

IN THE HIGH COURT OF DELHI AT NEW DELHI

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of High Court of Delhi)

SUB.:- NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF
(i) RED AND BLUE PENCILS (CHECKING PENCIL) OF 'NATRAJ' MAKE
AND
(ii) YELLOW RE-STICK NOTES 'ODDY' MAKE (2" x 3") (CONTAINING 100
SHEETS PER PACKET)
[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(s) mentioned as under:

S.No	Item(s) Details	Qty.
1.	RED AND BLUE PENCILS (CHECKING PENCIL) OF 'NATRAJ' MAKE	1200 Pencils
2.	YELLOW RE-STICK NOTES 'ODDY' MAKE (2" x 3") (CONTAINING 100 SHEETS PER PACKET).	1500 pkts

- Images of the required goods may be seen at Annexure-P

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, 5th Floor, Administration Block, High Court of Delhi, New Delhi.**

THE LAST DATE FOR SUBMISSION OF SEALED QUOTATIONS IS 20/04/26, TILL 17:00 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:

<p>THE REGISTRAR GENERAL HIGH COURT OF DELHI NEW DELHI</p> <p>(STATIONERY BRANCH)</p> <p>F.NO. 105 & 106 /STY./DA-02/DHC/No. <u>5911</u> DATED <u>06/04/2026</u> SUB: QUOTATION FOR SUPPLY OF RED AND BLUE PENCILS (CHECKING PENCIL) OF 'NATRAJ' MAKE AND YELLOW RE-STICK NOTES 'ODDY' MAKE (2" x 3") (CONTAINING 100 SHEETS PER PACKET). DUE DATE <u>20/04/2026</u></p>
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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
 - a. 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 2025-26.

[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 requirements 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(s) 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.
- iv. If the supplied goods are found defective/non-genuine product 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 therefrom.
- v. 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 tender.
- v. Any interlineations, erasure or correction in the specification/offered rate, which renders the whole 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. No. 105 & 106 /Sty./DA-02/DHC/No. 5911

Dated: 06/4/2026

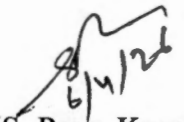
(F) FINALITY OF DECISION OF THE COMPETENT AUTHORITY

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. 105 & 106 /Sty./DA-02/DHC/No. 5911

Dated: 06/04/2026

SUB.:- NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF (I) RED AND BLUE PENCILS (CHECKING PENCIL) OF 'NATRAJ' MAKE AND (II) YELLOW RE-STICK NOTES 'ODDY' MAKE (2" x 3") (CONTAINING 100 SHEETS PER PACKET)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 tender 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/packet (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
RED AND BLUE PENCILS (CHECKING PENCIL) OF 'NATRAJ' MAKE					
YELLOW RE-STICK NOTES 'ODDY' MAKE (2" x 3") (CONTAINING 100 SHEETS PER PACKET)					

-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/packet 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
RED AND BLUE PENCILS (CHECKING PENCIL) OF 'NATRAJ' MAKE				
YELLOW RE-STICK NOTES 'ODDY' MAKE (2" x 3") (CONTAINING 100 SHEETS PER PACKET)				

Date:

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

SUB.:- NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF (I) RED AND BLUE PENCILS (CHECKING PENCIL) OF 'NATRAJ' MAKE AND (II) YELLOW RE-STICK NOTES 'ODDY' MAKE (2" x 3") (CONTAINING 100 SHEETS PER PACKET) FOR USE OF HIGH COURT OF DELHI.

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 I/we have seen the Annexure-P (photographs) of this Notice and understood the requirement of the Hon'ble High Court of Delhi. I/we, therefore, accordingly, quote for and bound to supply the exact item(s) within the stipulated time if the order 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.

(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:-

[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 2025-26.
- 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 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.
- iv. That the firm is claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the financial bid.
- v. That M/s. _____ will claim only the NET price exclusive of GST with sole responsibility, if declared eligible in the process.

DEPONENT

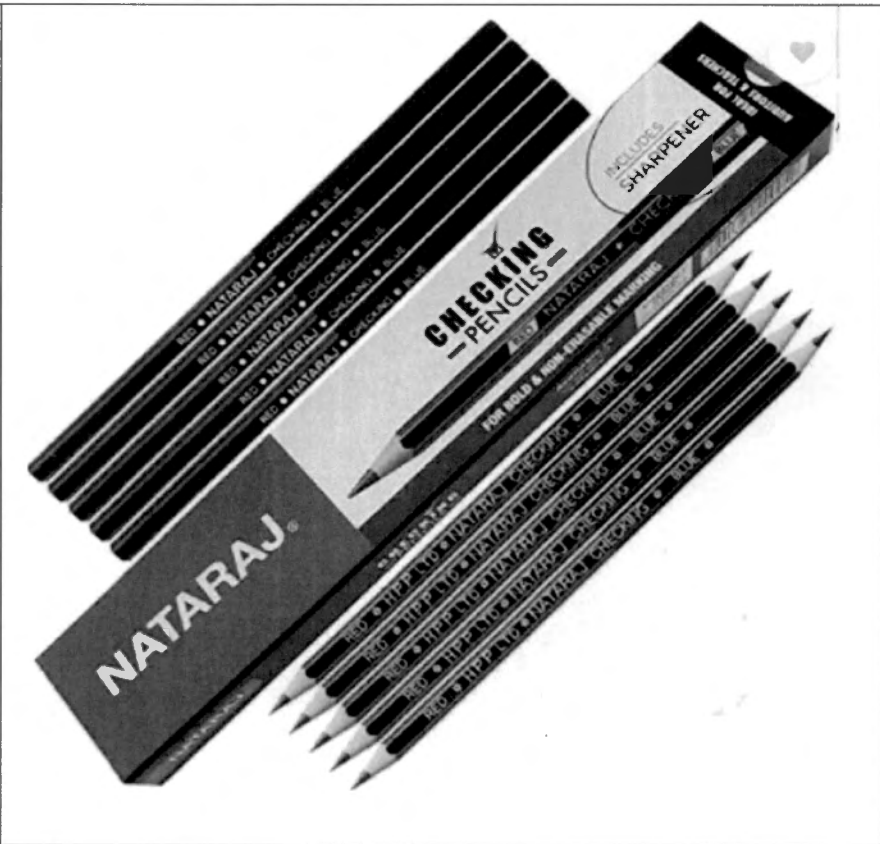
VERIFICATION

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-‘P’

RED AND BLUE
PENCILS (CHECKING
PENCIL) OF ‘NATRAJ’
MAKE



YELLOW RE-STICK
NOTES ‘ODDY’ MAKE (2”
x 3”) (CONTAINING 100
SHEETS PER PACKET)

