

HIGH COURT OF DELHI : NEW DELHI

No. 0056 /STY./DHC

DATED 03.6.21

From:-

The Registrar General

High Court of Delhi

New Delhi

To,

(on the website of DHC)

Sub:- Tender inviting Quotations for purchase of 30,000 nos. (in three equal installments) Plain Yellow File Covers (without printing) of size 14" x 10" weighing 90 to 100 grams with single hole metal eyelet at top left and with a cloth strip (patti) 14" x 2" inside at bend of the file (made from the file board of 465 GSM and above).

Sir,

This Court intends to purchase 30,000 nos. 'Plain Yellow File Covers (without printing)' of size 14"x10", weighing 90 to 100 grams with single hole metal eyelet at top left and with a cloth strip (patti) 14" x 2" inside at bend of the file (made from the file board of 465 GSM and above) in three equal installments of 10,000 nos. file covers each. First installment of aforesaid item would be required immediately upon issuance of Purchase Order and remaining two installments at an interval of 60-90 days or as and when required by this Court.

Interested firm(s)/vendor(s) are requested to submit the necessary quotations for aforesaid 30,000 nos. 'Plain Yellow File Covers (without printing)' of size 14"x10", weighing 90 to 100 grams with single hole metal eyelet at top left and with a cloth strip (patti) 14" x 2" inside at bend of the file (made from the file board of 465 GSM and above) with sample of the file cover proposed to be supplied by the firm(s)/vendor(s) and the Earnest Money Deposit (EMD) of ₹ 10,000/- to the Administrative Officer (J), Information Technology & Stationery Branch, Room No. 6, Ground Floor, LCB-III, Delhi High Court on or before **24.06.2021** (5.30 pm).

Interested firm(s)/vendor(s) can see the sample of the plain yellow file cover presently being used in this Court at the Stationery Store situated at the Basement of Lawyer's Chamber Block III **between 2pm to 4pm from 07.06.2021 to 11.06.2021 only.**

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 quotations 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. The firm(s)/vendor(s) shall quote unit rates both in figures and words.
3. Two sealed envelopes, **one containing quotation and EMD and other containing** sample of the file cover proposed to be supplied by the firm(s)/vendor(s), superscribing thereon "QUOTATION FOR 'PLAIN YELLOW FILE COVERS (WITHOUT PRINTING)'" mentioning due date has to be addressed to "**The Registrar General, Delhi High Court, New Delhi**".
4. Earnest Money Deposit (EMD) of ₹ 10,000/- 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.

5. Quotations submitted without EMD and sample of the required file cover shall be summarily rejected. No request for waiver of EMD will be entertained.
6. No quotations shall be entertained after due date. Sealed envelope(s) without mentioning subject and due date shall be summarily rejected.
7. The vendor must submit only one quotation against instant Tender Notice. If more than one quotation(s) against above item is submitted or quotations for different item(s) not related to instant tender are submitted by the vendor in a single sealed envelope, all such quotations found in that single envelope shall be liable to be rejected at the first instance.
8. The firm(s)/vendor(s) offering NET rate claiming that they are mandatorily not required to be registered under the GST Act shall in support, along with the quotation, submit supporting documents viz. CA's Certificate, Copy of Notification issued by Govt. of India/Govt. of NCT of Delhi duly attested under the seal of the firm to this effect.
9. The selected L-1 vendor/firm shall be bound to supply the required item within 30 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.
10. 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.
11. The DD/Payorder towards EMD of unsuccessful firm(s)/vendor(s) 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.
12. 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 quotations received without undertaking as per 'Annexure-A' shall be liable to be rejected summarily.
13. After opening of the sealed quotations 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 increase or decrease the quantity of file covers.

Yours truly,


(Sunil Dutt)

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

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

