

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 48-D/Sty./DA-01/DHC/No.

Dated: 15075
23/08/2025

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of Delhi High Court)

SUB.-NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF SHEAFFER® 300 GLOSSY BLACK FOUNTAIN PEN (SKU E0932553 / SH08200) WITH GOLD TRIMS FOR THE USE OF THIS COURT WITH VALIDITY OF RATES FOR A MINIMUM PERIOD OF 180 DAYS.

This Court invites sealed quotation(s) from interested firms/vendors (based in Delhi/ NCR Region) for supply of the following goods:

Required Goods	Quantity
SHEAFFER® 300 GLOSSY BLACK FOUNTAIN PEN WITH GOLD TRIMS (SKU E0932553 / SH08200) WITH INITIAL ORIGINAL INK CARTRIDGES AND CONVERTER. *The quantity may vary at the time of actual purchase	43 (Approx.)

[Please read the terms and conditions of THE NOTICE carefully.]

This Court intends to purchase the stationery item captioned above. Interested firms/vendors (Based in Delhi/NCR Region only) are, therefore, requested to submit their respective quotation and other documents along with EMD of ₹5,000/- (returnable without interest), by way of DD/Bankers' Cheque/Managers' Cheque drawn in favour of "Registrar General, High Court of Delhi, New Delhi", to be sent in a sealed/closed envelope to the Administrative Officer (Judicial), Stationery Branch, Room No. 512, 5th Floor, Administration Block, High Court of Delhi, New Delhi.

THE LAST DATE FOR SUBMISSION OF SEALED QUOTATION IS 12-09-2025, 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 QUOTATION

1. The sealed/closed envelope containing the offer of quotation shall be super-scribed as under:

The Registrar General High Court of Delhi New Delhi (STATIONERY BRANCH)
F. No. 48-D/Sty./DA-01/DHC/No. <u>15075</u> Dated <u>23/08/2025</u>
SUB: QUOTATION FOR SUPPLY OF SHEAFFER® 300 GLOSSY BLACK FOUNTAIN PEN WITH GOLD TRIMS (SKU E0932553 / SH08200) WITH INITIAL ORIGINAL INK CARTRIDGES AND CONVERTER.
DUE DATE <u>12-09-2025</u>

2. The sealed/closed envelope must contain the following:

- a) EMD of ₹5,000/- by way of DD/Bankers' Cheque/Managers' Cheque drawn in favour of "Registrar General, High Court of Delhi, New Delhi" (No request for waiver of submission of EMD will be entertained)
- b) Annexure 'A' i.e. Price Bid duly filled in/signed/stamped.
- c) Annexure 'B' i.e. undertaking duly filled in/signed/stamped.
- d) Copy of GST Registration Certificate, if the firm/vendor is registered under GST Act.
- e) 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 Price bid.
- f) Annexure 'C' 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: All the documents placed in the sealed/closed envelope shall be duly paginated.]

(B) OPENING OF SEALED QUOTATIONS AND AWARD OF PURCHASE ORDER

1. An independent Officer nominated by the competent authority shall open the sealed quotations received from all the participating firm/vendors to process the matter further.
2. The purchase order shall be awarded to the eligible firm/vendor fulfilling all requirement of the notice and offering the L-1 rates. If the selected firm/vendor fails to make the supply within 21 days, the EMD is liable to be forfeited.
3. Once the tender is awarded to successful firm/vendor, such firm/vendor is bound to ensure before delivery that manufacturing/packaging date of supplied items are not older than one year.
4. The successful firm/vendor shall also be bound to nominate one of its representatives as SPOC (Single Point of Contact) with dedicated mobile number regarding after sales support.
5. All the firm(s)/vendor(s) interested to participate in the instant tender shall bear in mind before participating that the required items are for the use of Hon'ble Judges, hence any concern about quality, manufacturing defects are to be addressed in prompt manner to avoid any inconvenience.
6. 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.

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

1. The selected firm/vendor shall be bound to supply the goods 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. 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.
3. 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.
4. If the supplied goods are found defective or not found in conformity with the purchase order, the firm shall be held liable to take back the entire supply immediately at its own cost; and supply the articles afresh, after removal of the defects within a period of one week. The goods so supplied afresh after removal of the defects, shall again be inspected by the nominated independent Officer of this Court.

(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 requirement.

5. Any interlineations, erasure or correction in the specification/offered rate, which renders the whole 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 other ambiguity in submission of bid or any unreasonable condition.
10. Bids received unsigned.
11. Conditional Bids.
12. Bids received without EMD

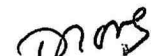
(E) THE FIRMS/VENDORS MAY BE BLACKLISTED FOR THE FOLLOWING REASONS

1. Withdrawal or attempt to revise the Price bid on any ground after opening of the same.
2. Non supply of goods within 21 days of the issuance of Purchase Order 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

1. The decision of the competent authority shall be final & binding on all the participants in the instant process.
2. 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 supply fully or partly to different firm(s)/vendor(s).
3. 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,

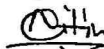


(Mona Gosain)

Joint Registrar (Stationery)
for Registrar General

✓ **CC to:** PA to Registrar (IT/Sty.) with the request to get the above notice uploaded on the website of this Court.

As directed may be uploaded.


23/08/2021

P.A. to Registrar (I-T)

Director (I-T)

F. No. 48-D/Sty./DA-01/DHC/No. 15075

Dated: 23/08/2025

SUB: QUOTATION FOR SUPPLY OF SHEAFFER® 300 GLOSSY BLACK FOUNTAIN PEN WITH GOLD TRIMS (SKU E0932553 / SH08200) WITH INITIAL ORIGINAL INK CARTRIDGES AND CONVERTER.

Annexure - 'A'

Name of the firm: _____

Address of the Firm: _____

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

Contact No.: _____ Email Address: _____

PRICE BID PROFORMA [To be used by the firm/vendor offering their rate with GST]

Description of product	Price offered for one Unit (excluding taxes) (in ₹)	Tax applicable at one unit (Please mention %age)	Rate furnished (Yes/No)	Undertaking (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
SHEAFFER® 300 GLOSSY BLACK FOUNTAIN PEN WITH GOLD TRIMS (SKU E0932553 / SH08200) WITH INITIAL ORIGINAL INK CARTRIDGES AND CONVERTER.						
Please mention the warranty period of the product.						

-OR-**PRICE BID PROFORMA [To be used by the firm/vendor offering their rate without GST and claiming exemption from registration under GST Act]**

Description of product	Net price offered for one Unit (without GST)	Undertaking furnished (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
SHEAFFER® 300 GLOSSY BLACK FOUNTAIN PEN WITH GOLD TRIMS (SKU E0932553 / SH08200) WITH INITIAL ORIGINAL INK CARTRIDGES AND CONVERTER.				
Please mention the warranty period of the product.				

Details of EMD:

Name of the Bank: _____
Instrument (DD/Bankers' Cheque/Managers' Cheque) No.: _____
Date: _____

Details of SPOC for after sales support, warranty etc.

Name _____ Mobile No. _____

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

Date:-

Place:-

F. No. 48-D/Sty./DA-01/DHC/No. 15075

Dated: 23/08/2025

SUB: QUOTATION FOR SUPPLY OF SHEAFFER® 300 GLOSSY BLACK FOUNTAIN PEN WITH GOLD TRIMS (SKU E0932553 / SH08200) WITH INITIAL ORIGINAL INK CARTRIDGES AND CONVERTER.

Annexure – 'B'**UNDERTAKING**

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.

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 one 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*. 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:-

F. No. 48-D/Sty./DA-01/DHC/No. 15075

Dated: 23/08/2025

[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 – 'C'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 financial year i.e. 2024-25.
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 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 instant 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