

# IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.23-R/DA-02/Sty./DHC/No. 10728

Date of issuance of notice: 20/05/2024

From:-

The Registrar General  
High Court of Delhi  
New Delhi.

To:-

(On the website of Delhi High Court)

**SUB.-: Notice inviting sealed quotations for procurement of Forty (40) nos. of customized 11.5" x 16" size good quality Section Sewing Hard bound 'HCD' Registers containing 500 leaves/Sheets (80 GSM) with printing as per requirement of Receipt and Dispatch Branch, High Court of Delhi**

This Court intends to purchase the item mentioned as under:

Item Details	Qty.
Customized 'HCD' Registers, Section Sewing Hard Bound of 11.5"x16" size containing 500 leaves/Sheets (80 GSM) with printing as per requirement.	40 nos.

Interested firms/vendors (**Based in Delhi/NCR Region only**) are, therefore, requested to submit their respective quotation alongwith EMD of Rs. 3,000/- by way of DD/Manager's Cheque/Banker's Cheque drawn in favour of "Registrar General, Delhi High Court, New Delhi" in a sealed/closed envelope to the **A.O.(J), Stationery Branch, Room No. 512, 5<sup>th</sup> Floor, Administration Block, High Court of Delhi, New Delhi.**

Interested firms/vendors may cursorily look at the actual HCD Register placed in the Stationery Store of this Court on any day from 20/05/2024 to 22/06/2024 from 10:30AM to 01:00 PM so that the supply be made strictly as per requirement of this Court.

***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 FIRMS/VENDORS/MANUFACTURERS ARE REQUESTED TO READ THE NOTICE CAREFULLY. THE LAST DATE FOR SUBMISSION OF SEALED QUOTATION IS 22/06/2024 TILL 17:30 HRS.

## **(A) SUBMISSION OF SEALED QUOTATIONS IN TWO-BID SYSTEM**

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

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

**“SAMPLE BID FOR SUPPLY OF FORTY (40) NOS. OF CUSTOMIZED 11.5” X 16” SIZE GOOD QUALITY SECTION SEWING HARD BOUND ‘HCD’ REGISTERS CONTAINING 500 LEAVES/SHEETS (80 GSM) WITH PRINTING AS PER REQUIREMENT OF RECEIPT AND DISPATCH BRANCH, HIGH COURT OF DELHI”.**

The first envelope of SAMPLE BID shall contain:

- a) EMD of Rs. 3,000/- by way of DD/Manager’s Cheque/Banker’s Cheque drawn in favour of “Registrar General, Delhi High Court, New Delhi **Annexure ‘A’** i.e. Sample Bid
- b) Annexure ‘A’ i.e. Sample Bid and Annexure ‘B’ i.e. undertaking duly signed/stamped with the stamp of firm.
- c) 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 **SECOND ENVELOPE** shall be superscribed as:

**“FINANCIAL BID FOR SUPPLY OF FORTY (40) NOS. OF CUSTOMIZED 11.5” X 16” SIZE GOOD QUALITY SECTION SEWING HARD BOUND ‘HCD’ REGISTERS CONTAINING 500 LEAVES/SHEETS (80 GSM) WITH PRINTING AS PER REQUIREMENT OF RECEIPT AND DISPATCH BRANCH, HIGH COURT OF DELHI”.**

The second 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 2022-23 & 2023-24.

**[Above two envelopes shall be closed/ sealed separately and placed in 3<sup>rd</sup> bigger envelope as mentioned below.]**

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

**“SAMPLE AND FINANCIAL BID FOR SUPPLY OF FORTY (40) NOS. OF 11.5” X 16” SIZE GOOD QUALITY SECTION SEWING HARD BOUND ‘HCD’ REGISTERS CONTAINING 500 LEAVES/SHEETS (80 GSM) FOR THE USE IN RECEIPT AND DISPATCH BRANCH, HIGH COURT OF DELHI”. [DUE DATE 22/06/2024]**

- a) The third 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-110503”.**

All the participating firms/vendors shall ensure that their bid(s) shall reach to the **A.O.(J), Stationery Branch, Administrative Block, Room No. 512, Fifth 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 third bigger envelope.
2. The competent authority shall evaluate the Sample Bids to shortlist the eligible firms/vendors for 2<sup>nd</sup> 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 bid(s) is/are 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 for supply of goods. If the selected firm(s)/Vendor(s) fails to make the supply in terms of the purchase order, the EMD is liable to be forfeited.
6. In case the selected firm/vendors fails to make the supply and provide sufficient cause for non-supply of the goods ordered, the purchase order may be awarded to next eligible firm/vendor.

**(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. Bid(s) received without **EMD**
3. Bids received after due date.
4. Submission of more than one bid.
5. Bid(s) related to some other item(s) not related to instant notice.
6. Any interlineations, erasure or correction in the specification/offered rate, which renders the whole process doubtful or ambiguous.
7. Bids in the format other than the prescribed one.
8. Non submission of required documents or submitting incomplete documents.
9. Non-mentioning of subject and due date on each envelopes as referred to above.
10. Any ambiguity in submission of bid or any unreasonable condition.
11. Bids received unsigned.

**(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 **30 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 one week.

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

- 3 EMD of all the firms/vendors except L-1 eligible firms/vendors will be returned without interest after award of purchase order. The EMD of successful bidder will be returned only after supply of total goods and its acceptance in Stationery Store of High Court of Delhi.

**(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.

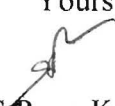
**(F) FINALITY OF DECISION OF THE COMPETENT AUTHORITY**

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 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,

  
(S Prem Kumar)  
Admn. Officer (J) (Stationery)  
for Registrar General

**CC to: PA to Registrar (IT/ Sty.), DHC for uploading the above Notice on the official website of High Court of Delhi.**

**H. K. ARORA**

1732/R/IT  
20/05/2024

1/2 upload

H. K. Arora  
20/05/2024

Dir/IT

20/05/24  
Aoj/IT Cell

8/11  
20/05/2024

Mr. Ranjansh

20/05/2024  
20-05-2024

**Annexure - 'A'**  
**To be placed in 1<sup>st</sup> envelope**

**“SAMPLE BID FOR SUPPLY OF FORTY (40) NOS. OF CUSTOMIZED 11.5” X 16” SIZE GOOD QUALITY SECTION SEWING HARD BOUND ‘HCD’ REGISTERS CONTAINING 500 LEAVES/SHEETS (80 GSM) WITH PRINTING AS PER REQUIREMENT OF RECEIPT AND DISPATCH BRANCH, HIGH COURT OF DELHI”.**

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

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

Name of the person (authorized to sign the bid) \_\_\_\_\_

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

<b>Specification of the required item</b>	<b>BID COMPLIANCE</b>	<b>lease answer in ‘Yes’ or ‘No’ only towards compliance</b>
Design & Color of outer cover	Assorted Colors / design	
Outer cover quality	Made-up of thick cardboard	
Size of inner sheets/ quality	11.5” x 16”/ruled	
No. of sheets/leaves	500 (both side ruled with printing as per requirement of Receipt and Dispatch Branch)	
Colour of sheets	White/off-white	
GSM of Paper to be used (Minimum required 80 GSM)	<i>(Please mention the GSM of paper being offered)</i>	
Quantity	40 nos.	
Quality	Thick Cardboard/good pasting/Good Durability	
Delivery	Within 30 days in the Stationery Store of Delhi High Court	
*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 bid, I/we have carefully reviewed the HCD Register available in Stationery Store of Delhi High Court on _____. If the P.O. is awarded, to my/our firm, I/we are bound to supply the required goods strictly as per the quality of sample(s) seen in the Stationery Store of Delhi High Court.	

Please mention EMD details	
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*\*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 authorized 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 FORTY (40) NOS. OF CUSTOMIZED 11.5” X 16” SIZE GOOD QUALITY SECTION SEWING HARD BOUND ‘HCD’ REGISTERS CONTAINING 500 LEAVES/SHEETS (80 GSM) WITH PRINTING AS PER REQUIREMENT OF RECEIPT AND DISPATCH BRANCH, HIGH COURT OF DELHI”.**

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 Notice are acceptable to me/us and bound to deliver the goods within the stipulated period of **30 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 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 **two week**.

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 2<sup>nd</sup> envelope**

**FINANCIAL BID AS PER SAMPLE SUBMITTED**

**FOR SUPPLY OF FORTY (40) NOS. OF CUSTOMIZED 11.5" X 16" SIZE GOOD QUALITY SECTION SEWING HARD BOUND 'HCD' REGISTERS CONTAINING 500 LEAVES/SHEETS (80 GSM) WITH PRINTING AS PER REQUIREMENT OF RECEIPT AND DISPATCH BRANCH, HIGH COURT OF DELHI".**

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

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

Name of the person (authorized to sign the bid) \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email ID: \_\_\_\_\_

***NOTE: 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**)

	<b>Offer</b>	<b>In figures</b>	<b>In words</b>
1	Price per HCD Register <b>(without tax)</b>		
2	Applicable Tax rate (%)		

*Please confirm the HSN code before mentioning Tax rate.*

**-OR-**

**Table-B**

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

<b>Offer</b>	<b>In figures</b>	<b>In words</b>
Price per HCD Register (all inclusive & excluding of tax)		

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 2<sup>nd</sup> 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. 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 current financial year 2024-2025.
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 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