

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.6A/Sty./DA-10/DHC/No

4386

Dated: 21-3-2022

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of Delhi High Court)

SUB.:- Tender inviting quotation(s) for purchase of GBC DUO Paper Shredders and GBC ShredMaster x415 Paper Shredders with maximum onsite warranty for the use of this Court.

This Court intends to purchase **GBC DUO Paper Shredders and GBC ShredMaster x415 Paper Shredders with maximum onsite warranty** for the use of this Court.

Interested firms/vendors (**Based in Delhi/NCR Region only**) are requested to submit their respective quotations for the same in a sealed/closed envelope to the A.O.(I), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No.6, Ground Floor, High Court of Delhi, New Delhi on or before 11/4/2022 till 5:30 P.M.

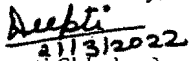
The sealed/closed envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" mentioning the subject "**Quotation for GBC Paper Shredders alongwith EMD**" which should be super-scribed on the sealed envelope.

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 shall be summarily rejected.**
2. No quotation shall be entertained **after due date.** Quotations **without the subject as referred to above & due date being mentioned on the envelope** shall be summarily rejected. Quotations received after due date shall be summarily rejected.
3. The firms/vendors must submit only one quotation against instant Tender Notice. 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.
4. 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.
5. **The quotations must be tendered strictly in the format mentioned in Annexure 'A' of this tender. Quotations offered in any other format than prescribed shall be liable to be rejected.**
6. The firm must submit an **Earnest Money Deposit (EMD) worth Rs. 5,000/-** (refundable without interest on written request) by way of Demand Draft or Banker's Cheque drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi. **Quotation without EMD shall be summarily rejected and no request for waiver will be entertained.**
7. The DD/Pay order towards EMD of all the tenderers, except the lowest three, shall be returned to vendors on their written request after finalization of Tender Process & EMD of successful tenderer will be returned only after supply and successful installation of the first order placed on the firm fulfilling all codal formalities against receipt.
8. The DD/Pay Order of L-2 & L-3 will be returned after awarding the work order to the successful tenderer. If the offer of quotation is withdrawn by the tenderer before/after opening of tender or any other default is found, the **amount of EMD shall be forfeited and the firm will be blacklisted** from participation in future tenders of this court.
9. **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.
10. 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.
11. 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.
12. 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.
13. 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. 2020-2021 & 2021-2022, etc.
14. Withdrawal of quotation(s) after their opening may attract blacklisting of the firm/vendor from participation in any future tender process of this Court for a period of six months from the date of blacklisting.

15. The firm to whom final order is awarded, will be required to nominate and inform the details of SPOC (Single Point of Contact) for after sale support (to raise complaints in case of non-functioning of purchased Paper Shredders) who will ensure that the complaints notified are attended and resolved onsite on the same day of complaint or maximum by the next working day failing which this Court reserves the right to take necessary measures.
16. The SPOC so appointed will keep a proper record mentioning the time of the complaint received, the time when the complaint was duly attended to and the defects rectified which shall be subject to inspection by any Officer of this Court at any time. The purpose of keeping the record as mentioned is to match with the record being kept at Stationery Branch of this Court in case of dispute.

This Court reserves the right to modify/amend the quotation letter/Terms and Conditions at a later stage. This Court also reserves the right to place the order fully/partially to different firms/vendors.

Yours truly,

(Deepti Chhabra)
Deputy Registrar (IT/Sty.)
for Registrar General

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

Name of the firm: _____

Address of the Firm: _____

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

Contact No.: _____ Email Address: _____

Price Bid

Description of product & Maximum Onsite Warranty	Price offered for one unit (without taxes) (in Rs.) (A)	Tax Rate (%) (B)	Tax Amount for one Unit (in Rs.) (C)	Total Price offered for one unit (incl. of taxes) OR NET price offered for one unit by vendor exempted from registration under the GST Act* (A+C) (D)	Undertaking furnished (Yes/No) (E)	Validity of Rates being offered (180 days or above) (F)	Remarks, if any (G)
GBC DUO Paper Shredder (Onsite Warranty: _____ years)							
GBC ShredMaster x415 Paper Shredder (Onsite Warranty: _____ years)							

* Price as at column (D) in words:- _____

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

Date:-

Place:-

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 its Business dealings 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 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 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:-

Annexure – 'C'

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. 2020-2021.
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 2021-22.
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