

# IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.48-D /Sty./DA-08/DHC/No 13052

Dated: 03-08-2022

From:-

The Registrar General  
High Court of Delhi  
New Delhi.

To:-

(On the website of High Court of Delhi)

**SUB.: NOTICE INVITING TENDER(S) FOR PURCHASE OF WRITING SOLUTIONS/ SYSTEM FOR USE OF HON'BLE THE CHIEF JUSTICE AND HON'BLE JUDGES OF THIS COURT AS PER DETAILS GIVEN BELOW:**

S. NO.	REQUIRED GOODS	QUANTITY (in Nos.)
1.	a. LAMY SAFARI FOUNTAIN PEN in different body colors and NIB (viz.: 'F', 'EF', 'M' or 'B' Size) with initial original ink cartridge.	47
	b. CONVERTER Z28.	47
2.	Ink bottle (50/30 ml) of ink type T52 / T53 (different type/color)	As per consumption

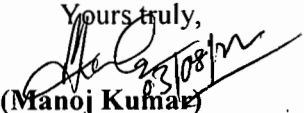
**Note: Actual quantity as per the choice of Hon'ble Judges in respect of body colour, NIB size, Ink type and Ink colour will be communicated in the purchase order only.**

Interested firm(s)/vendor(s) **(IN DELHI/NCR REGION ONLY)** are requested to submit their respective offer of quotations for supply of the above mentioned items in a sealed/closed envelope super scribed in **BOLD** letters ' QUOTATIONS FOR SUPPLY OF WRITING SOLUTIONS/SYSTEM : DUE DATE 23-08-2022' with A.O. (J), Stationery Branch, Lawyers' Chamber Block-III, Room No.6, Ground Floor, High Court of Delhi, New Delhi on or before 23-08-2022 till 5:30 P.M.

**Terms & Conditions of the tender are as under:-**

1. No quotation shall be entertained **after due date.**
2. Quotations **without the subject as referred to above & due date** shall be summarily rejected.
3. 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.**
4. 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required goods at the quoted rates during the said period of validity i.e. **180 days** or if the offer of quotation is withdrawn/revised by any bidder after opening of tender or any other default is found, the firm will be liable to be **blacklisted** from participating in future tenders of this Court and forfeiture of **EMD**.
5. The sealed/closed envelope containing the offer of quotation shall also contain Earnest Money Deposit (EMD) worth Rs. 10,000/- (Rupees Ten Thousand) by way of Demand Draft/Bankers' Cheque or Pay Order drawn in favour of "**The Registrar General, Delhi High Court**" payable at New Delhi.
6. Quotation received without EMD shall be summarily rejected and no request for waiver of submission of EMD will be entertained.

7. The DD/Pay order towards EMD of all the bidders shall be returned on their written request after finalization of Tender Process, however, EMD of successful bidder will be returned only after supply of the required goods.
8. The firm(s)/vendor(s) must submit only one quotation against instant Tender Notice in the prescribed format. 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.
9. After opening of the sealed/closed envelope(s), if any correction/over writing is found in the offered rate, which renders the whole Tender process doubtful or ambiguous, the said quotation shall be summarily rejected.
10. The quotations must be tendered strictly in the format as per **Annexure 'A'** of this tender notice. Quotations offered in any other format than prescribed shall be liable to be rejected.
11. 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. The firm who failed to supply any cogent reason for non-supply shall be liable to be blacklisted from participation in future tender of this Court and forfeiture of EMD.
12. Once the tender is awarded to successful firm/vendor, such firm/vendor are bound to ensure before delivery that manufacturing/packaging date of the **supplied items are not older than one year**.
13. 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.
14. 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.
15. 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.
16. 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.
17. The successful firm/vendor is also bound to impart the onsite training to the Court staff about the usage of LAMY Safari Fountain Pen and its accessories. The successful firm/vendor shall also be bound to nominate one of its representatives as SPOC (Single Point of Contact) with dedicated mobile number regarding after sales support.
18. All the firm(s)/vendor(s) interested to participate in the instant tender shall bear in mind before participating that the required items are for the use of Hon'ble the Chief Justice and Hon'ble Judges, hence any concern about quality, manufacturing defects are to be addressed in prompt manner to avoid any inconvenience to Hon'ble the Chief Justice and Hon'ble Judges.
19. 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 within the offered/approved period of validity of rates i.e. 180 days or above.

Yours truly,  
  
(Manoj Kumar)

Joint Registrar (Sty.)  
for Registrar General

**CC to:** Director (IT), DHC for uploading on the official website of High Court of Delhi.

Name of the firm/Vendor: \_\_\_\_\_

Address of the Firm/Vendor: \_\_\_\_\_

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

Contact No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Price Bid**

Description of required item (s)	Price for one unit (without taxes) (in ₹)	Tax Rate (%age)	Total Price (incl. of taxes) for one unit --OR-- NET price for one unit by Firm/vendor exempted from registration under the GST Act *	Undertaking furnished (Yes/No)	Validity of Rates offered (Mandatorily required 180 days)	Remarks (if any)
	(A)	(B)	(C)	(D)	(E)	(F)
LAMY Safari Fountain Pen having different body color with initial original ink cartridge (With Nib size 'F')						
LAMY Safari Fountain Pen having different body color with initial original ink cartridge (With Nib size 'EF')						
LAMY Safari Fountain Pen having different body color with initial original ink cartridge (With Nib size 'M')						
LAMY Safari Fountain Pen having different body color with initial original ink cartridge (With Nib size 'B')						
Ink bottle for LAMY Safari Fountain Pen (T52) (50ml) (rates for all available colour options)						
Ink bottle for LAMY Safari Fountain Pen (T53) (30ml) (rates for all available colour options)						
Converter Z28 for Lamy Safari Fountain Pen						

Please mention the name of the SPOC (Single Point of Contact) and his/her dedicated mobile number for after sales support.	
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Signature of the authorized Signatory  
of the firm/company/organization  
Official Stamp/Scal

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 and I/we am/are fully aware that non-compliance of the terms of the Tender Notice may result in adverse action against 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 also undertake that I/We have ensured the availability of required goods in the market which I/We am/are offering.

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/Branch/Regional office (in Delhi/NCR Region) 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**