

## **IN THE HIGH COURT OF DELHI AT NEW DELHI**

F. No. /Sty./DA-01/DHC/No. 2595Date: 07/02/2026

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 SUPPLY OF TWO HUNDRED (200) NOS. OF GOOD QUALITY 'HARD BOUND SERVICE BOOK' CONTAINING 64 PAGES EACH AS PER LATEST FORMAT BEING USED IN GOVERNMENT OFFICES & PRESERVABLE FOR A LONG PERIOD FOR THE USE OF THIS COURT. [with validity of rates for period of 180 days minimum].**

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

	Item (s) Details	Qty. (in nos.)
1.	Good quality 'Hard Bound Service Book' containing 64 pages each	200

Interested firms/vendors (Based in Delhi/NCR Region only) are, therefore, requested to submit their respective quotation(s) in the sealed/closed envelope to the A.O.(J), Stationery Branch, Room No. 512, 5<sup>th</sup> Floor, Administrative Block, High Court of Delhi, New Delhi.

THE LAST DATE FOR SUBMISSION OF BID IS 27/02/26, TILL 17:00 HRS.

**NOTE: No employee of this Court or his/her dependent family member be involved in the instant tender process in contravention of the requirement/provisions contained in Central Services (Conduct) Rules, 1964.**

**(A) SUBMISSION OF BID UNDER TWO-BID SYSTEM**

The bid documents shall be submitted in three (03) envelopes described hereinbelow:

- (I) The subject of the **FIRST ENVELOPE** shall be superscribed as:

**(1)**  
**Sample bid for supply of two hundred (200) nos. Of good quality 'hard bound service book' containing 64 pages each**

**The envelope of Sample Bid shall contain:**

- a) **Duly stamped/signed sample (s) of the proposed 'Hard Bound Service Book' containing 64 pages each.**
- b) **ANNEXURE 'A'** i.e. Sample Bid for supply SERVICE BOOKS (64 PAGE).
- c) Annexure 'B' i.e. undertaking
- d) Copy of GST Registration Certificate, if the firm/vendor is registered under GST Act

**NOTE: ALL THE DOCUMENTS PLACED IN SAMPLE BID ENVELOPE SHALL BE DULY PAGINATED.**

**(II) The subject of the SECOND ENVELOPE shall be superscribed as:**

**(2)**  
**FINANCIAL BID FOR SUPPLY OF TWO HUNDRED (200) NOS. Good quality 'Hard Bound Service Book' containing 64 pages each.**

**The envelope of Financial Bid shall contain:**

- a) Duly filled/signed/stamped Annexure 'C' i.e. Financial bid(s) for supply of **Good quality 'Hard Bound Service Book' containing 64 pages each.**
- b) Annexure 'D' 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 in this regard duly attested under the seal of the firm. Turnover certificate issued by the Chartered Accountant for the Financial Year 2024-2025

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 financial bid along with Annexure 'C'.

**ABOVE TWO ENVELOPES SHALL BE CLOSED/SEALED SEPARATELY.**

**(III) The subject of the THIRD BIGGER ENVELOPE shall be superscribed as:**

(3)

To  
The Registrar General  
High Court of Delhi  
New Delhi.

SUB.: SAMPLE AND FINANCIAL BID FOR SUPPLY OF GOOD  
QUALITY 'Hard Bound Service Book' containing 64 pages each

[DUE DATE 27/02/26]

Add.: Administrative Officer (Judl.), Stationery Branch, Room No. 512, 5<sup>th</sup>  
Floor, Administrative Block, Sher Shah Road, High Court of Delhi, New  
Delhi-110503.

- a) The aforesaid third bigger envelope be also sealed after placing two sealed envelopes having documents separately as referred at point (I) & (II) above.
- b) All the participating firms/vendors shall ensure that their bid(s) shall reach to the **A.O.(J), Stationery Branch, Room No. 512, Fifth Floor, Administrative Block, High Court of Delhi, New Delhi-110503** on or before the last date and the time specified.

**(B) OPENING/EVALUATION OF BIDS & AWARD OF PURCHASE ORDER**

- (i) An independent Officer nominated by the competent authority shall first open the Envelope No.3 i.e. main bigger outer envelope and Envelope No.1 i.e. Sample bid envelope found inside the above Envelope No. 3.
- (ii) The competent authority shall evaluate the Sample Bid(s) and sample(s) to shortlist the eligible firms/vendors for 2<sup>nd</sup> round of opening of financial bids. The competent authority shall have the right to call clarification(s) in respect of Sample (s) / Sample Bid (s), if required.
- (iii) The Financial bids of the vendors/firms whose sample (s) are not found suitable after evaluation of Sample bids shall not be considered for opening of financial bids.
- (iv) Envelope No.2 i.e. **Financial Bids** of the shortlisted firms/vendors declared qualified after the first round of evaluation of Sample bid/sample will also be opened by an independent Officer, nominated for the purpose by the competent authority.
- (v) The purchase order shall be awarded to the eligible firm/vendor offering the best suitable quality/rates for supply of required goods.

- (vi) In case the selected firm/vendors fails to make the supply and provide sufficient cause for non-supply of the goods ordered, the purchase order may be awarded to next eligible firm/vendor.

**(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. Bid(s) related to some other item(s) not related to instant tender.
4. Any interlineations, erasure or correction in the specification/offered rate, which renders the whole process doubtful or ambiguous.
5. Bids in the format other than the prescribed one.
6. Non submission of required documents or submitting incomplete documents.
7. Non-mentioning of subject and due date on each envelopes as referred to above.
8. Any other ambiguity in submission of bid or any unreasonable condition.
9. Bids received unsigned.
10. Conditional bids.
11. Bids received without proposed sample(s).
12. Submission of more than one bid.

**(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 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 firm(s)/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/Samples 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 )

Admin. Officer Judl. (Stationery)  
for Registrar General

CC to: PA to Registrar (IT), with the request to direct the concerned for uploading the above tender notice on the official website of High Court of Delhi.

F. No. /Sty./DA-01/DHC/No. 2595 dt. 07/02/2026**ANNEXURE - 'A'**  
**TO BE PLACED IN 1<sup>st</sup> ENVELOPE****SAMPLE BID****FOR SUPPLY OF 200 (TWO HUNDRED) NOS. OF GOOD QUALITY 'HARD BOUND SERVICE BOOK' CONTAINING 64 PAGES EACH.**

Name of the firm: \_\_\_\_\_

Address of the Firm: \_\_\_\_\_

Name of the person (authorized to sign the tender document): \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Specification of Service Book	Requirement	Please answer in 'Yes' or 'No' only
Number of Pages	64	
Cover	Good Quality Hard Bound (preservable for a long period)	
Quantity	200 nos.of Service Books	
Paper Quality	80 GSM	
Paper Colour	Light Green / White	
Delivery	Within 21 days in the Stationery Store of Delhi High Court	
Sample	Sample (s) enclosed with the sample bid(s)	
*Validity of Rates	180 Days (please mention if offering above 180 days)	
Undertaking	Undertaking enclosed in original (as per Annexure-'B')	
Affidavit	Enclosed (as per Annexure-'D').	
Quality assurance	It is assured that before offering the sample I/we have carefully reviewed our product and if the P.O. is awarded I/we are bound to supply the required goods strictly as per the quality of sample submitted.	

\*AFFIDAVIT TO BE SUBMITTED ONLY BY THE FIRMS/VENDORS CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT]

Remarks (if any): \_\_\_\_\_

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

Date:-

Place:-

**Note (1) : Interlineations/erasure/Correction or overwriting not allowed.****Note (2): If more than one sample of envelope is offered, please use separate Annexure-'A' for each sample.**

F. No. /Sty./DA-01/DHC/No. 2595

Date: 07/02/2026

Annexure – 'B'

TO BE PLACED IN 1<sup>st</sup> ENVELOPE

**UNDERTAKING**

**FOR SUPPLY OF 200 (TWO HUNDRED) NOS. OF GOOD QUALITY 'HARD BOUND SERVICE BOOK' CONTAINING 64 PAGES EACH.**

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 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 **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 the tax rates subsequent to offer of quotation shall be immediately brought to the notice of Stationery Branch, Delhi High Court.  
(Strike out in case the firm/vendor is claiming exemption from GST & is offering net rates)

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

Date:-

Place:-

F. No. /Sty./DA-01/DHC/No. 2595Date: 07/02/2026**ANNEXURE - 'C'****TO BE PLACED IN 2<sup>ND</sup> ENVELOPE****FINANCIAL BID AS PER SAMPLE (S) SUBMITTED****FOR SUPPLY OF 200 (TWO HUNDRED) NOS. OF GOOD QUALITY 'HARD BOUND SERVICE BOOK' CONTAINING 64 PAGES EACH.**

Name of the firm:- \_\_\_\_\_

Address of the Firm: \_\_\_\_\_

Name of the person (authorized to sign the tender document) \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Details/Particulars	In figures	In words
Price (excluding taxes) offered for 200 (two hundred) nos. of good quality 'Hard Bound Service Book' containing 64 pages each.  (By the firms/vendors those who are registered under GST Act).		
Tax Rate (%) applicable on above rate		
-OR-		
Net price offered for 200 (two hundred) nos. of good quality 'Hard Bound Service Book' containing 64 pages each. to be supplied.  (By the firm/vendor exempted from registration under the GST Act.)		

*\*Strike out whichever is not applicable.*

Remarks (if any): \_\_\_\_\_

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

Date:-

Place:-

**Note (1): Interlineations/erasure/Correction or overwriting not allowed.****Note(2) : If more than one sample of envelope is offered, please use separate Annexure-'C' i.e. Financial Bid for each sample.**

F. No. /Sty./DA-01/DHC/No. 2595Date: 07/02/2026Annexure – 'D'

[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]

TO BE PLACED IN 2<sup>ND</sup> 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 2025-2026.
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 \_\_\_\_\_, 2026 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.