

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.67-B/Sty./DA-07/DHC/No. 21175Date of issuance of tender document: 29.11.22

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 30,000 (THIRTY THOUSAND) PREMIUM QUALITY PAPER ENVELOPES PREFERABLY IN BROWN COLOUR (size 16" x 12") HAVING DENSED CLOTH LINING INSIDE THE ENVELOPE AS PER ANNEXURE -'S' (Colly) OR OTHER MATERIAL THAT MAKES THE ENVELOPE DURABLE.

Note: Vendors may cursorily examine the quality of required paper envelopes by visiting Stationery Branch of this court between 10.00 a.m. to 1.00 p.m. on any working day upto 12/12/2022.

Having revoked the earlier Tender No. F.No.67-B/Sty./DA-07/DHC/No.16400 dated 19.09.2022, **this Court** invites fresh quotations from interested firms/vendors (**Based in Delhi/NCR Region**) for purchase of the goods captioned above. The firms/vendors are requested to read the tender notice carefully.

THE LAST DATE FOR SUBMISSION OF TENDERS IS 13/12/2022 TILL 17:30 HRS.

(A) SUBMISSION OF TENDER IN TWO-BID SYSTEM

The bid documents shall be submitted in three (03) envelopes described hereinbelow:

(I) The subject of the **1st ENVELOPE** shall be superscribed as:

"SAMPLE BID FOR SUPPLY OF 30,000 PREMIUM QUALITY PAPER ENVELOPES (SIZE 16" x 12")".

The envelope of Sample Bid shall contain:

- a) Duly signed/stamped sample of the proposed 'ENVELOPE',
- b) Annexure 'A' i.e. Sample Bid
- c) Annexure 'B' i.e. undertaking
- d) Copy of GST Registration Certificate, if the firm/vendor is registered under GST Act

[NOTE: ALL THE DOCUMENTS PLACED IN SAMPLE BID ENVELOPE SHALL BE DULY PAGINATED.]

(II) The subject of the **2nd ENVELOPE** shall be superscribed as:

"FINANCIAL BID FOR SUPPLY OF 30,000 PREMIUM QUALITY PAPER ENVELOPES (SIZE 16" x 12")".

The envelope of Financial Bid shall contain:

- a) Duly filled/signed/stamped Annexure 'C' i.e. **Financial bid**.

NOTE: The firms/vendors offering net rate claiming that they are mandatorily not required to be registered under the GST Act shall not mention tax rate/amount and submit the 'net rates' only in their financial bid along with Annexure 'D'.

- b) Annexure 'D' i.e. duly notarized affidavit in original by those who are claiming exemption from registration under GST Act and offering net rates only with supporting documents viz. copy of the latest notification issued by Govt. of India/Govt. of NCT of Delhi duly attested under the seal of the firm. Turnover

certificate issued by the Chartered Accountant for the Financial Year 2021-22 & 2022-23.

[Above two envelopes shall be closed/sealed separately.]

(III) The subject of the **3rd BIGGER ENVELOPE** shall be superscribed as:

“SAMPLE AND FINANCIAL BID FOR SUPPLY OF 30,000 PREMIUM QUALITY PAPER ENVELOPES (SIZE 16” x 12”)”. [DUE DATE 13/12/2022]

- a) The 3rd bigger envelope be also sealed after placing two sealed envelopes having documents as referred at point (I) & (II) above and also bear the address “**The Registrar General, Delhi High Court, Sher Shah Road, New Delhi-110003**”.

All the participating firms/vendors shall ensure that their bid(s) shall reach to the A.O.(J), Stationery Branch, Administrative Block, Room No.103, First Floor, High Court of Delhi, New Delhi on or before the last date and the time specified.

(B) OPENING/EVALUATION OF BIDS & AWARD OF PURCHASE ORDER

1. An independent Officer nominated by the competent authority shall first open the Envelope No. 3 i.e. main outer envelope and envelope No.1 i.e. Sample bid found inside the main envelope.
2. The competent authority shall evaluate the Sample Bids and samples to shortlist the eligible firms/vendors for 2nd round of opening of financial bids. The competent authority has the right to call clarification(s) in respect of Sample Bid, if required.
3. The Financial bids of the vendors/firms whose sample is not found suitable after evaluation of Sample bids shall not be considered for opening of financial bids.
4. Envelope No.2 i.e. **Financial Bids** of the shortlisted firms/vendors declared qualified after the first round of Sample bid will also be opened by an independent Officer, nominated for the purpose by the competent authority.
5. The purchase order shall be awarded to the firm/vendor offering the best suitable quality/rates.

(C) REASONS FOR REJECTION OF BIDS

1. Validity of rates for a period **less than 180 days** from the last date of submission of Bids.
2. Bids received after due date.
3. Submission of more than one bid.
4. Bid(s) related to some other item(s) not related to instant tender.
5. Any interlineations, erasure or correction in the specification/offered rate, which renders the whole tender process doubtful or ambiguous.
6. Bids in the format other than the prescribed one.
7. Non submission of required documents or submitting incomplete documents.
8. Non-mentioning of subject and due date on each envelopes as referred to above.
9. Any ambiguity in submission of bid.

(D) SUPPLY OF GOODS IN THE STATIONERY STORE OF THIS COURT

1. The selected firm/vendor shall be bound to supply the required item within **21 days** from the date of issuance of Purchase Order, failing which the Purchase Order shall be deemed to be cancelled unless sufficient cause is communicated (supported by documentary proof) for such delay.
2. The acceptance of the supplied goods in the Stationery Store of Delhi High Court will be subject to codal formalities viz., inspection of the supplied goods by an independent Officer nominated for the purpose.

If the supplied goods are found defective or not found in conformity with the sample bid/purchase order, the firm is liable to take back the entire supply immediately at its own cost and supply again after removing of the defects within three days.

The goods if supplied again after removing defects, the same shall again be inspected by the nominated independent officer.

(E) THE FIRMS/VENDORS MAY BE BLACKLISTED FOR THE FOLLOWING REASONS

1. Withdrawal or attempt to revise the financial bid on any ground after opening of the same.
2. Non supply of goods as referred to above.
3. Not obeying the validity of rates offered for 180 days.
4. Any other default in fulfilling the contractual obligations by the firm/vendor.

(F) FINALITY OF DECISION OF THE COMPETENT AUTHORITY

The decision of the competent authority for short listing of the vendor(s) considering the quality being used by this court or better quality and final selection of firm/vendor after evaluation of the Sample Bids and the financial bids offered, shall be final & binding on all the participants in the instant tender process.

This Court reserves the right to modify/amend the tender document/Terms and Conditions of the tender at a later stage and also to increase or decrease the quantity depending on the requirement. This Court also reserves the right to award the tender fully or partly to different firm(s)/vendor(s).

This Court also reserves the right to reject any of the bids or all the bids or quash the whole tender process without assigning any reasons.

Yours truly,



(Praveen Kumar Verma)
Asstt. Registrar (Stationery)
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'
To be placed in 1st envelope

SAMPLE BID

FOR SUPPLY OF 30,000 (THIRTY THOUSAND) PREMIUM QUALITY PAPER ENVELOPES HAVING DENSED CLOTHSLINING INSIDE THE ENVELOPE OR OTHER MATERIAL THAT MAKES THE ENVELOPE DURABLE SIZE 16" X 12"

Name of the firm:- _____

Address of the Firm: _____

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

Contact No.: _____ Email Address: _____

| COMPLIANCE | | Please answer in 'Yes' or 'No' only |
|---|--|---|
| Size | 16" x 12" | |
| Colour | Brown | |
| Cloth lining inside the envelope | Density as per Annexure 'S' (colly) | |
| Grade of cloth lining used in making sample envelope. | (Please mention Grade of cloth lining) | |
| GSM of paper to be used in making sample envelope | (Please mention the GSM) | |
| Quantity | 30,000 nos. | |
| Delivery | Within 21 days in the Stationery Store of Delhi High Court | |
| Finished Sample | Enclosed as per required specification (Please mention if offering better quality) | |
| *Validity of Rates | 180 Days (please mention if offering above 180 days) | |
| Undertaking | Enclosed in original (as per Annexure-B) | |
| Affidavit | Enclosed (as per Annexure-D). {AFFIDAVIT TO BE SUBMITTED ONLY BY THE FIRMS/VENDORS CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT} | |
| Quality assurance | It is assured that before offering the sample I/we have carefully reviewed our product and if the P.O. is awarded I/we are bound to supply the required goods strictly as per the quality of sample submitted. | |

PLEASE MENTION SEPARATELY, IF OFFERING SAMPLE ENVELOPE OF SAME SPECIFICATION WITH LINING OF OTHER MATERIAL (NOT DENSED CLOTH LINING) AND COLOUR OTHER THAN BROWN:

| | |
|--|--|
| Colour/Size of paper envelopes to be supplied. | |
| Please mention about the material used for inner lining if other than cloth. | |
| *Validity of rates being offered (180 days or above) | |
| GSM of Paper used for preparing the sample envelope. | |
| Grade of the material used as lining inside the envelope. | |
| Please mention whether the product is a handmade or machine made item. | |
| If the product is branded, please mention the 'Brand name' and manufacturer details. | |

**Minimum validity of rates required is 180 days. Bids with less period of Validity of rates shall be summarily rejected.*

Remarks (if any): _____

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

Date:-

Place:-

[Interlineations/erasure/Correction or overwriting not allowed.]

Annexure – 'B'
To be placed in 1st envelope

UNDERTAKING

FOR SUPPLY OF 30,000 (THIRTY THOUSAND) PREMIUM QUALITY PAPER ENVELOPES HAVING DENSED CLOTHSLINING INSIDE THE ENVELOPE OR OTHER MATERIAL THAT MAKES THE ENVELOPE DURABLE size 16" x 12"

I/We undertake that the firm (name of the firm) or its Partner / Director / Proprietor (name) 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 undertake that all the terms and conditions of the instant Tender Notice are acceptable to me/us and bound to deliver the goods within the stipulated period of 21 days.

I/We undertake that if the supply is rejected by the independent officer of this Court during the inspection due to non-conformity with the purchase order, the sample offered or due to any other distortion, the whole supply will be taken back immediately at the cost of the firm/proprietor with the replacement of goods within 3 days.

I/We undertake that if any envelope or envelopes later found having issue in respect of quality of material used or pasting shall be replaced by me/us within 3 days at my/our cost.

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 & is offering net rates)

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

Date:-

Place:-

Annexure - 'C'
To be placed in 2nd envelope

FINANCIAL BID AS PER SAMPLE SUBMITTED

FOR SUPPLY OF 30,000 (THIRTY THOUSAND) PREMIUM QUALITY PAPER ENVELOPES (HAVING DENSED CLOTHSLINING INSIDE THE ENVELOPE OR OTHER MATERIAL THAT MAKES THE ENVELOPE DURABLE) SIZE 16" X 12"

Name of the firm:- _____

Address of the Firm: _____

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

Contact No.: _____ Email ID: _____

NOTE: PLEASE USE EITHER TABLE 'A' OR 'B' AS THE CASE MAY BE.

Table-A

(To be used by the firm/vendor offering their rate with GST)

| | Offer | In figures | In words |
|---|------------------------------|-------------------|-----------------|
| 1 | Price per unit (without tax) | | |
| 2 | Tax (%) applicable | | |

-OR-

Table-B

(To be used by the firm/vendor offering their rate all inclusive and claiming exemption from registration under GST Act)

| Offer | In figures | In words |
|---------------------------------------|-------------------|-----------------|
| Supply price per unit (all inclusive) | | |

Remarks (if any): _____

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

Date:-

Place:-

[Interlineations/erasure/Correction or overwriting not allowed.]

[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 – 'D'
To be placed in 2nd envelope

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

ANNEXURE- 'S'

