

HIGH COURT OF DELHI AT NEW DELHI

No. 2595 / G-9/Genl.-II/DHC/2024

Dated: 25/10/2024

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from interested parties/reputed firms registered with GST Department for the work contract of **repairing/maintenance/supply of various furniture items** in this Court for a period of one (01) year (which can be extended for another year at the sole discretion of Delhi High Court) in the following format:-

Repairing/Maintenance of following furniture items:-

SL. NO.	FURNITURE ITEMS	REQUIRED REPAIRING WORKS	RATES	REMARKS
1	Three Seater Sofa	Change of upholstery (normal)		
		Change of upholstery (designed)		
		Change of leg		
		Change of back cushion (small)		
		Polishing		
		Minor repair		
2	Two Seater Sofa	Change of upholstery (normal)		
		Change of upholstery (designed)		
		Polishing		
		Change of leg		
		Minor repair		
3	Single Seater Sofa	Change of upholstery (normal)		
		Change of leg		
		Polishing		
		Minor repair		
4	Four Seater Sofa	Change of upholstery (normal)		
		Change of leg		
		Minor repair		
5	Executive Chair	Change of upholstery (normal)		
		Change of upholstery (designed)		
		Change of shocker (heavy)		
		Change of Arm		
		Change of machine		
		Change of base with wheel		
		Polishing		
6	Executive Mid Back Chair Officers	Change of upholstery (normal)		
		Change of shocker (normal)		
		Change of machine		

		Change of arm		
		Change of base with wheel		
		Polishing		
7	Visitor Chair	Change of upholstery (normal)		
		Change of upholstery (designed)		
		Change of shocker (normal)		
		Change of machine		
		Change of leg		
		Change of arm		
		Change of base with wheel		
		Polishing		
8	Revolving Chair Canned officers	Change of cane (seat)		
		Change/upholstery of back		
		Change of shocker		
		Change of base with wheel		
		Polishing		
9	Four Seater and Two Seater Wooden Bench	Change of seat		
		Change of back		
		Change of handle		
		Change of leg		
		Polishing		
10	Computer Revolving Chair	Change of upholstery (normal)		
		Change of shocker (normal)		
		Change of back		
		Change of machine		
		Change of arm		
		Change of base with wheel		
11	Wooden Canned Counter Chair	Change of seat cane		
		Change of Back		
		Polishing		
12	Teapoy/Centre Table/Peg Table	Change of leg		
		Change of top		
		Change of glass		
		Polishing		
13	Writing Pad	Providing of glass		
		Polishing		
		Polishing of brass road		
14	Coat Stand	Change of brass plate		
		Change of hanger		
		Polishing		
		Minor repair		

15	Padded Chair	Change of upholstery (normal)		
		Change of leg		
		Change of arm		
		Polishing		
16	Wooden Stool	Change of leg		
		Polishing		
17	Wooden Name Plate	Polishing		

Supply of following items:-

S.No.	Furniture Item Procured	Rate	Remarks
1.	Name Plate		
2.	Wooden Stool		
3.	Coat Stand		

The following are the terms & conditions of this quotation notice:-

- (1) The agency/ firm must submit the quotation by **Speed Post /Registered Post/ by hand** on any working day between 10:00 am and 04:00 pm on or before 13.11.2024, the last date and time for submission of quotation.
- (2) The quotation(s) in the name of '**The Registrar General, High Court of Delhi, New Delhi**' should reach at Room No. 108, Ist Floor, Administrative Block, High Court of Delhi, Sher Shah Road, New Delhi- 110003 latest by **13th November, 2024 (Wednesday) till 4.00 p.m.**
- (3) The sealed quotation shall be clearly superscribed "**QUOTATION FOR THE WORK RELATING TO REPAIRING/MAINTENANCE/SUPPLY OF VARIOUS FURNITURE ITEMS**".
- (4) Any overwriting in the figures/words showing the prices will render the quotation invalid and no further query/ request in this regard would be entertained under any circumstances.
- (5) The quotation/rates quoted should be valid for a period of 180 days from the last date of submission of the quotations. Quotations with shorter validity shall be summarily rejected.
- (6) No firm will be allowed to participate in the quotation process, if the firm is having pending disputes with this Court or if the firm has ever been blacklisted by any Government Organisation.
- (7) The Competent Authority will have the authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotations will not be entertained.

- (8) The contract shall be valid for the period of one (01) year which can be extended for another year at the same rates terms and conditions of this Court.
- (9) The rates /slabs of GST as prescribed by the Government from time to time shall be applicable
- 10) Rates quoted in the respective quotation submitted by the parties/firms cannot be revised during the period of work order/contract.
- 11) Withdrawal of quotation after opening may attract blacklisting of the firm/vendor from participation in any future quotation process of this Court for a period to be decided by the competent authority.
- 12) No transportation expenses will be provided by this Court for execution of the work.
- 13) Quotation received after due date shall be summarily rejected and no request for extension of last date/due date of submitting quotations will be entertained. Sealed Envelope without subject as referred to above having been mentioned on them shall be summarily rejected.
- 14) If multiple quotations are submitted by a firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
- 15) No employee of this Court or his/her dependent family member shall be involved in the instant tender process in contravention of the requirements/provisions contained in Central Civil Services (Conduct) Rules, 1964.
- 16) The firm/vendor shall also have to ensure that neither the firm nor its Partner/Director/Proprietor has been blacklisted/banned and its Buisness dealings with the Central/State Government/Public Sector Undertakings/Autonomous Bodies have never 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. Any quotation received from a blacklisted vendor shall be summarily rejected.
- 17) The Firm shall provide service/execute the work on urgent basis as and when required.
- 18) This Court may award the Contract to the vendor whose quotation has been determined to be substantially responsive and who has quoted the lowest evaluated price. However, this Court is not bound to accept the lowest quoted price. This Court reserves the right to accept or reject any or all quotation and to cancel the process at any time prior to the award of contract for any reason whatsoever.
- 19) Upon selection of quotation, concerned agency/firm would have to execute work order according to the approved rates. In case of any deviation/default regarding this on the part of the selected agency/firm, this Court may take any or all such actions against the agency/firm as it consider appropriate.

- 20) Any dispute arising out of this Quotation Notice, the decision of this Court shall be final & binding to all.
- 21) Payment of the work executed satisfactorily will be made within 15 to 30 days after receipt of requisite invoice/bill along with duly filled Mandate Form.

This Court reserves the right to modify/amend the Quotation Notice/terms & conditions at a later stage and to cancel the quotation notice/work contract without assigning any reason(s) thereof. This Court also reserves the right to place the work order/contract to one party/firm fully or to different vendors based on the rates quoted by them.



(Sumit Tandon)
A.O.J.(Genl.-Admn.-
for Registrar General.