

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.75-A/Sty./DA-08/DHC/No. 5727

Date of issuance of tender document: 02.04.2026

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of Delhi High Court)

SUB.:- NOTICE INVITING SEALED QUOTATION(S) UNDER TWO-BID SYSTEM FOR PURCHASE OF ONE-THOUSAND (1,000) NOS. OF A-5 (MINIMUM) SIZE HARD BOUND GOOD QUALITY NOTEBOOKS/ EXERCISE BOOKS/ DIARIES OF REPUTED MAKE CONTAINING APPROX. 170 SHEETS (340 PAGES) TO BE USED AS 'ASSISTANT DIARY'.

[PLEASE READ THE TERMS AND CONDITIONS OF NOTICE CAREFULLY]

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

	Item (s) Details	Qty. (in nos.)
1.	A-5 (Minimum) size Hard Bound Good Quality Notebooks/ Exercise books/ Diaries of reputed make containing approx. 170 sheets (340 pages)	1,000

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

THE LAST DATE FOR SUBMISSION OF TENDER IS 22.04.2026, TILL 17:00 HRS.

Note I : The interested firms/vendors may cursorily examine the A-5 (Minimum) size Hard Bound Quality Notebooks/Exercise books/ Diaries currently in use of this Court by visiting Stationery Branch/Store of this Court between 10.00 a.m. to 1p.m. on any working day upto 21.04.2026.

Note II : 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 TENDER IN 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:

“SAMPLE BIDS FOR SUPPLY OF ONE-THOUSAND (1,000) NOS. OF A-5 (MINIMUM) SIZE HARD BOUND GOOD QUALITY NOTEBOOKS/ EXERCISE BOOK/ DIARIES OF REPUTED MAKE”

The envelope of Sample Bids shall contain:

- a) **Duly stamped/signed sample (s) of the proposed A-5 (minimum) size Hard Bound Good quality Notebook/ Exercise book/ Diaries.**
- b) **ANNEXURE ‘A’** i.e. Sample Bid for A-5 (minimum) size Hard Bound Good quality Notebook/ Exercise book/ Diaries.
- 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 THE SAMPLE BID ENVELOPE SHALL BE DULY PAGINATED.]

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

“FINANCIAL BID FOR SUPPLY OF ONE-THOUSAND (1,000) NOS. OF A-5 (MINIMUM) SIZE HARD BOUND GOOD QUALITY NOTEBOOK/ EXERCISE BOOK/ DIARIES OF REPUTED MAKE”

The envelope of Financial Bid shall contain:

- a) Duly filled/signed/stamped **ANNEXURE ‘C’** i.e. **Financial bid (s).**
- 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 duly attested under the seal of the firm. Turnover certificate issued by the Chartered Accountant for the Financial Year 2025-26.

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'.

NOTE: ABOVE TWO ENVELOPES SHALL BE CLOSED/SEALED SEPARATELY AND PLACED IN THIRD ENVELOPE AS MENTIONED BELOW.

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

**The Registrar General
High Court of Delhi
New Delhi
(Stationery Branch)**

F. No.75-A/Sty./DA-08/DHC/No. 5727 Dated 02.04.2026

**“SAMPLE AND FINANCIAL BID FOR SUPPLY OF A-5 (MINIMUM)
SIZE HARD BOUND GOOD QUALITY NOTEBOOK/ EXERCISE
BOOKS/ DIARIES OF REPUTED MAKE.
[DUE DATE 22.04.2026]**

(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 outer envelope and envelope No.1 i.e. Sample bid envelope found inside the main envelope No. 3.
- (ii) The competent authority shall evaluate the Sample Bid(s) and sample(s) to shortlist the eligible firms/vendors for 2nd round of opening of financial bids. The competent authority has 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 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. 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. 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 each envelopes as referred to above.
9. Any other ambiguity in submission of bid or any unreasonable condition.
10. Bids received without proposed sample(s).
11. Conditional bids.

(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 the goods again after removing of the defects or as a replacement within three days.

The goods so supplied again after removing defects or as a replacement, ~~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 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 tender 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 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,


(S. Prem Kumar)
Admn. Officer (Judl.)
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.

ANNEXURE - 'A'
To be placed in 1st envelope

SAMPLE BID

FOR SUPPLY OF 1,000 (ONE-THOUSAND) NOS. OF A-5 (MINIMUM) SIZE HARD BOUND GOOD QUALITY NOTEBOOK/ EXERCISE BOOK/ DIARIES OF REPUTED MAKE.

Name of the firm: _____

Address of the Firm: _____

Name of the person (authorized to sign the tender document) _____

Contact No.: _____ Email Address: _____

Specifications	Requirement	Please answer in 'Yes' or 'No' only
Design & Color of outer cover	Assorted Colors/ design	
Outer cover quality	Made up of thick cardboard	
Size of inner sheets/quality	Minimum A5 paper size/ matt finish/ ruled	
No. of sheets	170 Approx.	
No. of pages	340 Approx. (both side ruled)	
Colour of papers	White/ Off-white	
GSM of Paper to be used (Minimum required 60 GSM)	(Please mention the GSM of paper being offered)	
Item Type	Open Date (the notebook/ exercise book/ diary should not be year wise meaning thereby that the same can be used in any year)	
Quantity	500 nos.	
Quality	Thick Cardboard/ good pasting/ Good Durability	
Delivery	Within 21 days in the Stationery Store of Delhi High Court	
Finished Sample(s)	Sample(s) enclosed as per required specifications	
Reputed make	(Please mention the name of brand if made by a reputed firm)	
*Validity of Rates	180 Days (please mention if offering above 180 days)	
Undertaking	Enclosed in original (as per Annexure-B)	
Affidavit	Enclosed (as per Annexure-D) {AFFIDAVIT TO BE SUBMITTED ONLY BY THE FIRMS/ VENDORS CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT}	
Quality Assurance	It is assured that before offering the sample(s) I/we have carefully reviewed our product(s) and if the P.O. is awarded I/we are bound to supply the required goods strictly as per the quality of sample(s) submitted.	

** Minimum validity of rates required is 180 days. Bids with less period of Validity of rates shall be summarily rejected.*

Remarks (if any): _____

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

Date:-

Place:-

[Interlineations/erasure/Correction or overwriting not allowed.]

UNDERTAKING

FOR SUPPLY OF 1,000 (ONE-THOUSAND) NOS. OF A-5 (MINIMUM) SIZE HARD BOUND GOOD QUALITY NOTEBOOK/ EXERCISE BOOK/ DIARIES OF REPUTED MAKE.

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 Tender Notice are acceptable to me/us and bound to deliver the goods within the stipulated period of 21 days.

I/we undertake that if the supplied is rejected by the independent officer of this Court during the inspection due to non-conformity with the purchase order, the sample offered or due to any other distortion, the whole supply will be taken back immediately at the cost of the firm/proprietor with the 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 & is offering net rates)

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

Date:-

Place:-

FINANCIAL BID AS PER SAMPLE SUBMITTED

FOR SUPPLY OF 1,000 (ONE-THOUSAND) NOS. OF A-5 (MINIMUM) SIZE HARD BOUND GOOD QUALITY NOTEBOOK/ EXERCISE BOOK/ DIARIES OF REPUTED MAKE

Name of the firm:- _____

Address of the Firm: _____

Name of the person (authorized to sign the tender document) _____

Contact No.: _____ Email Address: _____

Note : Please use either Table 'A' or 'B' as the case may be.

Table 'A'

(To be used by the firm/ vendor offering their rate **WITH GST**)

Details/Particulars	In figures	In words
Price per unit (without tax)		
Applicable Tax Rate (%)		

Please confirm the HSN code before mentioning Tax rate.

-OR-

Table 'B'

(To be used by firm/vendor offering their rate **WITHOUT GST** and claiming exemption from registration under GST Act)

Offer	In figures	In words
Supply price per unit (all inclusive & exclusive of tax)		

Remarks (if any):

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

Date:-

Place:-

[Interlineations/erasure/Correction or overwriting not allowed.]

[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 – 'D'
To be placed in 2nd 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. 2025-2026.
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 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.
4. That the firm is claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the financial bid.
5. 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.

DEPONENT