

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

F. No. M-36/Sty./DA-07/DHC/No.

14281

Dated:

24.08.22

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 various Stationery items.**

This Court intends to purchase following stationery items for the use of this Court:-

S. No.	Name of Stationery item	Quantity to be purchased
1.	Big Paper Cutters SDI make No. 0425	70 nos.
2.	Re-stick Plastic Flags 'Oddy' make (12.7mm x 43.7 mm) 125 flags (25 flag each x 5 color)	1000 Pkts.
3.	"Kores Smart Correct" White Ink Correction Pens (7ml)	1500 nos. in 2 equal installments
4.	Awl/Bell Pin Box 'Bell' make (Box contains 500 pins)	200 Pkts
5.	Yellow Re-Stick Notes 'Oddy' make (2" x 3") (containing 100 sheets)	1000 Pkts
6.	Attendance Register (96 pages) ABD make size-10"x7"	200 nos.
7.	Black Thin Marker Faber Castell make Multimark 1523 Superfine	600 nos.

Interested firms/vendors (**In Delhi/NCR Region only**) are requested to submit their respective quotations for the same in a sealed/closed envelope to the A.O.(J), (Stationery), Lawyers' Chamber Block-III, Room No.6, Ground Floor, High Court of Delhi, New Delhi on or before 03/09/2022 till 5:30 P.M.

The sealed/closed envelope containing the quotation should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" mentioning the subject "**Quotation for purchase of various Stationery items**" which should be super-scribed on the sealed/closed envelope.

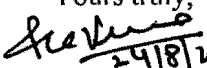
**Terms & Conditions of this tender are as under:-**

1. The validity of rates must not be less than **180 days for each item** 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 above & due date without 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 quotation(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 selected L-1 vendor(s)/firm(s) shall be bound to supply the required item within 07 days from the date of issuance of Purchase Order, failing which the Purchase Order shall deemed to be cancelled without entertaining any communication in this regard unless sufficient cause is shown (supported by documentary proof) for such delay and the firm shall be liable to be blacklisted for participating in future tenders of this Court.**
7. 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.
8. The acceptance of supplied item(s) in the Stationery Store of Delhi High Court will be subject to codal formalities viz., **inspection by an independent officer** nominated for the purpose.
9. 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.
10. 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 & tax 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.
11. If the firm/vendor is registered under GST Act, Copy of GST Registration Certificate is required to be submitted by the firm/vendor.
12. Withdrawal or revision 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.

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. This Court also reserves the right to place the order fully/partially to different firms/vendors.

Yours truly,  
  
(Praveen Kumar Verma)  
24/8/2022  
Assistant Registrar  
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 (authorised to sign the tender document) \_\_\_\_\_

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

**Price Bid**

Name of Stationery item	Price offered for one unit (without taxes) (in Rs.)	Tax Rate (%)	Undertaking furnished (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
Big Paper Cutter SDI make No. 0425					
Re-stick Plastic Flags 'Oddy' make (12.7mm x 43.7 mm) 125 flags (25 flags each x 5 color)					
"Kores Smart Correct" White Ink Correction Pen (7ml)					
Awl/Bell Pin Box 'Bell' make (containing 500 pins)					
Yellow Re-Stick Notes 'Oddy' make (2" x 3") (containing 100 sheets)					
Attendance Register (96 pages) ABD make size-10"x7"					
Black Thin Marker Faber Castell make Multimark 1523 Superfine					

**Firms claiming exemption from registration under the GST Act**

Name of Stationery item	NET price offered for one unit 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
Big Paper Cutter SDI make No. 0425				
Re-stick Plastic Flags 'Oddy' make (12.7mm x 43.7 mm) 125 flags (25 flags each x 5 color)				
"Kores Smart Correct" White Ink Correction Pen (7ml)				
Awl/Bell Pin Box 'Bell' make (containing 500 pins)				
Yellow Re-Stick Notes 'Oddy' make (2" x 3") (containing 100 sheets)				
Attendance Register (96 pages) ABD make size-10"x7"				
Black Thin Marker Faber Castell make Multimark 1523 Superfine				

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 all owners) 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 also undertake that all the terms and conditions of the instant Tender Notice are acceptable to me/us and I/We have ensured the availability of required goods before participating in the instant Tender.

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 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 \_\_\_\_\_ 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 2022-2023.
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 \_\_\_\_\_, 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