

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.47-A/DA-4/IT/DHC/No. 15052

Dated: 23.08.25

From,

The Registrar General  
Delhi High Court  
New Delhi

To,

(on the website of Delhi High Court)

**Sub: NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF ONE THOUSAND (1000) NOS. EACH OF CD-R OR CD-RW ALONG WITH CD COVER/CD CASE OF REPUTED MAKE WITH MAXIMUM WARRANTY.**

This Court intends to purchase One Thousand (1000) nos. each of "CD-R or CD-RW along with CD cover/CD case" of reputed make with maximum warranty for the use of this Court. Interested firms/vendors (**Based in Delhi/NCR Region only**) are requested to submit their respective quotations for the same along with the copy of current authorization letter issued by OEM in their favour in a sealed envelope.

The sealed envelope containing Price Bid and Undertaking along with other necessary documents, must reach the Administrative Officer (Judl.), I.T. Branch, Room No. 6, Ground Floor, Lawyer's Chamber Block-III, Shershah Road, High Court of Delhi, New Delhi-110503 on or before 03/09/2025 till 5:30 p.m. The sealed envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" mentioning the subject '**QUOTATION FOR PURCHASE OF CD-R OR CD-RW ALONG WITH CD COVER/CD CASE**' which should be super-scribed on the sealed envelope. Quotations received after the due date and time and without mentioning the subject shall be summarily rejected without any notice.

**The terms & conditions to participate in the instant tender are as follows:-**

**1. Necessary documents to be submitted with the bid, non compliance will lead to rejection of the Quotation**

- a) **Annexure-'A'** i.e. Price Bid along with copy of current authorization letter of the OEM.
- b) **Annexure-'B'** i.e. Undertaking duly filled in/signed/stamped by all the vendors
- c) **Annexure-'C'**: To be filled only by those firms, which are claiming exemption from registration under GST Act and offering net rates only
- d) Copy of GST Registration Certificate, if the firm/vendor is registered under GST Act  
*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 Column 'E' of their Price bid.*

**2. General instructions**

- a) This Court shall have the right to call clarification(s) in respect of the Bid(s), if required.
- b) In case the purchase order awarded to L-1 firm is cancelled due to non-supply of goods within the stipulated period, the purchase order will be awarded to the next eligible L-2 vendor/firm. The firm shall be liable to be blacklisted to participate in

future tenders of this Court, if failed to give any cogent reason for non-supply of goods within the stipulated period.

- c) Preference will be given to the vendor giving maximum warranty on the offered product.

**3. Grounds for rejection/disqualification of Bid(s)**

- a) If multiple quotations are submitted by a firm / vendor, all such quotations submitted will be liable to be rejected at the first instance.
- b) Non submission of current authorization letter issued by OEM in favour of the participating firm/vendor in original.
- c) Validity of rates must not be less than 180 days from the last date of submission of the tender.
- d) Bids received after due date shall be summarily rejected and no request for extension of last date / due date of the Tender will be entertained.
- e) Bids related to some other item not related to instant tender.
- f) Any interlineations, erasure or correction in the specification/offered rate, which renders the whole tender process doubtful or ambiguous.
- g) Bids in the format other than the prescribed one.
- h) Non submission of required documents or submitting incomplete documents.
- i) Any other ambiguity in submission of bid or any unreasonable condition.

**4. Supply of Goods**

The selected eligible L-1 firm/vendor shall be bound to supply the required item within 15 days from the date of issuance of Purchase Order, failing which the purchase order issued shall be deemed to be cancelled without entertaining any communications in this regard unless sufficient cause is communicated (supported by documentary proof) for such delay.

**5. The firm(s)/Vendor(s) may be blacklisted for the following reasons**

- a) Withdrawal or attempt to revise the bid on any ground after opening of the same.
- b) Non supply of goods as referred to above.
- c) Non adherence to the validity of rates for 180 days from the last date of submission of tender, of goods being required and offered.

**6. Vendors exempted from Registration under GST Act**

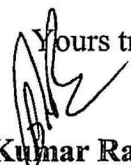
The firm(s)/vendor(s) claiming that they are mandatorily not required to be registered under the GST Act shall submit NET rates (rate without tax component) only in their quotation and need not mention tax rate and tax amount and are further required to submit an affidavit strictly as per Annexure 'C' with supporting documents in respect of exemption from registration under GST Act 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 Chartered Accountant for the F.Y. 2024-25, 2025-2026 etc.

**7. Finality of decision of the competent authority**

- a) The decision of the competent authority for short listing of the firm/vendor considering the suitability of the product(s) being offered and selection of firm/vendor after evaluation of the Bid(s) shall be final & binding on all the participants in the instant tender process.

- b) 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.
- c) 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 thereof. Any step taken by the competent authority to safeguard the interest of this Court shall be final and binding on all participants.

**Note:** *No employee of this Court or his/her dependent family member be involved in the instant tender process, as the said act would be in contravention of the requirement/provisions contained in Central Civil Services (Conduct) Rules 1964.*

 Yours truly,

(Ajai Kumar Rana)  
Assistant Registrar (IT)  
for Registrar General

CC to Joint Director (IT), DHC for information and for uploading on the official website of the Delhi High Court.

**Annexure – ‘A’**

Name of the Firm: \_\_\_\_\_

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

Name of the person (authorised to sign the tender document): \_\_\_\_\_

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

**PRICE BID**

S. No.	Product	Price offered for 1 unit (without taxes) in ₹	Tax Rate (%)	Price offered for 1 unit (incl. taxes) in ₹	Under - taking furnished (Yes/No)	Validity of Rates (180 days or more)	Maximum warranty (Y/N)	EMD (Yes /No)	Delivery schedule	Remarks (if any)
A	B	C	D	E	F	G	H	I	J	K
1.	CD-R along with CD cover/CD case Make:  Warranty:  capacity:  Model:									
2.	CD-RW along with CD cover/CD case Make:  Warranty:  capacity:  Model:									
Total Price as per column 'E' in words										
1. _____										
2. _____										

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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

- Interlineation/Corrections/Overwriting not allowed

Annexure – 'B'

UNDERTAKING

I/We undertake that neither the firm M/s. \_\_\_\_\_  
\_\_\_\_\_ nor its Partner/Director/Proprietor {name of all owner(s)}  
\_\_\_\_\_ has/have been blacklisted/banned and its Business  
dealings with the Central / State Government / Public Sector Undertaking / Autonomous  
Bodies has/ have been banned / terminated on account of poor performance/conduct.

I/We also undertake that all the terms and conditions of the instant Tender Notice are  
acceptable to me/us.

I/we also undertake that in case the supply is not found to be in conformity with the  
purchase order or any other distortion, the whole supply will be taken back at the cost of the  
firm 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.

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

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Annexure – 'C'**

[AFFIDAVIT ON RS.10/- NON JUDICIAL STAMP PAPER DULY NOTORIZED  
BY NOTARY PUBLIC AFFIXING RS.5/- NOTARIAL STAMP]

I, \_\_\_\_\_, S/o Shri/Smt. \_\_\_\_\_, Resident of \_\_\_\_\_  
\_\_\_\_\_ Partner/Director/Proprietor of M/s. \_\_\_\_\_  
solemnly affirm/ authorised to solemnly affirm on behalf of M/s. \_\_\_\_\_  
and state as under:

1. That M/s. \_\_\_\_\_ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supply.
2. That the turnover of M/s. \_\_\_\_\_ was less than Rs. 40 lakh in the financial year 2024-25.
3. That the turnover of M/s. \_\_\_\_\_ has not crossed the 'threshold exemption limit' of Rs. 40 lakh in the current financial year 2025-26.
4. That I \_\_\_\_\_, on behalf of M/s. \_\_\_\_\_ solemnly undertake that at the point of time the turnover of the firm will cross the threshold exemption limit of Rs.40 lakh, M/s. \_\_\_\_\_ will be registered under GST Act and will comply the provisions mentioned in the GST Act.
5. That M/s. \_\_\_\_\_ claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the financial bid.
6. That M/s. \_\_\_\_\_, if declared eligible in the tender process will claim only the net price exclusive of GST.

**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**