

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

F. No.49-B/Sty./DA-08/DHC/No. 18237

Dated: 17-12-2021

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 14,000 nos. of 'Linc' Signetta Ball Pens (Blue - 13,000 nos., Red- 500 nos. and Black - 500 nos.) for the use of this Court in three installments.

This Court intends to purchase 14,000 nos. of 'Linc' Signetta Ball Pens (Blue - 13,000 nos., Red-500 nos. and Black - 500 nos.) for the use of this Court.

Interested firms/vendors (**Based in Delhi/NCR Region**) are requested to submit their respective quotations 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, High Court of Delhi, New Delhi on or before 08/01/2022 till 5:30 P.M.

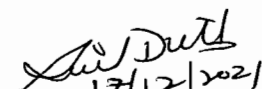
**Terms & Conditions of this tender are as under:-**

1. The sealed 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 should be super-scribed on the sealed envelope.
2. 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.**
3. 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 liable to be rejected.
4. **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.**
5. The vendor must submit only one quotation against instant Tender Notice. If more than one quotation(s) against above item is submitted or quotations for different item(s) not related to instant tender are submitted by the vendor in a single sealed envelope, all such quotations found in that single envelope shall be liable to be rejected at the first instance.
6. 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 and are, further required to submit supporting documents in support of exemption from registration under GST Act 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 with the quotation.
7. The firm/vendor shall quote unit rates both in figures and words.
8. After opening of the sealed 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.
9. **The selected L-1 vendor/firm 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 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 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.

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.

Yours truly,

  
17/12/2021  
(Sunil Dutt)

Assistant Registrar (IT/Sty./Dig.)  
for Registrar General

**CC to:**

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

**Annexure - 'A'**

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

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

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

**Price Bid**

Description of product	Price offered for one unit (without taxes) (in Rs.) (A)	Tax Rate (%)	Tax Amount for one Unit (in Rs.) (B)	Total Price offered for one unit (incl. of taxes) or NET price offered for one unit by exempted vendor * (A+B) (C)	Undertaking furnished (Yes/No)	Validity of Rates	Remarks, if any
'Linc' Signetta Ball Pens (Blue, Red and Black)							

\* Price as at column (C) 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 has not been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertaking/Autonomous Bodies 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

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.

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

Date:-