IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 49-B/Sty./DA-06/DHC/No. 20293

Dated: 17/11/2025

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of Delhi High Court)

SUB.:-NOTICE INVITING SEALED QUOTATIONS FOR PROCUREMENT OF 20,000 NOS. OF LINC SIGNETTA (RT) BALL PEN (0.7MM) [IN TWO EQUAL INSTALLMENTS EACH OF 10,000 NOS.] [WITH LATEST MANUFACTURING DATE] FOR THE USE OF THIS COURT WITH VALIDITY OF RATES FOR A PERIOD OF 180 DAYS MINIMUM.

(Please see Annexure-'P')

[PLEASE READ THE TERMS AND CONDITIONS OF TENDER DOCUMENT CAREFULLY.]

This Court intends to purchase the stationery item mentioned as under:-

S.No.	Item(s) Details	Qty.
1	LINC SIGENTTA (RT) BALL PENS (0.7MM)	20,000 Nos. (In two installments each of 10,000 Nos.)

(Photograph of required item may be seen at Annexure 'P')

Interested firms/vendors (Based in Delhi/NCR Region only) are, therefore, requested to submit their respective quotation and other documents alongwith **fresh EMD of Rs. 5,000/- by way of DD/Bankers' Cheque/Managers' Cheque drawn in favour of "Registrar General, High Court of Delhi, New Delhi"** (returnable without interest) in a sealed/closed envelope to the A.O.(J), Stationery Branch, Room No. 512, 5th Floor, Administration Block, High Court of Delhi, New Delhi.

THE LAST DATE FOR SUBMISSION OF TENDER IS 08/12/2025, 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 tender are as under:-

(A) SUBMISSION OF TENDER

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. 49-B/STY./DA-06DHC/NO. 20293 **DATED** 17/11/2025

SUB: QUOTATION FOR SUPPLY OF 20,000 NOS. OF LINC SIGNETTA (RT) BALL PENS (0.7MM) ***(IN TWO EQUAL INSTALLMENTS EACH OF 10,000 NOS.)*** **PENS IN DIFFERENT AVAILABLE COLOURS**

DUE DATE_____

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

   a) EMD of Rs.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.

      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.

   e) **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 tender and offering the L-1 rates. If the selected firm/vendor fails to make the supply, the EMD is liable to be forfeited.

3. 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 first installment of required item within **21 days** from the date of issuance of Purchase Order and second after three (03) months or as and when required by Stationery Branch, High Court of Delhi, 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.

If the supplied goods are found defective or not found in conformity with the 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 three days.

The goods if supplied again after removing defects, the same shall again be inspected by the nominated independent officer.

(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 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 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 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 shall be final & binding on all the participants in the instant tender process.

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. This Court also reserves the right to award the tender 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 tender 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,

(Praveen Kumar Verma)
Deputy Registrar
for Registrar General

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

As directed may be Uploaded.
@itin
17/11/2025
P.A to Registrar (I.T)

AOJ (IT Cell)
17/11/2025
KAM

F. No. 49-B/Sty./DA-06/DHC/No. 20293 Dated: 17/11/2025

SUB.:- NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF 20,000 NOS. OF LINC SIGNETTA (RT) BALL PEN (IN BLUE/BLACK/RED INK)

Annexure - 'A'

Name of the firm: _____

Address of the Firm: _____

Name of the person (authorized to sign the tender 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 Rate applicable at one unit (Please mention %age)	Undertaking furnished (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
LINC SIGNETTA (RT) BALL PEN 0.7MM (IN BLUE/BLACK/RED INK)					

-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
LINC SIGNETTA (RT) BALL PEN 0.7MM (IN BLUE/BLACK/RED INK)				

DETAILS OF EMD:

NAME OF THE BANK: _____

INSTRUMENT NO.: _____ DATE: _____

NAME OF SPOC (SINGLE POINT OF CONTACT) _____ AND

MOBILE NO. _____

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

Date:-
Place:-

F. No. 49-B/Sty./DA-06/DHC/No. 20293 Dated: 17/11/2025

SUB.:- NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF 20,000 NOS. OF LINC SIGNETTA (RT) BALL PEN (IN BLUE/BLACK/RED INK)

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 Tender Notice are acceptable to me/us.

I/we also undertake that I/We have seen the **Annexure-P** (photograph) of this Tender and understood the requirement of the Hon'ble High Court of Delhi. I/We, therefore, quote for and bound to supply the same item(s) at the quoted rates with validity as offered within the stipulated time if the Tender is awarded to my/our firm.

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 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. 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. 49-B/Sty./DA-06/DHC/No. 20293 Dated: 17/11/2025

[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. 2024-2025.
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 2025-2026.
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 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'

LINC SIGNETTA (RT) BALL PEN 0.7MM	