

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 85-A/Sty./SA-11/DHC/No. 16167

Dated: 01.12.2020

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 One Thousand Six Hundred (1,600) nos. of Reynolds Trimax/Rorito Maxtron Pens and Six Hundred (600) nos. of the Refills of the selected Pen.

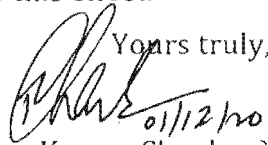
This Court intends to purchase One Thousand Six Hundred (1,600) nos. of Reynolds Trimax/Rorito Maxtron Pens and Six Hundred (600) nos. of the Refills of the selected Pen.

Interested firms/vendors are requested to submit the quotation for the same in a sealed envelope to the A.O.(J), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court, New Delhi on or before 21-12-2020 till 5:00 P.M.

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 tax rate applicable should be clearly and separately mentioned.
2. Quotations with **less period of validity of rates shall be summarily rejected.**
3. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and the subject of this letter and due date be superscribed on the envelope.
4. No quotation shall be entertained **after due date.** Envelopes **without subject as referred above & due date** shall be summarily rejected.
5. Quotations received after due date shall be liable to be rejected.
6. If multiple quotations submitted by any firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
7. The final rates should be mentioned as per unit price **inclusive of GST** and the taxes applicable should be clearly and separately mentioned.
8. The firm/vendor shall quote unit rate both in figures and words.
9. The firm/vendor shall give an undertaking **(as per Annexure- 'A')** that the firm/Partner/Director/Proprietor has not been blacklisted and its Business dealings with the Central/State Government/Public Sector Units/Autonomous Bodies have not been banned/terminated on the account of poor performance/conduct.
10. After opening of the sealed quotation if any correction is found in the offered rate which render the whole Tender process doubtful or ambiguous, the said quotation shall be summarily rejected.
11. Each firm/vendor has to certify that all the terms and conditions are acceptable to them.
12. The firm/vendor offering NET rate claiming that they are mandatorily not required to be registered under 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.

Yours truly,


(Rajeev Kumar Chauhan)
Joint Registrar (IT/Sty.)
for Registrar General

CC to:-

Sr. System Analyst, Computer Cell, DHC for uploading on the website.

UNDERTAKING

I/We undertake that (name of the company) has not been blacklisted/banned by any Government Department/Public Sector Undertaking/Autonomous Body.

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

Date:-

Place:-