# IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.67-B/Sty./DA-07/DHC/No. 16400

Date of issuance of tender document: 19 09 12022

From:-

The Registrar General High Court of Delhi New Delhi.

To:-

(On the website of Delhi High Court)

SUB.:-TENDER INVITING QUOTATION(S) FOR PURCHASE OF 30,000 (THIRTY THOUSAND) PREMIUM QUALITY PAPER ENVELOPES PREFERABLY IN BROWN COLOUR (size 16" x 12") HAVING DENSED CLOTH LINING INSIDE THE ENVELOPE AS PER ANNEXURE -'S' (Colly) OR OTHER MATERIAL THAT MAKES THE ENVELOPE DURABLE.

Having revoked the earlier Tender No. F. No.86-A/Sty./DA-07/DHC/No.01 dated 11.04.2022 this Court invites fresh quotations from interested firms/vendors (<u>Based in Delhi/NCR Region</u>) for purchase of the goods captioned above. The firms/vendors are requested to read the tender notice carefully.

THE LAST DATE FOR SUBMISSION OF TENDERS IS OF 10 2022 TILL 17:30 HRS.

## (A) <u>SUBMISSION OF TENDER IN TWO-BID SYSTEM</u>

The bid documents shall be submitted in three (03) envelopes described hereinbelow:

(I) The subject of the  $1^{st}$  ENVELOPE shall be superscribed as:

"SAMPLE BID FOR SUPPLY OF 30,000 PREMIUM QUALITY PAPER ENVELOPES (SIZE 16" x 12")".

The envelope of Sample Bid shall contain:

- a) Duly signed/stamped sample of the proposed envelope,
- b) Annexure 'A' i.e. Sample Bid
- c) Annexure 'B' i.e. undertaking
- d) Copy of GST Registration Certificate, if the firm/vendor is registered under GST Act

[NOTE: ALL THE DOCUMENTS PLACED IN SAMPLE BID ENVELOPE SHALL BE DULY PAGINATED.]

(II) The subject of the  $2^{nd}$  ENVELOPE shall be superscribed as:

# "FINANCIAL BID FOR SUPPLY OF 30,000 PREMIUM QUALITY PAPER ENVELOPES (SIZE 16" x 12")".

The envelope of Financial Bid shall contain:

a) Duly filled/signed/stamped Annexure 'C' i.e. Financial bid.

NOTE: The firms/vendors offering net rate claiming that they are mandatorily not required to be registered under the GST Act shall not mention tax rate/amount and submit the 'net rates' only in their financial bid along with Annexure 'D'.

b) Annexure 'D' i.e. duly notarized affidavit in original by those who are claiming exemption from registration under GST Act and offering net rates only with supporting documents viz. copy of the latest notification issued by Govt. of India/Govt. of NCT of Delhi duly attested under the seal of the firm. Turnover certificate issued by the Chartered Accountant for the Financial Year 2021-22 & 2022-23.

### [Above two envelopes shall be closed/sealed separately.]

#### (III) The subject of the $3^{rd}$ BIGGER ENVELOPE shall be superscribed as:

# "SAMPLE AND FINANCIAL BID FOR SUPPLY OF 30,000 PREMIUM QUALITY PAPER ENVELOPES (SIZE 16" x 12")". [DUE DATE 07 10 2022]

a) The 3<sup>rd</sup> bigger envelope be also sealed after placing two sealed envelopes having documents as referred at point (I) & (II) above and also bear the address "The Registrar General, Delhi High Court, Sher Shah Road, New Delhi-110503".

All the participating firms/vendors shall ensure that their bid(s) shall reach to the A.O.(J), Stationery Branch, Lawyers' Chamber Block-III, Room No.6, Ground Floor, High Court of Delhi, New Delhi on or before the last date and the time specified.

#### (B) OPENING/EVALUATION OF BIDS & AWARD OF PURCHASE ORDER

- 1. An independent Officer nominated by the competent authority shall first open the Envelope No.3 i.e. main outer envelope and envelope No.1 i.e. Sample bid found inside the main envelope.
- 2. The competent authority shall evaluate the Sample Bids and samples to shortlist the eligible firms/vendors for 2<sup>nd</sup> round of opening of financial bids. The competent authority has the right to call clarification(s) in respect of Sample Bid, if required.
- 3. The Financial bids of the vendors/firms whose sample is not found suitable after evaluation of Sample bids shall not be considered for opening of financial bids.
- 4. Envelope No.2 i.e. **Financial Bids** of the shortlisted firms/vendors declared qualified after the first round of Sample bid will also be opened by an independent Officer, nominated for the purpose by the competent authority.
- 5. The purchase order shall be awarded to the firm/vendor offering the best suitable quality/rates.

#### (C) REASONS FOR REJECTION OF BIDS

- 1. Validity of rates for a period less than 180 days from the last date of submission of Bids.
- 2. Bids received after due date.
- 3. Submission of more than one bid.
- 4. Bid(s) related to some other item(s) not related to instant tender.
- 5. Any interlineations, erasure or correction in the specification/offered rate, which renders the whole tender process doubtful or ambiguous.
- 6. Bids in the format other than the prescribed one.
- 7. Non submission of required documents or submitting incomplete documents.
- 8. Non-mentioning of subject and due date on each envelopes as referred to above.
- 9. Any ambiguity in submission of bid.

#### (D) SUPPLY OF GOODS IN THE STATIONERY STORE OF THIS COURT

- 1 The selected firm/vendor shall be bound to supply the required item within <u>15 days</u> from the date of 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.
- 2 The acceptance of the supplied goods in the Stationery Store of Delhi High Court will be subject to codal formalities viz., inspection of the supplied goods by an independent Officer nominated for the purpose.
  - If the supplied goods are found defective or not found in conformity with the sample bid/purchase order, the firm is liable to take back the entire supply immediately at its own cost and supply again after removing of the defects within three days.

The goods if supplied again after removing defects, the same shall again be inspected by the nominated independent officer.

## (E) THE FIRMS/VENDORS MAY BE BLACKLISTED FOR THE FOLLOWING REASONS

1. Withdrawal or attempt to revise the financial bid on any ground after opening of the same.

2. Non supply of goods as referred to above.

- 3. Not obeying the validity of rates offered for 180 days.
- 4. Any other default in fulfilling the contractual obligations by the firm/vendor.

## (F) <u>FINALITY OF DECISION OF THE COMPETENT AUTHORITY</u>

The decision of the competent authority for short listing of the vendor(s) considering the quality being used by this court or better quality and final selection of firm/vendor after evaluation of the Sample Bids and the financial bids offered, shall be final & binding on all the participants in the instant tender process.

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. This Court also reserves the right to award the tender fully or partly to different firm(s)/vendor(s).

This Court also reserves the right to reject any of the bids or all the bids or quash the whole tender process without assigning any reasons.

Yours truly,

(Praveen Kumar Verma)
Asstt. Registrar (Stationery)
for Registrar General

<u>CC to</u>: Director (IT), DHC for uploading the above Tender Notice on the official website of High Court of Delhi.

Annexure - 'A'
To be placed in 1st envelope

#### **SAMPLE BID**

FOR SUPPLY OF 30,000 (THIRTY THOUSAND) PREMIUM QUALITY PAPER ENVELOPES HAVING DENSED CLOTHSLINING INSIDE THE ENVELOPE OR OTHER MATERIAL THAT MAKES THE ENVELOPE DURABLE SIZE 16" X 12"

Name of the firm:-

Date:-Place:-

[Interlineations/erasure/Correction or overwriting not allowed.]

Address of the Firm	n:	
Name of the person	n (authorized to sign the tender document)	
Contact No.:	Email Address:	
	COMPLIANCE	Please answer in 'Yes' or 'No' only
Size	16" x 12"	
Colour	Brown	
Cloth lining inside	Density as per Annexure 'S' (colly)	
the envelope  Grade of cloth lining used in making sample envelope.	(Please mention Grade of cloth lining)	
GSM of paper to be used in making sample envelope	(Please mention the GSM)	
Quantity	30,000 nos.	
Delivery	Within 15 days in the Stationery Store of Delhi High Court	
Finished Sample	Enclosed as per required specification (Please mention if offering bett quality	er
*Validity of Rates	180 Days (please mention if offering above 180 days)	
Undertaking	Enclosed in original (as per Annexure-B)	
Affidavit	Enclosed (as per Annexure-D).  {AFFIDAVIT TO BE SUBMITTED ONLY BY THE FIRMS/VENDOR CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT}	SS
Quality assurance	It is assured that before offering the sample I/we have careful reviewed our product and if the P.O. is awarded I/we are bound supply the required goods strictly as per the quality of samp submitted.	to
WITH LINING OF THAN BROWN:  Colour/Size of paper supplied.  Please mention about	the material used	
for inner lining if othe		
*Validity of rates be days or above)	eing offered (180	
GSM of Paper used sample envelope.		
Grade of the materia	al used as lining	
inside the envelope.		
Please mention wheth handmade or machine		
If the product is		
mention the 'Bran	′ •	
manufacturer details.		
rejected.	frates required is 180 days. Bids with less period of Validity of rate	es shall be summarily
Remarks (if any):		
		ature of the authorised company/organization Official Stamp/Seal

Annexure - 'B'
To be placed in 1st envelope

#### **UNDERTAKING**

FOR SUPPLY OF 30,000 (THIRTY THOUSAND) PREMIUM QUALITY PAPER ENVELOPES HAVING DENSED CLOTHSLINING INSIDE THE ENVELOPE OR OTHER MATERIAL THAT MAKES THE ENVELOPE DURABLE size 16" x 12"

I/We undertake that the firm (name of the firm
or its Partner / Director / Proprietor (name
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 undertake that all the terms and conditions of the instant Tender Notice are acceptable to me/us and bound to deliver the goods within the stipulated period of 15 days.

I/we undertake that if the supply is rejected by the independent officer of this Court during the inspection due to non-conformity with the purchase order, the sample offered or due to any other distortion, the whole supply will be taken back immediately at the cost of the firm/proprietor with the replacement of goods within 3 days.

I/We undertake that if any envelope or envelopes later found having issue in respect of quality of material used or pasting shall be replaced by me/us within 3 days at my/our cost.

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)

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

Date:-

Place:-

Annexure - 'C'
To be placed in 2<sup>nd</sup> envelope

### FINANCIAL BID AS PER SAMPLE SUBMITTED

FOR SUPPLY OF 30,000 (THIRTY THOUSAND) PREMIUM QUALITY PAPER ENVELOPES (HAVING DENSED CLOTHSLINING INSIDE THE ENVELOPE OR OTHER MATERIAL THAT MAKES THE ENVELOPE DURABLE) SIZE 16" X 12"

Name of the firm:-		
Address of the Firm:	1451.	
Name of the person (authorized to sig	n the tender document)	
Contact No.:	Email Addre	ss:
(To be used by	Table	-1 ffering their rate with GST)
Offer	In figures	In words
Price for one envelope (without	In figures	III WOLUS
taxes)		
Tax Rate (%)		
	.	
	-OR	
	-OK	
	•	
	registration und	e without GST and claiming exemption from er GST Act)
Offer	In figures	In words
Net price for one envelope		
Note: Please use the table as the	case may be.	
Remarks (if any):		
at the second se		
		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 - 'D'
To be placed in 2<sup>nd</sup> envelope

#### **AFFIDAVIT**

I	S/ D/ W/ of Sh./Smt	
Resident	ofin the capacein the capace	ity
office/s	of M/s. having its Register	ed
office/of	do here	by
solemniy	affirm and declare as under:-	
1.	That the Transcorer of Mal	
1.	That the Turnover of M/s. less than Rupees 40 Lakh in financial year i.e. 2021-2022.	as
	less than Rupees 40 Lakn 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.	ng
	, and any process of the state	
3.	That the turnover of M/s has not cross	ed
	the 'threshold exemption limit' of the turnover of Rupees 40 Lakh in the curre	nt
	financial year 2022-2023.	110
4.	That I undertake that at the point of time the turnover of the firm crosses t	he
	unreshold exemption limit of Rupees 40 Lakh, the firm will be registered under GS	T
	Act and shall comply with the provisions mentioned in the GST Act.	
5.		
٥.	That the firm is claiming exemption to be registered under GST Act, hence n	ot
	mentioning GST rate percentage in the financial bid.	
6.	That M/s.	
	price exclusive of GST with sole responsibility, if declared eligible in the tend	et
	process.	er
	^	
	DEPONEN	т
		1
VERIFIC	CATION	
T 7		
	erified at on this day of, 202	22
mat the c	ontents of the above affidavit are true and correct to the best of my knowledge and the	at
noming n	naterial has been concealed there from.	

**DEPONENT** 



