

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.16-B/Sty./DA-08/DHC/No. 12550

Date of issuance of tender document: 21.07.2025

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of Delhi High Court)

SUB.:- NOTICE INVITING SEALED/ CLOSED QUOTATION(S) FOR PURCHASE OF ONE THOUSAND AND FOUR HUNDRED (1,400) NOS. OF BRANDED/ NON-BRANDED A-4 SIZE NOTING PAD (CONTAINING 100 SHEETS OF 80 GSM EACH HAVING COLOUR LIGHT GREEN) WITH VALIDITY OF RATES FOR A PERIOD NOT LESS THAN 180 DAYS.

Note: Vendors may cursorily examine the Noting Pad currently in use by this Court by visiting Stationery Branch of this court between 10.00 a.m. to 1 p.m. on any working day upto 11.08.2025.

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

	Item (s) Details	Qty. (in nos.)
1.	A-4 size Noting Pad (containing 100 sheets of 80 GSM colour Light Green)	1,400

Interested firms/vendors (**Based in Delhi/NCR Region only**) are, therefore, requested to submit their respective quotation(s) alongwith EMD of Rs. 5,000/- by way of DD/Banker's Cheque/ Managers Cheque drawn in favour of Registrar General, High Court of Delhi, New Delhi (returnable without interest) in the **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 QUOTATIONS IS 11.08.2025, 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

(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 **FIRST ENVELOPE** shall be superscribed as:

**"SAMPLE BID FOR SUPPLY OF ONE
THOUSAND AND FOUR HUNDRED (1,400)
NOS. OF A-4 SIZE NOTING PAD
(CONTAINING 100 SHEETS OF 80 GSM EACH
HAVING COLOUR LIGHT GREEN)"**

The envelope of Sample Bids shall contain:

- a) **Duly stamped/signed sample (s) of the proposed 'NOTING PAD'.**
- b) **Duly filled ANNEXURE 'A'** i.e. Sample Bid for supply of A-4 size Noting Pad.
- c) **Annexure 'B'** i.e. undertaking
- d) Copy of GST Registration Certificate, if the firm/vendor is registered under GST Act.
- e) EMD of Rs. 5,000/- by way of DD/Banker's Cheque/ Manager's Cheque drawn in favour of "Registrar General, Delhi High Court, New Delhi" (returnable without interest and no request for waiver of submission of EMD will be entertained).

[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 ONE
THOUSAND AND FOUR HUNDRED (1,400)
NOS. OF A-4 SIZE NOTING PAD
(CONTAINING 100 SHEETS OF 80 GSM
EACH HAVING COLOUR LIGHT GREEN)"**

The envelope of Financial Bid shall contain:

- a) Duly filled/signed/stamped **Annexure 'C' i.e. Financial bid(s) for A-4 size Noting Pad (containing 100 sheets of 80 GSM each having colour light Green).**

- 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 2024-25.

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'.

NOTE: ABOVE TWO ENVELOPES SHALL BE CLOSED/SEALED SEPARATELY.

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

F. No.16-B/Sty./DA-08/DHC/No. 12550 DATED: 21.07.2025.

To
The Registrar General
High Court of Delhi
New Delhi.

Add.: Admn. Officer (Judl.), Stationery Branch, Room No. 512, Fifth Floor, Administrative Block, Sher Shah Road, High Court of Delhi, New Delhi-110503.

"SAMPLE AND FINANCIAL BID FOR SUPPLY OF A-4 SIZE NOTING PAD (CONTAINING 100 SHEETS OF 80 GSM EACH HAVING COLOUR LIGHT GREEN).

[DUE DATE 11.08.2025]

- a) The aforesaid third bigger envelope be also sealed after placing two sealed envelopes having documents separately as referred at point (I) & (II) above.
- b) All the participating firms/vendors shall ensure that their sealed quotation shall reach to the A.O.(J), Stationery Branch, Room No. 512, Fifth Floor, Administrative Block, High Court of Delhi, New Delhi-110503 on or before the last date and the time specified.

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

- (i) 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 envelope found inside the main envelope.
- (ii) The competent authority shall evaluate the Sample Bid(s) and sample(s) 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 (s) / Sample Bid (s), if required.
- (iii) The Financial bids of the vendors/firms whose sample (s) are not found suitable after evaluation of Sample bids shall not be considered for opening of financial bids.
- (iv) 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.
- (v) The purchase order shall be awarded to the firm/vendor offering the best suitable quality/rates for supply of goods. If the firm/vendor fails to make the supply, the EMD is liable to be forfeited.
- (vi) 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 Delhi High Court.

(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 other ambiguity in submission of bid or any unreasonable condition.
- 10. Bids received without EMD.
- 11. Conditional bids.

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

- 1 The selected firm/vendor shall be bound to supply the required item (s) 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 good (s) by an independent Officer nominated for the purpose.

If the supplied good (s) 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.

(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.

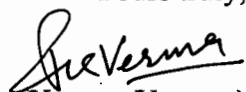
(F) **FINALITY OF DECISION OF THE COMPETENT AUTHORITY**

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. 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 Kumar Verma)
Deputy Registrar (Stationery)
for Registrar General

✓ CC to: PA to Registrar (IT), with the request to get the above Tender Notice uploaded on the official website of High Court of Delhi.

As directed may be uploaded

Within

21/7/2025

Director (IT)

P.A. to Registrar (IT)
A. K. Verma

21-07-2025
21/07/2025

SAMPLE BID**FOR SUPPLY OF 1,400 (ONE THOUSAND AND FOUR HUNDRED) NOS. OF A-4 SIZE NOTING PAD (CONTAINING 100 SHEETS OF 80 GSM EACH HAVING COLOUR LIGHT GREEN).**

Name of the firm:- _____

Address of the Firm: _____

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

Contact No.: _____ Email Address: _____

Specifications	Requirement	Please answer in 'Yes' or 'No' only
Size	A-4 Size	
No. of page	100 sheets per pad	
Quantity	1,400 nos.	
GSM of paper to be used in making sample of Noting Pad (required 80 GSM)	(Please mention the GSM)	
Delivery	Within 21 days in the Stationery Store of Delhi High Court	
Finished Sample(s)	Actual sample enclosed as per required specifications	
*Validity of Rates	180 Days (please mention if offering above 180 days)	
Undertaking	Enclosed in original (as per Annexure-B)	
*Affidavit	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(s) I/we have carefully reviewed our product(s) 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 EMD 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.]

UNDERTAKING

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.

I/we undertake that if the supplied item (s) not found in conformity with the purchase order or any other distortion, the whole supply will be taken back at the cost of the firm/proprietor with replacement of goods within 3 (three) 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.
(Strike out in case the firm/vendor is claiming exemption from GST & is offering net rates)

Any change in the tax rates subsequent to offer of quotation shall be immediately brought to the notice of Stationery Branch, Delhi High Court.

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

Date:-

Place:-

FINANCIAL BID AS PER SAMPLE SUBMITTED

FOR SUPPLY OF 1,400 (ONE THOUSAND AND FOUR HUNDRED) NOS. OF A-4 SIZE NOTING PAD (CONTAINING 100 SHEETS OF 80 GSM EACH HAVING COLOUR LIGHT GREEN)

Name of the firm: _____

Address of the Firm: _____

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

Contact No.: _____ Email Address: _____

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)

S.No.	Offer	In figures	In words
1.	Price per pad (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
Price per pad (all inclusive)		

**Strike out whichever is not applicable.*

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]

F. No.16-B/Sty./DA-08/DHC/No. 12550

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. 2024-2025.
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.
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 _____, 2025 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