

IN THE HIGH COURT OF DELHI AT NEW DELHIF. No. 91/Sty./DA-07/DHC/No. 17040Dated: 28-9-2022

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of Delhi High Court)

SUB.:- Tender inviting quotations for purchase of Plastic Folders / Pokers / Permanent Markers / Plastic Report Files / Log Books for the use of this Court.

	Item(s) Details	Qty.
1	Plastic Folders L-Type Foolscap Size 'Megha' Make No. 154.	3,000 nos.
2	Wooden Poker 'National' make	600 nos.
3	Permanent Black Markers 'Artline' Make 107R/	2,000 nos. (in two equal installments of 1,000 nos.)
4	Plastic Report Files 'Solo' make RF 111	150 nos.
5	Log Books 200 pages 'ABD' (Amir Book Depot)	40 nos.
Photograph of required item (s) may be seen at Annexure 'P'		

This Court intends to purchase above mentioned items.

Interested firms/vendors (**Based in Delhi/NCR Region only**) are requested to submit their respective quotations in a **sealed/closed envelope** 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 14/10/2022 till 5:30 P.M.

The sealed/closed envelopes shall be superscribed as under:

<p>THE REGISTRAR GENERAL HIGH COURT OF DELHI NEW DELHI</p> <p>TENDER F. NO. 91/STY./DA-07/DHC/ NO. <u>17040</u> DATED <u>28-09-2022</u></p> <p>SUB: QUOTATION FOR PLASTIC FOLDERS/ POKERS/ PERMANENT MARKER/ PLASTIC REPORT FILE/LOG BOOK.</p> <p>DUE DATE <u>14/10/2022</u></p>

[PLEASE READ THE TERMS AND CONDITIONS OF TENDER DOCUMENT CAREFULLY]**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 are liable to 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** liable to 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 shall 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(s) in the Stationery Store of Delhi High Court shall 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) or seeking revision of rates on any ground, 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.
 13. This Court reserves the right to award the tender fully or partly to different firm(s)/vendor(s).
 14. 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,



(Praveen Kumar Verma)
Assistant Registrar (Sty.)
for Registrar General

CC to:

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

SUB.:- TENDER INVITING QUOTATIONS FOR PURCHASE OF PLASTIC FOLDERS / POKERS / PERMANENT MARKERS / PLASTIC REPORT FILES / LOG BOOKS FOR THE USE OF THIS COURT.

Annexure - 'A'

Name of the firm: _____

Address of the Firm: _____

Name of the person (authorised to sign the tender document) _____

Contact No.: _____ **Email Address:** _____

PRICE BID

[TO BE USED BY THE FIRM/VENDOR OFFERING THEIR RATE WITH GST]

Description of product	Price offered for one Unit (without taxes) (in ₹)	Tax Rate (Please mention %age)	Undertaking furnished (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
Plastic Folder L-Type Foolscap Size 'Megha' Make No. 154					
Wooden Poker 'National' make					
Permanent Black Marker 'Artline' Make 107R/					
Plastic Report File 'Solo' make RF III					
Log Book 200 page 'ABD' (Amir Book Depot)					

PRICE BID

[TO BE USED BY THE FIRM/VENDOR OFFERING THEIR RATE WITHOUT GST AND CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT]

Description of product	Net price offered for one Unit by the vendor exempted from registration under the GST Act*	Undertaking furnished (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
Plastic Folder L-Type Foolscap Size 'Megha' Make No. 154				
Wooden Poker 'National' make				
Permanent Black Marker 'Artline' Make 107R/				
Plastic Report File 'Solo' make RF III				
Log Book 200 page 'ABD' (Amir Book Depot)				

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

Date:-

Place:-

SUB.:- TENDER INVITING QUOTATIONS FOR PURCHASE OF PLASTIC FOLDERS / POKERS / PERMANENT MARKERS / PLASTIC REPORT FILES / LOG BOOKS FOR THE USE OF THIS COURT.

Annexure – 'B'

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 I/we have seen the **Annexure-P (Photographs)** of this Tender and understood the requirement of the Hon'ble High Court of Delhi. I/we, therefore, accordingly, quote for and bound to supply the same items if the tender is awarded to my/our firm.

I/we also undertake that the supplied item(s) if not found in conformity with the Purchase Order or any other distortion, the whole supply will be taken back immediately 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:-

[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 _____ 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

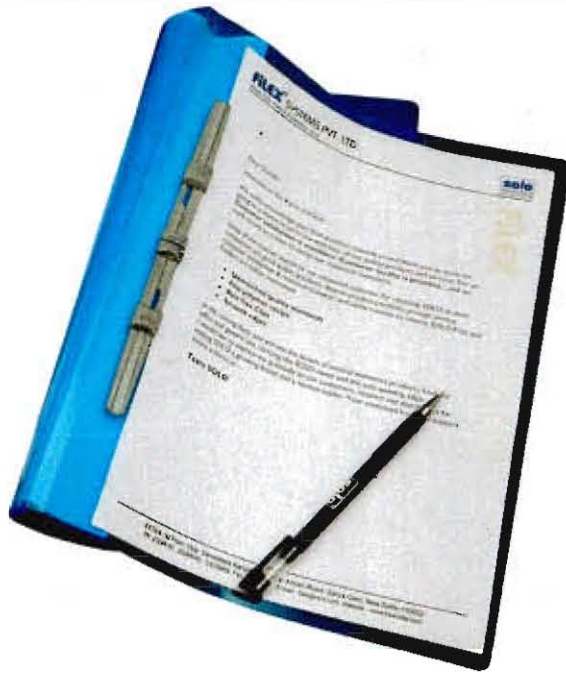
VERIFICATION

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

Item(s)	
Plastic Folders L-Type Foolscap Size 'Megha' Make No. 154	
Wooden Poker 'National' make	
Permanent Black Marker 'Artline' Make 107R/ (in two equal instalments)	

**Plastic Report Files 'Solo'
make RF 111**



**Log Books 200 pages 'ABD'
(Amir Book Depot)**

