Court.
3. No quotation shall be entertained **after due date.** Quotations **without the subject as referred to above & due date having been mentioned on the envelope** shall be summarily rejected. Quotations received after due date shall be summarily rejected.
4. The firm(s)/vendor(s) must submit only one quotation against instant Tender Notice. Submission of more than one quotation(s) shall be liable to be rejected. 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.
5. After opening of the sealed/closed envelope(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.
6. **The quotations must be tendered strictly in the format mentioned in Annexure 'A' of this tender notice. Quotations offered in any other format than prescribed shall be liable to be rejected.**
7. **The selected L-1 vendor/firm shall be bound to supply the required item within 10 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.
8. 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.
9. 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.
10. 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.
11. 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/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.

12. Withdrawal of quotation(s) after their opening may attract blacklisting of the firm/vendor from participation in any future tender processes 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,

Deepti
26/5/2022

(Deepti Chhabra)
Deputy Registrar (IT/Sty.)
for Registrar General

CC to:

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

Annexure - 'A'

Name of the firm:

Address of the Firm:

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

Contact No.: _____

Email Address: _____

Price Bid

Description of product	Price offered for one packet (without taxes) (in Rs.) (A)	Tax Rate (%) (B)	Tax Amount for one packet (in Rs.) (C)	Total Price offered for one packet (incl. of taxes) OR NET price offered for one unit by vendor exempted from registration under the GST Act* (A+C) (D)	Undertaking furnished (Yes/No) (E)	Validity of Rates being offered (180 days or above) (F)	Remarks, if any (G)
Shorthand HB Pencil 'Apsara' make							

*Price as at column (D) in words:- _____

Signature of the authorized
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 owner(s))** _____ has not been blacklisted/banned and their Business dealing with the Central/State Government/Public Sector Undertaking/Autonomous Bodies 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 supplied 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 & 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 _____ 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 2022-23.
4. That I undertake that at the point of time the turnover of the firm crossing the present threshold exemption limit of Rupees 40 Lakh or any other limit fixed by Authorities, the firm will be registered under GST Act and 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