

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

F. No. 98-A/Sty./DA-07/DHC/No. 2581

Dated: 07-02-2026

From:-

The Registrar General  
High Court of Delhi  
New Delhi.

To:-

(On the website High Court of Delhi)

**SUB.:- NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF TRANSPARENT PLASTIC ENVELOPE TYPE FOLDER 'SOLO' MAKE NO. MC 112 (FOOLSCAP SIZE) FOR THE USE OF THIS COURT. [WITH VALIDITY OF RATES FOR A PERIOD OF 180 DAYS MINIMUM]**

**[PLEASE READ THE TERMS AND CONDITIONS OF NOTICE CAREFULLY.]**

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

	<b>Item(s) Details</b>	<b>Qty.</b>
1	<b>TRANSPARENT PLASTIC ENVELOPE TYPE FOLDER 'SOLO' MAKE NO. MC 112 (FOOLSCAP SIZE)</b>	<b>3000 Nos.</b>

○ Images of the required goods may be seen at Annexure-S

Interested firms/vendors (**Based in Delhi/NCR Region only**) are, therefore, requested to submit their respective quotations in a 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 SEALED QUOTATIONS IS 21/02/26, TILL 17:00 HRS.**

**Note:- "No employee of this Court or his/her dependent family members be involved in the instant Notice 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. 98-A/STY./DA-07/DHC/NO. 2581 DATED 07-02-2026**

**SUB: QUOTATION FOR SUPPLY OF TRANSPARENT PLASTIC ENVELOPE  
TYPE FOLDER 'SOLO' MAKE NO. MC 112 (FOOLSCAP SIZE)**

**DUE DATE 21/02/2026**

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

- i. **Annexure 'A'** i.e. Price Bid duly filled in/signed/stamped
- ii. **Annexure 'B'** i.e. undertaking duly filled in/signed/stamped
- iii. 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.

- iv. **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**

- 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 notice and offering the L-1 rates.

**(C) SUPPLY OF GOODS IN THE STATIONERY STORE OF THIS COURT**

- i. The selected firm/vendor shall be bound to supply the required item within **15 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.
- ii. 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.
- iii. 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**

- i. Validity of rates for a period **less than 180 days** from the last date of submission of Bids.
- ii. Bids received after due date.
- iii. Submission of more than one bid.
- iv. Bid(s) related to some other item(s) not related to instant Notice.
- v. Any interlineations, erasure or correction in the specification/offered rate, which renders the whole Notice process doubtful or ambiguous.
- vi. Bids in the format other than the prescribed one.
- vii. Non submission of required documents or submitting incomplete documents.
- viii. Non-mentioning of subject and due date on the envelope as referred to above.
- ix. Any ambiguity in submission of bid.
- x. Bids received unsigned.
- xi. Conditional bids.

**(E) THE FIRMS/VENDORS MAY BE BLACKLISTED FOR THE FOLLOWING REASONS**

- i. Withdrawal or attempt to revise the Price bid on any ground after opening of the same.
- ii. Non supply of goods as referred to above.
- iii. Not obeying the validity of rates offered for 180 days.
- iv. Any other default in fulfilling the contractual obligations by the firm/vendor.

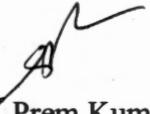
**(F) FINALITY OF DECISION OF THE COMPETENT AUTHORITY**

The decision of the competent authority shall be final & binding on all the participants in the instant 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 (J.) (Sty.)  
for Registrar General

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

F. No. 98-A/Sty./DA-07/DHC/No. 2581

Dated: 07-02-2026

**SUB:- NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF  
TRANSPARENT PLASTIC ENVELOPE TYPE FOLDER 'SOLO' MAKE NO.  
MC 112 (FOOLSCAP SIZE) FOR USE OF HIGH COURT OF DELHI.**

**Annexure - 'A'**

**Name of the firm:**

**Address of the  
Firm:**

**Name of the person (authorized to sign the Notice  
document)**

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

**PRICE BID PROFORMA TO BE USED BY THE FIRM/VENDOR OFFERING THEIR RATE  
WITH GST**

Description of product required	Price offered for one unit (WITHOUT taxes) (in ₹)	Tax Rate applicable (Please mention %age)	Undertaking furnished (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
TRANSPARENT PLASTIC ENVELOPE TYPE FOLDER 'SOLO' MAKE NO. MC 112 (FOOLSCAP SIZE) MAKE					

**-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 by the vendor exempted from registration under the GST Act	Undertaking furnished (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
TRANSPARENT PLASTIC ENVELOPE TYPE FOLDER 'SOLO' MAKE NO. MC 112 (FOOLSCAP SIZE) MAKE				

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

Date

F. No. 98-A /Sty./DA-07/DHC/No. 2581 Dated: 07-02-2026

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**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 notice are acceptable to me/us.

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.

*(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. 98-A/Sty./DA-07/DHC/No. 2581 Dated: 07-02-2026

**[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:-

- i. That the Turnover of M/s. \_\_\_\_\_ was less than Rupees 40 Lakh in the financial year 2024-2025.
- ii. That \_\_\_\_\_ M/s. \_\_\_\_\_ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supplies elsewhere.
- iii. 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.
- iv. 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.
- v. That the firm is claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the financial bid.
- vi. That M/s. \_\_\_\_\_ will claim only the NET price exclusive of GST with sole responsibility, if declared eligible in the 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.

**DEPONENT**

**Annexure-S**

**TRANSPARENT PLASTIC ENVELOPE TYPE FOLDER 'SOLO' MAKE NO.  
MC 112 (FOOLSCAP SIZE)**

