

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. Sty./DA-09/DHC/No. 23976

Dated: 18-12-2024

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website High Court of Delhi)

SUB.:- NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF 200 PACKETS EACH OF BINDER CLIP (EACH PACKET CONTAINING 12 CLIPS) OF 15MM, 19MM, 25MM, 32MM, 41MM AND 51MM OF REPUTED BRAND FOR THE USE OF THIS COURT. [WITH VALIDITY OF RATES FOR A PERIOD OF 180 DAYS MINIMUM]

[PLEASE READ THE TERMS AND CONDITIONS OF NOTICE CAREFULLY.]

This Court intends to purchase the stationery item mentioned as under:

S.No.	Item(s) Details	Qty.
1.	• BINDER CLIP (EACH PACKET CONTAINING 12 CLIPS) OF 15MM, 19MM, 25MM, 32MM, 41MM AND 51MM	200 PACKETS (each)

Interested firms/vendors (**Based in Delhi/NCR Region only**) are, therefore, requested to submit their respective quotations alongwith sample of Binder Clips in a **sealed/closed envelope** to the A.O.(J), Stationery Branch, Room No. 512, 5th Floor, Administration Block, High Court of Delhi, New Delhi.

THE LAST DATE FOR SUBMISSION OF SEALED QUOTATIONS IS 08/11/2025, TILL 17:30 HRS.

Note:- "No employee of this Court or his/her dependent family members be involved in the instant tender process in contravention of the requirement/provisions contained in Central Civil Services (Conduct) Rules, 1964.

The Terms & Conditions of the Notice are as under:-

(A) SUBMISSION OF QUOTATIONS IN TWO-BID SYSTEM

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

I. The subject of the **1st SEALED ENVELOPE** shall be superscribed as:

'SAMPLE BID FOR SUPPLY OF 200 PACKETS EACH OF BINDER CLIP (EACH PACKET CONTAINING 12 CLIPS) OF 15MM, 19MM, 25MM, 32MM, 41MM AND 51MM'

The envelope of Sample Bid shall contain:

- a) The sample of proposed "Binder Clips of 15mm, 19mm, 25mm, 32mm, 41mm and 51mm."
- 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 SEALED ENVELOPE** shall be superscribed as:

“FINANCIAL BID FOR SUPPLY OF 200 PACKETS EACH OF BINDER CLIP (EACH PACKET CONTAINING 12 CLIPS) OF 15MM, 19MM, 25MM, 32MM, 41MM AND 51MM”

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 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 2023-24.

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

<p>THE REGISTRAR GENERAL HIGH COURT OF DELHI NEW DELHI (STATIONERY BRANCH)</p> <p>F. No. Sty./DA-09/DHC/No. <u>23976</u> DATED <u>18-12-2024</u></p> <p>SUB: “SAMPLE AND FINANCIAL BID FOR SUPPLY OF 200 PACKETS EACH OF BINDER CLIP (EACH PACKET CONTAINING 12 CLIPS) OF 15MM, 19MM, 25MM, 32MM, 41MM AND 51MM”</p> <p>DUE DATE 08-01-2025</p>
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(B) OPENING OF SEALED QUOTATIONS AND AWARD OF PURCHASE ORDER

1. An independent Officer nominated by the competent authority shall first open the sealed 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 eligible firm/vendor offering the best suitable quality/rates.

(C) 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 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.

(D) 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 the envelope as referred to above.
9. Any ambiguity in submission of bid.
10. Bids received without proposed sample(s).
11. Conditional bids.
12. The bid(s) received without Sample(s).

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

1. Withdrawal or attempt to revise the Price 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 notice/Terms and Conditions of the notice 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 order 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 process without assigning any reasons. Any step taken by the competent authority to safeguard the interest of this Court shall be final and binding on all participants.

Yours truly,



(Praveen Kr. Verma)
Assitant Registrar (Sty.)
for Registrar General

CC to: PA to Registrar (IT/Sty.), with the request to get the above notice uploaded on the official website of High Court of Delhi.

As directed may be uploaded-

Praveen
18/12/2024

P.A. to Registrar (IT)

~~Director (IT)~~

~~20 (IT)~~

~~AoJ (IT)~~

SN
19/12/2024

Mishra

SATISH
19/12/2024

San
19-12-2024

1883/RIIT
18/12/2024

F. No. Sty./DA-09/DHC/No. 23976

Dated: 18-12-2024

Annexure - 'A'
(To be placed in 1st envelope)

SAMPLE BID

FOR SUPPLY OF 200 PACKETS EACH OF BINDER CLIP (EACH PACKET CONTAINING 12 CLIPS) OF 15MM, 19MM, 25MM, 32MM, 41MM AND 51MM'

Name of the firm: _____

Address of the Firm: _____

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

Contact No.: _____ Email Address: _____

S.NO.	ITEM	BRAND NAME	SAMPLE ATTACHED (YES/NO)
1.	Binder clip 15mm		
2.	Binder clip 19mm		
3.	Binder clip 25mm		
4.	Binder clip 32mm		
5.	Binder clip 41mm		
6.	Binder clip 51mm		

**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.]

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Dated: 18-12-2024

Annexure - 'B'
(To be placed in 1st envelope)

UNDERTAKING

FOR SUPPLY OF 200 PACKETS EACH OF BINDER CLIP (EACH PACKET CONTAINING 12 CLIPS) OF 15MM, 19MM, 25MM, 32MM, 41MM AND 51MM'

I/we undertake that the firm (**name of the firm**) _____ or its Partner/Director/Proprietor (name of owner(s)) _____ has not been blacklisted/banned and their Business dealing with the Central/State Government/Public Sector Undertaking/Autonomous Bodies 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 Notice are acceptable to me/us and bound to deliver the goods within the stipulated period of 21 days.

I/We, therefore, quote for and bound to supply the same item(s) at the quoted rates with validity as offered within the stipulated time if the order is awarded to my/our firm.

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 immediately 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. Any change in tax rate subsequently to quotation will immediately be informed to the Stationery Branch, High Court of Delhi.

(Strike out in case the firm/vendor is claiming exemption from GST & offering net rates.)

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

Date:-
Place:-

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Dated: 18-12-2024

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

FINANCIAL BID AS PER SAMPLE SUBMITTED

FOR SUPPLY OF 200 PACKETS EACH OF BINDER CLIP (EACH PACKET CONTAINING 12 CLIPS) OF 15MM, 19MM, 25MM, 32MM, 41MM AND 51MM'

Name of the firm: _____

Address of the Firm: _____

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

Contact No.: _____ Email Address: _____

Table-1

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

Offer	In figures	In words
Price for one pkt of Binder clip 15mm		
Price for one pkt of Binder clip 19mm		
Price for one pkt of Binder clip 25mm		
Price for one pkt of Binder clip 32mm		
Price for one pkt of Binder clip 41mm		
Price for one pkt of Binder clip 51mm		
Tax Rate (%)		

-OR-

Table-2

(To be used by the firm/vendor offering their rate without GST and claiming exemption from registration under GST Act)

Offer	In figures	In words
Price for one pkt of Binder clip 15mm		
Price for one pkt of Binder clip 19mm		
Price for one pkt of Binder clip 25mm		
Price for one pkt of Binder clip 32mm		
Price for one pkt of Binder clip 41mm		
Price for one pkt of Binder clip 51mm		

Note: Please use the table as the case may be.

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.]

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Dated: 18-12-2024

Annexure – 'D'
(To be placed in 2nd envelope)

[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]

AFFIDAVIT

I, _____ S/D/W/ of Sh./Smt. _____ resident
of _____ in the capacity
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 the financial year i.e. 2023-2024.
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 financial year 2024-25.
4. That I undertake that at the point of time the turnover of the firm crossing the present threshold exemption limit of Rupees 40 Lakh or any other limit fixed by Authorities, the firm will be registered under GST Act and 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 process.

DEPONENT

VERIFICATION

Verified at _____ on this _____ day of _____, 2024 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