

HIGH COURT OF DELHI AT NEW DELHI

No. 5894 / G-9/Genl.-II/DHC/2025

Dated: 17/10/2025

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from interested parties/reputed firms registered with GST Department for the work contract of **repairing/maintenance/supply** of following furniture items in this Court for a period of Two (02) years:-

SL. NO.	FURNITURE ITEMS	REQUIRED REPAIRING WORKS	RATES	REMARKS
1	Three Seater Sofa (Normal)	Change of upholstery		
		Change of leg		
		Change of back cushion (small)		
		Polishing		
		Minor repair		
2	Three Seater Sofa (Designed)	Change of upholstery		
		Change of leg		
		Change of back cushion		
		Polishing		
		Minor repair		
3	Two Seater Sofa (Normal)	Change of upholstery		
		Change of leg		
		Change of back cushion (small)		
		Polishing		
4	Two Seater Sofa (Designed)	Change of upholstery		
		Change of leg		
		Change of back cushion		
		Polishing		
5	Single Seater Sofa (Normal)	Change of upholstery		
		Change of leg		
		Change of back cushion (small)		
		Polishing		
6	Four Seater Sofa (Normal)	Change of upholstery		
		Change of leg		
		Minor repair		
7	Executive Chair High Back (Normal)	Change of upholstery (normal)		
		Change of shocker (heavy)		
		Change of Arm		
		Change of machine		
		Change of base with wheel		
		Polishing		
8	Executive Chair	Change of upholstery		

	High Back (Designed)	Change of shocker (heavy)		
		Change of Arm		
		Change of machine		
		Change of base with wheel		
		Polishing		
9	Executive Mid Back Chair	Change of upholstery (normal)		
		Change of shocker (normal)		
		Change of machine		
		Change of arm		
		Change of base with wheel		
		Polishing		
10	Visitor Chair (Normal)	Change of upholstery		
		Change of shocker		
		Change of machine		
		Change of leg		
		Change of arm		
		Change of base with wheel		
		Polishing		
11	Visitor Chair (Designed)	Change of upholstery		
		Change of shocker		
		Change of machine		
		Change of leg		
		Change of arm		
		Change of base with wheel		
		Polishing		
12	Revolving Chair Canned officers	Change of cane (seat)		
		Change/upholstery of back		
		Change of shocker		
		Change of base with wheel		
		Polishing		
13	Four Seater and Two Seater Wooden Bench	Change of seat		
		Change of back		
		Change of handle		
		Change of leg		
		Polishing		
14	Computer Revolving Chair	Change of upholstery (normal)		
		Change of shocker (normal)		
		Change of back		
		Change of machine		
		Change of arm		

		Change of base with wheel		
15	Wooden Canned Counter Chair	Change of seat cane		
		Change of Back		
		Polishing		
16	Teapoy/Centre Table/Peg Table	Change of leg		
		Change of top		
		Change of glass		
		Polishing		
17	Writing Pad	Providing of glass		
		Polishing		
		Polishing of brass road		
18	Coat Stand	Change of brass plate		
		Change of hanger		
		Polishing		
		Minor repair		
19	Padded Chair	Change of upholstery (normal)		
		Change of leg		
		Change of arm		
		Change of Wheel		
		Polishing		
20	Wooden Stool	Change of leg		
		Polishing		
21	Wooden Name Plate	Polishing		
22	Jaffrey	Repairing of wooden panel		
		Polishing		
23	Standing Podium	Repairing of Top and Bottom		
		Polishing		
24	Wooden Trolley	Change of Wheel		
		Polishing		

Supply of following items:-

S.No.	Furniture Item Procured	Rate	Remarks
1.	Wooden Name Plate		
2.	Wooden Stool		

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 **15th November, 2025 (Saturday) till 4.00 p.m.** in sealed cover and the interested vendors before submission of the quotation may inspect the samples of the furniture items with respect to repairing/upholstery and size/specifications, which is lying in the General Stores, 2nd Basement, Administrative Block of this Court on any working day between 10:00 A.M. to 04:00 P.M before the last date of the submissions of tender notice.

The quotations received after the closing date & time shall not be entertained. The words/subject **"QUOTATION FOR THE WORK RELATING TO REPAIRING/MAINTENANCE/SUPPLY OF VARIOUS FURNITURE ITEMS"** should be super scribed 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 hours 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 two (02) 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 of quotations 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 successful bidder will be returned without interest after award of work /supply/order. The EMD of successful bidder will be returned only after completion of the period of contract i.e. Two years. In case, the period of contract is renewed further, the EMD will not be returned.
- (14) In case the Work/Supply Order awarded to eligible successful bidder is cancelled due to non-supply of goods/non-completion of work within the stipulated period or the work/supply is not as per the prescribed specifications, **such firm shall be liable to be blacklisted** from participating in future Tenders of this Court and the Purchase/Work Order will be awarded to the next eligible successful vendor/firm.
- (15) In case the successful bidder fails to supply the required goods/execute the work order or commits any default in fulfilling the contractual obligation, their EMD will also be forfeited.
- (16) If the supplied goods/executed works are found defective/non-satisfactory or not found in conformity with the samples shown, the firm is liable to take back the entire supply immediately at its own cost and supply goods/ execute work order 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) or execute the work order within the stipulated time mentioned in the Purchase Order/Work Order, failing which the same 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/works executed in the stores of High Court of Delhi will be subject to codal formalities, viz., inspection by an independent officer nominated for the purpose etc.
- (20) The contract shall be valid for the period of two (02) years which can be extended for another year at the same rates terms and conditions by this Court on the request of the firm.
- (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. Subject to the exigency of the work, this Court may award the Contract to single/multiple vendors. This Court reserves the right to accept or reject any or all quotations 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/executed work is not found to be in conformity with the purchase

order/work 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 the stipulated time. 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/increase/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).



(Manoj Kumar)

**Joint Registrar (Genl.-Admn.-II)
for Registrar General.**

Annexure – ‘A’**Name of the Firm :****Address of the Firm:****Contact No.:****Email Address:****Price Bid For Repairing/Maintenance of various furniture items:-**

SL. NO.	FURNITURE ITEMS	REQUIRED REPAIRING WORKS	Price Officered (Without GST) in Rs.	GST RATE (%)	Price Officered (incl. of GST) in Rs.	REMARKS
1	Three Seater Sofa (Normal)	Change of upholstery				
		Change of leg				
		Change of back cushion (small)				
		Polishing				
		Minor repair				
2	Three Seater Sofa (Designed)	Change of upholstery				
		Change of leg				
		Change of back cushion				
		Polishing				
		Minor repair				
3	Two Seater Sofa (Normal)	Change of upholstery				
		Change of leg				
		Change of back cushion (small)				
		Polishing				
4	Two Seater Sofa (Designed)	Change of upholstery				
		Change of leg				
		Change of back cushion				
		Polishing				
5	Single Seater Sofa (Normal)	Change of upholstery				
		Change of leg				
		Change of back cushion (small)				
		Polishing				
6	Four Seater Sofa (Normal)	Change of upholstery				
		Change of leg				
		Minor repair				
7	Executive Chair	Change of upholstery				

	High Back (Normal)	(normal)				
		Change of shocker (heavy)				
		Change of Arm				
		Change of machine				
		Change of base with wheel				
		Polishing				
8	Executive Chair High Back (Designed)	Change of upholstery				
		Change of shocker (heavy)				
		Change of Arm				
		Change of machine				
		Change of base with wheel				
		Polishing				
9	Executive Mid Back Chair	Change of upholstery (normal)				
		Change of shocker (normal)				
		Change of machine				
		Change of arm				
		Change of base with wheel				
		Polishing				
10	Visitor Chair (Normal)	Change of upholstery				
		Change of shocker				
		Change of machine				
		Change of leg				
		Change of arm				
		Change of base with wheel				
		Polishing				
11	Visitor Chair (Designed)	Change of upholstery				
		Change of shocker				
		Change of machine				
		Change of leg				
		Change of arm				
		Change of base with wheel				
		Polishing				
12	Revolving Chair Canned officers	Change of cane (seat)				
		Change/upholstery of back				

		Change of shocker				
		Change of base with wheel				
		Polishing				
13	Four Seater and Two Seater Wooden Bench	Change of seat				
		Change of back				
		Change of handle				
		Change of leg				
		Polishing				
14	Computer Revolving Chair	Change of upholstery (normal)				
		Change of shocker (normal)				
		Change of back				
		Change of machine				
		Change of arm				
		Change of base with wheel				
15	Wooden Canned Counter Chair	Change of seat cane				
		Change of Back				
		Polishing				
16	Teapoy/Centre Table/Peg Table	Change of leg				
		Change of top				
		Change of glass				
		Polishing				
17	Writing Pad	Providing of glass				
		Polishing				
		Polishing of brass road				
18	Coat Stand	Change of brass plate				
		Change of hanger				
		Polishing				
		Minor repair				
19	Padded Chair	Change of upholstery (normal)				
		Change of leg				
		Change of arm				
		Change of Wheel				
		Polishing				
20	Wooden Stool	Change of leg				
		Polishing				
21	Wooden Name Plate	Polishing				

22	Jaffrey	Repairing of wooden panel				
		Polishing				
23	Standing Podium	Repairing of Top and Bottom				
		Polishing				
24	Wooden Trolley	Change of Wheel				
		Polishing				

Price Bid for Supply of various furniture items:-

S.No.	Furniture Item Procured	Rate	Remarks
1.	Wooden Name Plate		
2.	Wooden Stool		

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: _____