

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

F. No.16-B/Sty./SA-11/DHC/No. 8645  
Dated: 17.06.21

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 One Thousand (1,000) nos. of A-4 size Noting Pads (containing 100 Sheets of 80 GSM each pad)**

This Court intends to purchase **One Thousand (1,000) nos. of A-4 size Noting Pads (containing 100 Sheets of 80 GSM each pad)**.

Interested firms/vendors are requested to **submit their respective quotations for the same along with their sample of A-4 Size Noting pad (containing 100 sheets of 80 GSM each pad)** to be supplied, in a sealed 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 6/7/2021 till 5:30 P.M.

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

1. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and the subject "**Quotation for A-4 size Noting Pads (containing 100 Sheets of 80 GSM each pad)**" and due date must be superscribed on the envelope.
2. The validity of rates should not be less than 180 days from the last date of submission of quotations and the tax rate applicable should be clearly and separately mentioned. Quotations with **less period of validity of rates shall be summarily rejected.**
3. No quotation shall be entertained **after due date**. Quotations **without sample and the subject as referred to above & due date being mentioned on the envelope** shall be summarily rejected. The sample(s) can be taken back by the vendor(s) after completion of tender process, on written request.
4. Quotations received after due date 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 final rates should be mentioned as per unit price **inclusive of GST** and the taxes applicable should also be clearly and separately mentioned. Quotation(s) without mentioning GST rate separately **shall be summarily rejected.**
7. The firms/vendors are required to 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 firms/vendors offering NET rate claiming that they are mandatorily not required to be registered under the GST Act shall in support, along with the quotation, submit supporting documents 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.
10. The selected L-1 vendor/firm shall be bound to supply the required item within 15 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.
11. 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.
12. The firm/vendor shall also have to give an undertaking (**strictly as per Annexure- 'A'**) 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,

*Deepti*  
17/6/21

(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.

**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.

Signature of the authorised

Signatory of the firm/company/organization

Official Stamp/Seal

Date:-

Place:-