

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.23-B/Sty./DA-02/DHC/No. 15327

Date of issuance of tender document: 08/09/2026

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of Delhi High Court)

SUB.:- TENDER INVITING QUOTATION(S) FOR PURCHASE OF 150 NOS OF A-4 SIZE NOTING PADS PUNCHED (CONTAINING 200 RULED SHEETS OF LIGHT YELLOW COLOUR EACH 80 GSM AND THICKER FRONT COVER OF 120 GSM) SIMILAR TO 'SHIPRA' MAKE NO. PN-181 NOTING PAD FOR THE USE OF HON'BLE JUDGES OF THIS COURT AS PER ANNEXURE-'S'

This Court invites fresh quotations from interested firms/vendors (Based in Delhi/NCR Region) for supply of the goods captioned above.

[THE FIRMS/VENDORS ARE REQUESTED TO READ THE TENDER NOTICE CAREFULLY]

THE LAST DATE FOR SUBMISSION OF TENDER IS 28/09/2026 TILL 17:00 HRS.

Interested firms/vendors may cursorily look at the actual Exercise Book/Note Book placed in the Stationery Store of this Court on any day from 09.09.2026 to 27.09.2026 from 10:30AM to 04:00 PM so that the supply be made strictly as per requirement of this Court.

Note:- "No employee of this Court and/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".

(A) SUBMISSION OF TENDER IN TWO-BID SYSTEM

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

- (I) The subject of the 1st ENVELOPE shall be superscribed as:
"SAMPLE BID FOR SUPPLY OF 150 NOS OF A-4 SIZE NOTING PADS PUNCHED (CONTAINING 200 RULED SHEETS OF LIGHT YELLOW COLOUR EACH 80 GSM AND THICKER FRONT COVER OF 120 GSM) SIMILAR TO 'SHIPRA' MAKE NO. PN-181 NOTING PAD".

The envelope of Sample Bid shall contain:

Duly signed/stamped sample of the proposed Exercise Book/Note Book,

- Annexure 'A'** i.e. Sample Bid
- Annexure 'B'** i.e. undertaking
- 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 **2nd ENVELOPE** shall be superscribed as:

“FINANCIAL BID FOR SUPPLY OF 150 NOS OF A-4 SIZE NOTING PADS PUNCHED (CONTAINING 200 RULED SHEETS OF LIGHT YELLOW COLOUR EACH 80 GSM AND THICKER FRONT COVER OF 120 GSM) SIMILAR TO ‘SHIPRA’ MAKE NO. PN-181 NOTING PAD”

The envelope of Financial Bid shall contain:

- a) Duly filled/signed/stamped **Annexure ‘C’** i.e. **Financial bid**.

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 ‘D’.

- 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 & 2026-27.

[Above two envelopes shall be closed/ sealed separately.]

(III) The subject of the **3rd BIGGER ENVELOPE** shall be superscribed as:

“SAMPLE AND FINANCIAL BID FOR SUPPLY OF 150 NOS OF A-4 SIZE NOTING PADS PUNCHED (CONTAINING 200 RULED SHEETS OF LIGHT YELLOW COLOUR EACH 80 GSM AND THICKER FRONT COVER OF 120 GSM) SIMILAR TO ‘SHIPRA’ MAKE NO. PN-181 NOTING PAD”

[DUE DATE 28.09.2026]

- a) The 3rd bigger envelope be also sealed after placing two sealed envelopes having documents as referred at point (I) & (II) above and also bear the address **“The Registrar General, Delhi High Court, Sher Shah Road, New Delhi-110503”**.

All the participating firms/vendors shall ensure that their bid(s) shall reach to the A.O.(J), Stationery Branch, Administrative Block, Room No.512, 5th Floor, High Court of Delhi, New Delhi on or before the last date and the time specified.

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

1. 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 found inside the main envelope.
2. The competent authority shall evaluate the Sample Bids and samples to shortlist the eligible firms/vendors for 2nd round of opening of financial bids. The competent authority has the right to call for clarification(s) in respect of Sample Bid/Sample, if required.

3. The Financial bids of the vendors/firms whose samples are not found suitable after evaluation of Sample bids shall not be considered for opening of financial bids.
4. Envelope No.2 i.e. **Financial Bids** of the shortlisted eligible firms/vendors declared qualified after the opening of Sample bid will also be opened by an independent Officer, nominated for the purpose by the competent authority.
5. The purchase order shall be awarded to the firm/vendor offering the best suitable quality/rates for supply of goods.

(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 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 ambiguity in submission of bid.
10. Bids received unsigned.
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 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 goods by an independent Officer nominated for the purpose.

If the supplied goods are found defective or not found in conformity with the sample bid/purchase order, the firm is liable to take back the entire defective supply immediately at its own cost and supply the replaced items after removing of the defects within one week.

The replaced goods supplied shall again be inspected by a 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 after awarding Purchase Order, if the firm/vendor fails to make the supply, it may be blacklisted for six months.
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 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,

(S. Prem Kumar)
Administrative Officer (J) (Sy.)
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.

SAMPLE BID

**FOR SUPPLY OF 150 NOS OF A-4 SIZE NOTING PADS PUNCHED
(CONTAINING 200 RULED SHEETS OF LIGHT YELLOW COLOUR EACH 80
GSM AND THICKER FRONT COVER OF 120 GSM) SIMILAR TO 'SHIPRA'
MAKE NO. PN-181 NOTING PAD"**

Name of the firm:- _____

Address of the Firm: _____

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

Contact No.: _____ Email Address: _____

Specification of the Exercise Book/Note Book	COMPLIANCE	Please answer in 'Yes' or 'No' only
Size	A-4 Size	
No. of page	200 Ruled	
Front Cover	120 GSM	
Color of Paper	Light Yellow Color	
Quantity	150 pcs.	
GSM of paper to be used in making sample A4 Noting Pad (required 80 GSM or above)	A-4 size Noting Pads (Please mention the GSM)	
Delivery	Within 21 days in the Stationery Store of Delhi High Court	
Finished Sample(s)	A-4 size Noting Pad enclosed as per required specifications	
*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). <i>{AFFIDAVIT TO BE SUBMITTED ONLY BY THE FIRMS/VENDORS CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT}</i>	
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 150 NOS OF A-4 SIZE NOTING PADS PUNCHED
(CONTAINING 200 RULED SHEETS OF LIGHT YELLOW COLOUR EACH 80
GSM AND THICKER FRONT COVER OF 120 GSM) SIMILAR TO 'SHIPRA'
MAKE NO. PN-181 NOTING PAD BOOK**

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 supply 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 **one week**.

I/We undertake that if any A-4 size Noting Pads (s) later found having any quality issue shall be replaced at Stationery Store of Delhi High Court by me/us within 3 days at my/our cost.

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 150 NOS OF A-4 SIZE NOTING PADS PUNCHED
(CONTAINING 200 RULED SHEETS OF LIGHT YELLOW COLOUR EACH 80
GSM AND THICKER FRONT COVER OF 120 GSM) SIMILAR TO 'SHIPRA'
MAKE NO. PN-181 NOTING PAD BOOK**

Name of the firm:- _____

Address of the Firm: _____

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

Contact No.: _____ Email Address: _____

Table-1

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

	Offer	In figures	In words
1.	Price for one no. of A-4 size Noting Pad (excluding taxes)		
2.	Tax Rate (%) applicable		

-OR-

Table-2

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

Offer	In figures	In words
Net price for one no. of A-4 size Noting Pad		

Note: *Please use the table as the case may be.*

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 ₹.10/- NON-JUDICIAL STAMP PAPER DULY NOTARIZED BY NOTARY PUBLIC
AFFIXING ₹. 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:-

- 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 turnover of M/s. _____ has not crossed the 'threshold
exemption limit- of the turnover of Rupees 40 Lakh. in the financial year 2026-2027.
- 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

