

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 32-A/Sty./DA-08/DHC/No. 17765

Date of issuance of tender document: 27.09.2025

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 FIVE-THOUSAND NOS. OF SHORTHAND NOTE BOOK 200 PAGES (BROADLINE) 'BITTOO' MAKE FOR THE USE OF THIS COURT [WITH VALIDITY OF RATES FOR A PERIOD NOT LESS THAN 180 DAYS].

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

| | Item (s) Details | Qty. (in nos.) |
|----|---|---------------------------|
| 1. | SHORTHAND NOTE BOOK 200 PAGES (BROADLINE) 'BITTOO' MAKE | 5,000 |

(Please see Annexure-'P')

Interested firms/vendors (**Based in Delhi/NCR Region only**) are, therefore, requested to submit their respective quotation(s) alongwith EMD of Rs. 10,000/- by way of DD/Banker's Cheque/ Manager's Cheque drawn in favour of "Registrar General, Delhi High Court, New Delhi" in a **sealed/closed envelope** to the **Administrative Officer (Judl.), Stationery Branch, Room No. 512, 5th Floor, Administration Block, High Court of Delhi, New Delhi.**

The firms/vendors are requested to read the notice carefully.

THE LAST DATE FOR SUBMISSION OF SEALED QUOTATIONS IS 17.10.2025, 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 QUOTATIONS

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.32-A/Sty./DA-1B/DHC/No. <u>17765</u> | DATED : <u>27.09.25</u> |
| SUB: QUOTATION FOR SUPPLY OF 5,000 NOS. OF SHORTHAND NOTEBOOKs 200 PAGES (BROADLINE) 'BITTOO' MAKE | |
| [DUE DATE <u>17.10.2025</u>] | |

2. The sealed/ closed envelope must contain the following:
- a) **Annexure 'A'** i.e. Price Bid duly filled in/signed/stamped
 - b) **Annexure 'B'** i.e. undertaking duly filled in/signed/stamped
 - c) 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 their Price Bid.
 - d) **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 seat of the firm. Turnover certificate issued by the Chartered Accountant for the Financial Year 2024-25.
 - e) EMD of Rs. 10,000/- 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 THE SEALED/CLOSED ENVELOPE SHALL BE DULY PAGINATED.]

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

- (i) 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.

- (ii) The purchase order shall be awarded to the eligible firm/vendor fulfilling all requirement of the tender and offering the L-1 rates.

(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 unsigned.
11. Conditional bids.
12. Bids received without EMD.

(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 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 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 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)

Administrative Officer (Judl.)
for Registrar General

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

As directed may be uploaded.

Ditin
27/09/2024


P.A. to Registrar (IT)

~~Director (IT)~~

~~JD (IT)~~

Aoj (IT Cell) online.

Mr. Manish (Trainer)


27/09/2024
Law
27-09-2024

SAMPLE BID

FOR SUPPLY OF 5,000 (FIVE-THOUSAND) NOS. OF SHORTHAND NOTE BOOK 200 PAGES (BROADLINE) 'BITTOO' MAKE.

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)

| | Offer | In figures | In words |
|----|----------------------------------|-------------------|-----------------|
| 1. | Price per notebook (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 |
|---|-------------------|-----------------|
| Supply price per notebook (all inclusive) | | |

Remarks (if any): _____

| | |
|--------------------|--|
| EMD Details | |
|--------------------|--|

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

Date:-

Place:-

[Interlineations/erasure/Correction or overwriting not allowed.]

FOR SUPPLY OF 5,000 (FIVE-THOUSAND) NOS. OF SHORTHAND NOTE BOOK 200 PAGES (BROADLINE) 'BITTOO' MAKE.

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:-

[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.32-A/Sty./DA-08/DHC/No. 17765 dtd. 27.09.25

Annexure – 'C'
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

Annexure- 'P'
Shorthand Notebook 200 Pages (Broadline) 'Bittoo' Make

