

HIGH COURT OF DELHI : NEW DELHI

No. 1729 /STY./DHC

DATED 27.01.21

From:-

The Registrar General
High Court of Delhi
New Delhi

To,

(on the website of DHC)

Sub: Quotation for purchase of 20,000 Nos. of reams of foolscap size Photocopier Fresh (A Grade mill pack) Paper of 75 GSM (dust free).

Sir,

This Court intends to purchase 20,000 Nos. reams of foolscap size Photocopier fresh (A Grade mill pack) paper of 75 GSM (dust free) in five equal installments of 4000 reams at an interval of 45-60 days for the official use of this Court.

Interested firms/vendors are requested to submit the necessary quotation for aforesaid 20,000 Nos. of reams of foolscap size photocopier paper in a sealed envelope to the Administrative Officer (J), Information Technology & Stationery Branch, Room No. 6, Ground Floor, LCB-III, Delhi High Court on or before **19.02.2021** (5.30 pm).

The terms & conditions of this tender are as under:

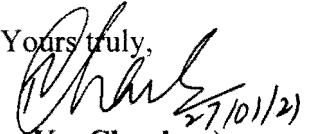
1. The validity of rates should not be less than 180 days from the last date of submission of quotation and the final rates should be mentioned as per unit price inclusive of GST and tax rate applicable should be clearly and separately mentioned. Quotations with less period of validity of rates shall be summarily rejected.
2. Two sealed envelopes, **one containing quotation and EMD and other containing half ream of papers** being offered as sample, superscribing thereon "QUOTATION FOR FOOLSCAP SIZE PHOTOCOPIER FRESH (A GRADE MILL PACK) PAPER OF 75 GSM (DUST FREE)", mentioning due date has to be addressed to "The Registrar General, Delhi High Court, New Delhi.
3. Earnest Money Deposit (EMD) worth ₹ 20,000/- be submitted by way of Demand Draft or Bankers Cheque drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi.
4. No quotations shall be entertained after due date. Sealed envelope(s) without mentioning subject and due date shall be summarily rejected.
5. The firm/vendor shall quote unit rate both in figures and words.
6. Quotations submitted without EMD and sample of the half ream of papers shall be summarily rejected. No request for waiver of EMD will be entertained.
7. 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.
8. 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, the amount of EMD will be forfeited and the firm will be blacklisted to participate in future tenders of this Court.

9. The firm/vendor shall also have to give an undertaking (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 quotation received without undertaking as per 'Annexure-A' shall be liable to be rejected summarily.
10. If multiple quotations are submitted by any firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
11. After opening of the sealed quotation 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.

This Court reserves the right to modify/amend the quotation letter/terms and conditions at a later stage. This Court also reserves the right to place the order fully/partially to different firms/vendors.

Yours truly,



(Rajeev Kr. Chauhan)
Joint Registrar (IT & Sty.)
for Registrar General

CC: Joint Director (IT), Delhi High Court- for uploading on the website of this Court.

UNDERTAKING

I/We undertake that the firm (name of the firm) or its Partner/Director/Proprietor has not been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertaking/Autonomous Bodies 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.

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

Mobile No.....
Landline No.....

Date:-
Place:-