

**IN THE HIGH COURT OF DELHI AT NEW DELHI**

F. No. 104/Sty./DA-2A /DHC/No. 21120

Dated: 20.10.2023

From:-

The Registrar General  
High Court of Delhi  
New Delhi.

To:-

(On the website of Delhi High Court)

**SUB.- NOTICE RE-INVITING SEALED/CLOSED QUOTATION(S) FOR SUPPLY OF FIVE HUNDRED (500) NOS. OF GOOD QUALITY 'HARD BOUND SERVICE BOOKS' CONTAINING 150 PAGES EACH AS PER LATEST FORMAT BEING USED IN GOVERNMENT OFFICES & PRESERVABLE FOR A LONG PERIOD FOR THE USE OF THIS COURT. [with validity of rates for period of 180 days minimum]**

This Court intends to purchase the stationery item (s) mentioned as under;

S.No.	Item (s) Details	Qty. (in nos.)
1	Good Quality 'Hard Bound Service Books' Containing 150 Pages Each	500

Interested firms/vendors (Based in Delhi/NCR Region only) are, therefore, requested to submit their respective quotation(s) in the sealed/closed envelope to the A.O.(J), Stationery Branch, Room No. 512, 5<sup>th</sup> Floor, Administrative Block, High Court of Delhi, New Delhi.

The firms/vendors are requested to read the notice carefully. Sample of 'Service Book' may be seen physically for reference purpose only at Room no. 512, Fifth Floor, Stationery Branch, Administrative Block, High Court of Delhi, New Delhi before the last date of notice.

THE LAST DATE FOR SUBMISSION OF QUOTATION IS 09/11/2023 TILL 17:30 HRS.

**NOTE: No employee of this Court or his/her dependent family members be involved in the instant tender process in contravention of the requirement/ provisions contained in Central Civil Services (Conduct) Rules, 1964.**

**(A) SUBMISSION OF BID(S) IN TWO-BID SYSTEM**

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

(I) The subject of the **FIRST ENVELOPE** shall be superscribed as:

**"SAMPLE BID AND SAMPLE FOR SUPPLY OF FIVE HUNDRED (500) NOS. OF HARD BOUND SERVICE BOOKS CONTAINING 150 PAGES EACH"**

The envelope of Sample Bid shall contain:

- a) Duly stamped/signed sample (s) of the proposed 'Hard bound Service book' to be supplied.
- b) Annexure 'A' i.e. Sample Bid for supply of 'Hard bound Service book'.
- 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 SECOND ENVELOPE shall be superscribed as:

**“FINANCIAL BID FOR SUPPLY OF  
FIVE HUNDRED (500) NOS. OF  
HARD BOUND SERVICE BOOKS  
CONTAINING 150 PAGES EACH”**

The envelope of Financial Bid shall contain:

- a) Duly filled/signed/stamped Annexure 'C' i.e. Financial bid (s) for Hard Bound Service Books Containing 150 Pages Each.

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 2022-23.

**NOTE: ABOVE TWO ENVELOPES SHALL BE CLOSED/SEALED SEPARATELY.**

(III) The subject of the THIRD BIGGER ENVELOPE shall be superscribed as:

F. No. 90/Sty./DA-2A /DHC/No. <u>21120</u> Dated: <u>20.10.2023</u>
To The Registrar General High Court of Delhi New Delhi.
Add.: Admn. Officer (Judl.), Stationery Branch, Room No. 512, Fifth Floor, Administrative Block, Sher Shah Road, High Court of Delhi, New Delhi-110503
<b>“SAMPLE AND FINANCIAL BID FOR SUPPLY OF FIVE HUNDRED (500) NOS. OF HARD BOUND SERVICE BOOKS CONTAINING 150 PAGES EACH”. [DUE DATE: <u>09/11/2023</u> ]</b>

- a) The aforesaid third bigger envelope be also sealed after placing two sealed envelopes having documents as referred at point (I) & (II) above.

- b) All the participating firms/vendors shall ensure that their sealed quotation shall reach to the A.O.(J), Stationery Branch, Room No. 512, Fifth Floor, Administrative Block, High Court of Delhi, New Delhi-110503 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 for supply of goods.

**(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 process.
5. Any interlineations, erasure or correction in the specification/offered rate, which renders the whole 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.
10. Bids received without proposed sample(s).
11. Conditional Bids.

**(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 **30-35 days or earlier** 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.

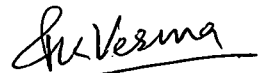
**F) FINALITY OF DECISION OF THE COMPETENT AUTHORITY**

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 process.

This Court reserves the right to modify/amend the notice/Terms and Conditions of the notice 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 order 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 process without assigning any reasons, Any step taken by the competent authority to safeguard the interest of this Court shall be final and binding on all participants.

Yours truly,



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

**Copy to:**

1. PA to Registrar (IT/ Sty.) with the request to get the above Notice uploaded on the official website of High Court of Delhi.

*Plz upload  
the  
notice  
20/10/2023*

*Digit*

*3380/PLT  
20/10/2023*

*J.P.F.*

*Asstt. Registrar*

*S. Singh  
20/10/2023*

*Tan  
20-10-2023*

**SAMPLE BID****FOR SUPPLY OF FIVE HUNDRED (500) NOS. OF 'HARD BOUND SERVICE BOOKS CONTAINING 150 PAGES EACH'**

Name of the firm:- \_\_\_\_\_

Address of the Firm: \_\_\_\_\_

Name of the person (authorized to sign the bid) \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

<b>Specification of Service Book</b>	<b>Requirement</b>	<b>Please answer in 'Yes' or 'No' only</b>
Number of Pages	150	
Cover	Good Quality Hard Bound (preservable for a long period)	
Quantity	500 nos.of Service Books	
Paper Quality	80 GSM	
Paper Colour	White or Green	
Delivery	Within 30-35 days or earlier in the Stationery Store of Delhi High Court	
Sample	Sample (s) enclosed with the sample bid(s)	
*Validity of Rates	180 Days (please mention if offering above 180 days)	
Undertaking	Undertaking enclosed in original (as per Annexure-'B')	
#Affidavit	Enclosed (as per Annexure-'D').	
Quality assurance	It is assured that before offering the sample I/we have carefully reviewed our product and if the P.O. is awarded I/we are bound to supply the required goods strictly as per the quality of sample submitted.	

#[AFFIDAVIT TO BE SUBMITTED ONLY BY THE FIRMS/VENDORS CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT]

*\*Minimum validity of rates required is 180 days. Bids with less period of Validity of rates shall be summarily rejected.*

Remarks (if any): \_\_\_\_\_

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

Date:-

Place:-

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

**Annexure – 'B'**  
**(To be placed in 1st envelope)**

**UNDERTAKING**

**FOR SUPPLY OF FIVE HUNDRED (500) NOS. OF 'HARD BOUND SERVICE BOOKS CONTAINING 150 PAGES EACH'**

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 Notice are acceptable to  
me/us and bound to deliver the goods within the stipulated period of **35 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 and 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 two weeks.

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)*

*(Any change in the tax rates subsequent to our quotation shall be communicated to your  
office immediately)*

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

Date:-

Place:-

F. No. 90/Sty./DA-2A/DHC/No. 21120

Dated: 20.10.2023

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

**FINANCIAL BID AS PER SAMPLE SUBMITTED**

**FOR SUPPLY OF FIVE HUNDRED (500) NOS. OF 'HARD BOUND SERVICE BOOKS  
CONTAINING 150 PAGES EACH'**

Name of the firm: \_\_\_\_\_

Address of the Firm: \_\_\_\_\_

Name of the person (authorized to sign the bid) \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Details/ Particulars	In figures	In words
Price offered for one no. of "Hard Bound Service Book containing 150 pages " (excluding taxes)		
Tax Rate (%) applicable on above rate		
-OR-		
Net price offered for one no. of "Hard Bound Service Book containing 150 pages " (by the firm/ vendor exempted from registration under the GST Act.		

*\*Strike out whichever is not applicable.*

Remarks (if any): \_\_\_\_\_

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

Date:-

Place:-

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

[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 of \_\_\_\_\_ in the capacity  
of \_\_\_\_\_ 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. 2022-2023.
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 2023-2024.
4. That I undertake that at the point of time the turnover of the firm crosses the threshold exemption limit of Rupees 40 Lakh, the firm will be registered under GST Act and shall 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 \_\_\_\_\_, 2023  
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