

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 48-D /Sty./DA-08/DHC/No. 14112Dated: 20.08.22

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 PENS AND REFILLS FOR USE OF THIS COURT AS PER DETAILS GIVEN BELOW:

	REQUIRED GOODS	Quantity (in Nos.)
1	Gel Impact 1.0 Pen (all colour options)	350
2	Pilot Hi-Tecpoint V10 Grip Pen (all colour options)	1,200
3	Pilot Hi-Tecpoint V7 Pen (all colour options)	1,200
4	Pilot Hi-Tecpoint V5 Pen (all colour options)	2,000
5	Uni-ball Air Micro Pen (all colour options)	2,000
6	Pentel EnerGel BL 417 (all colour options)	2,400
7	Pilot Hi-Tecpoint V5 RT Roller Ball Pen (all colour options)	15,000
8	045 Reynolds Fine Carbure (all colour options)	30,000

Note: Quotations for supply of Refills are required for future reference only as per Annexure –‘A-1’

Interested firm(s)/vendor(s) **(IN DELHI/NCR REGION ONLY)** are requested to submit their respective offer of quotations **along with EMD** for supply of the above mentioned items in a sealed/closed envelope super scribed in **BOLD** letters ‘QUOTATIONS FOR SUPPLY OF DIFFERENT TYPES OF PENS _____: DUE DATE 09.09.2022 with A.O. (J), Stationery Branch, Lawyers' Chamber Block-III, Room No.6, Ground Floor, High Court of Delhi, New Delhi on or before 09.09.2022 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required goods at the quoted rates during the said period of validity i.e. **180 days** or if the offer of quotation is withdrawn/revised by any bidder after opening of tender or any other default is found, the firm will be liable to be **blacklisted** from participating in future tenders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)** for the sum equivalent to **₹10,000/-** by way of Demand Draft/ 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 without interest 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' and Annexure 'A-1'** 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 quotations shall be accompanied with documents of manufacturer in respect of guarantee/warranty terms, replacement policy etc. of the pens being offered.**
15. **The selected L-1 firm shall be bound to appoint the SPOC (Single point of Contact) in respect of any defect/concern regarding quality of pens supplied.**
16. 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.
17. 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.
18. 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.

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

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.

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 for Pens

Description of product	Price offered for one Pen (without taxes) (in ₹)	Tax Rate (%)	Undertaking furnished (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
Gel Impact 1.0 Pen (all ink colour options)					
Pilot Hi-Tecpoint V10 Grip Pen (all ink colour options)					
Pilot Hi-Tecpoint V7 Pen (all ink colour options)					
Pilot Hi-Tecpoint V5 Pen (all ink colour options)					
Uni-ball Air Micro Pen (all ink colour options)					
Pentel EnerGel BL 417 (all ink colour options)					
Pilot Hi-Tecpoint V5 RT Roller Ball Pen (all ink colour options)					
045 Reynolds Fine Carbure Pen (all ink colour options)					

Firms who are claiming exemption from registration under the GST Act

Description of product	NET price offered for one Pen by vendor exempted from registration under the GST Act*	Undertaking furnished (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
Gel Impact 1.0 Pen (all ink colour options)				
Pilot Hi-Tecpoint V10 Grip Pen (all ink colour options)				
Pilot Hi-Tecpoint V7 Pen (all ink colour options)				
Pilot Hi-Tecpoint V5 Pen (all ink colour options)				
Uni-ball Air Micro Pen (all ink colour options)				
Pentel EnerGel BL 417 (all ink colour options)				
Pilot Hi-Tecpoint V5 RT Roller Ball Pen (all ink colour options)				
045 Reynolds Fine Carbure (all ink colour options)				

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

Date:-
Place:-

(Rates for Originally manufactured Refills are required for future reference. The selected eligible L-1 firm/vendor as per Annexure 'A-1' may be awarded the Purchase Order of refills subsequently.

Annexure - 'A-1'

Name of the firm: _____
 Address of the Firm: _____
 Name of the person (authorised to sign the tender document) _____
 Contact No.: _____ Email Address: _____

Price Bid for Refills

Description of product	Price offered for one Refill (without taxes) (in ₹)	Tax Rate (%)	Undertaking furnished (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
Original Refill for Gel Impact 1.0 Pen (all ink colour options)					
Original Refill for Pilot Hi-Tecpoint V10 Grip Pen (all ink colour options)					
Original Refill for Pilot Hi-Tecpoint V7 Pen (all ink colour options)					
Original Refill for Pilot Hi-Tecpoint V5 Pen (all ink colour options)					
Original Refill for Uni-ball Air Micro Pen (all ink colour options)					
Original Refill for Pentel EnerGel BL 417 (all ink colour options)					
Original Refill for Pilot Hi-Tecpoint V5 RT Roller Ball Pen (all ink colour options)					
Original Refill for 045 Reynolds Fine Carbure Pen (all ink colour options)					

Firms who are claiming exemption from registration under the GST Act

Description of product	NET price offered for one Refill by vendor exempted from registration under the GST Act*	Undertaking furnished (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
Original Refill for Gel Impact 1.0 Pen (all ink colour options)				
Original Refill for Pilot Hi-Tecpoint V10 Grip Pen (all ink colour options)				
Original Refill for Pilot Hi-Tecpoint V7 Pen (all ink colour options)				
Original Refill for Pilot Hi-Tecpoint V5 Pen (all ink colour options)				
Original Refill for Uni-ball Air Micro Pen (all ink colour options)				
Original Refill for Pentel EnerGel BL 417 (all ink colour options)				
Original Refill for Pilot Hi-Tecpoint V5 RT Roller Ball Pen (all ink colour options)				
Original Refill for 045 Reynolds Fine Carbure (all ink colour options)				

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

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 have appointed Mr./Ms. _____, Mobile No. _____ as SPOC (Single point of contact) to represent my/our firm to address after sale issue in respect of any defect/concern.

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