

HIGH COURT OF DELHI AT NEW DELHI

No. 5123 / G-9/Genl.-II/DHC/2025

Dated: 26/8/25

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from interested parties/reputed firms registered with GST Department for supply of good quality 20 Painted Steel Racks of **Type-I** and 50 Painted Steel Racks of **Type-II** as per following specifications:-

Sr. No.	Item	Specification (Rack Type-I)	Specification (Rack Type -II)
1.	Painted Steel Racks.	1. Height – 7 Feet. 2. Thickness- 18 Gauge. 3. Shelves- 07 4. Three side closed. Only front side open. 5. Gap from Ground level to the last shelf should be 5 inches.	1. Height – 8 Feet. 2. Thickness- 18 Gauge. 3. Shelves- 08 4. Three side closed. Only front side open. 5. Gap from Ground level to the last shelf should be 5 inches.

The quotation(s) in the name of 'The Registrar General, High Court of Delhi, New Delhi' should reach Room No. 108, 1st Floor, Administrative Block, High Court of Delhi, Sher Shah Road, New Delhi- 110503 latest by **8th September, 2025 (Monday) till 4.00 p.m.** in sealed cover.

The quotations received after the closing date & time shall not be entertained. The words/subject **"QUOTATION FOR SUPPLY OF BIG STEEL RACKS "** should be superscribed on the top of the sealed envelope containing the quotation.

The following are the terms & conditions of this quotation notice: -

- (1) The agency/ firm must submit the quotation by **Speed Post/Registered Post/ by hand** during the office hour only on or before the last date and time for submission of quotation.
- (2) No quotation received **after due date and time** shall be entertained and they will be summarily rejected. Quotations **without the subject/words as referred to above having been mentioned on the envelope** shall be summarily rejected.
- (3) The quotation/rates quoted should be valid for a minimum period of one year from the last date of submission of the quotations. **Quotations with shorter validity shall be summarily rejected.**
- (4) The vendor must submit only one quotation. If more than one quotation is submitted by a vendor, all such quotations submitted by it shall be rejected in the first instance.

- (5) No transportation charges will be provided by this Court for supply of the product.
- (6) The rates of GST/slabs of GST, if any, applicable at the time of submitting quotation should be clearly mentioned.
- (7) Any overwriting in the prices either in figures or words showing the prices will render the quotation invalid and no further query/ request in this regard would be entertained under any circumstances.
- (8) No firm will be allowed to participate in the quotation process, if the firm is having pending disputes with this Court or if the firm has ever been blacklisted/banned in its Business dealings with any Central/State Government and Public State Undertaking Bodies.
- (9) The Competent Authority will have the authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotations will not be entertained.
- (10) Withdrawal of quotation after opening may attract blacklisting of the firm/vendor from participation in any future quotation process of this Court for a period to be decided by the competent authority.
- (11) **The quotations must be tendered strictly in the format mentioned in Annexure 'A' of this tender.**
- (12) EMD of Rs. 20,000/- 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).**
- (13) EMD of all the firms/vendors except L-1 will be returned without interest after award of purchase order. The EMD of successful bidder will be returned only after completion of the period of contract i.e. one year. In case, the period of contract is renewed further the EMD will not be returned.
- (14) In case the Purchase Order awarded to eligible L-1 bidder is cancelled due to non-supply of goods within the stipulated period or the supply is not as per the prescribed specifications, **such firm shall be liable to be blacklisted** from participating in future Notices of this Court and the Purchase Order will be awarded to the next eligible L-2 vendor/firm.
- (15) In case the L-1 bidder fails to supply the required goods or commits any default in fulfilling the contractual obligation, their EMD will also be forfeited.
- (16) 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 the defects within one week.
- (17) The quotations received without EMD shall liable to be rejected.
- (18) The selected vendor(s)/firm shall be bound to supply the required item(s) within 15 days from the date of issuance of Purchase Order, failing which the Purchase Order shall be deemed to be cancelled unless and until sufficient cause is shown (supported by documentary proof) for such delay. **The firm shall also be liable to be blacklisted from participation in future tenders of this Court, if it fails to give any cogent reason.**
- (19) The acceptance of supplied items in the store of High Court of Delhi will be subject to codal formalities, viz., inspection by an independent officer nominated for the purpose.
- (20) The contract shall be valid for the period of one (01) year which can be extended for another year at the same rates terms and conditions of this Court.
- (21) The Firm shall provide service/execute the work on urgent basis as and when required.

- (22) This Court may award the Contract to the vendor whose quotation has been determined to be substantially responsive and who has quoted the lowest evaluated price. However, this Court is not bound to accept the lowest quoted price. This Court reserves the right to accept or reject any or all quotation and to cancel the process at any time prior to the award of contract for any reason whatsoever.
- (23) The firm/vendor shall also have to furnish a duly filled in /signed/stamped undertaking in original (strictly as per **Annexure 'B'**) that neither the firm nor its Partner/Director/Proprietor have been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertakings/Autonomous Bodies and have never been banned/terminated earlier on account of poor supply/default/poor performance/conduct and also that all the terms and conditions of the instant Quotation Notice are acceptable to them. The firm shall also undertake that in case the supply is not found to be in conformity with the purchase order or if there is any distortion, the whole supply will be taken back at the cost of the firm with replacement of goods within 15 days. The quotations received without undertaking shall be summarily rejected.
- 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 Notice process.
- (24) After the receipt of goods in the store along with bill and duly filled Mandate Form, the payment will be made within 15 to 30 days.
- (25) No employee of this Court or his/her dependent family members shall be involved in the instant tender process in contravention of the requirement/provisions contained in Central Civil Services (Conduct) Rules, 1964.

This Court reserves the right to modify/amend the quotation notice/terms & conditions at a later stage and to increase or decrease the quantity depending upon the requirement. This Court also reserves the right to award the Tender fully or partly to different arm(s)/vendor(s).



(Rajender Singh)
Joint Registrar (Genl.-Admn.-II)
for Registrar General.

Name of the Firm :

Address of the Firm:

Contact No.: _____ Email Address: _____

Price Bid

Description of Product	Specification of the Product	Price offered for one painted rack (Without taxes) in Rs.	Tax Rate (%)	Total Price offered for one painted rack (incl. of taxes)	Remarks (if Any)
A	B	C	D	E	F
Painted Steel Racks (Type-I)	1.Height -7 Feet. 2.Thickness-18 Gauge 3.Shelves - 07 4. Three side closed. Only front side opened 5.Gap from Ground level to the last shelf should be 5 inches.				
Painted Steel Racks (Type-II)	1.Height -8 Feet. 2.Thickness-18 Gauge 3.Shelves - 08 4.Three side closed. Only front side opened 5.Gap from Ground level to the last shelf should be 5 inches.				

Undertaking furnished (Yes/No.) _____

Signature of the authorized Signatory
of the firm/company/organization

Official Stamp/Seal

Date: _____

Place: _____

Note: Interlineating/Correction/Overwriting not allowed

UNDERTAKING

I/We undertake that neither the firm (name of the firm _____) nor its Partner/Director/Proprietor (name of all owners _____) have been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertaking/Autonomous Bodies have never earlier been banned/Terminated on account of poor supply/default/poor performance/conduct.

I/We also undertake that all the terms and conditions of the instant Quotation 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 if there is any distortion, the whole supply will be taken back at the cost of the firm with replacement of goods within 15 days.

**Signature of the authorized Signatory
of the firm/company/organization**

Official Stamp/Seal

Date: _____

Place: _____