

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.68-A/Sty./ DA-01/ DHC/ No. 19180 **Date:** 27-10-2026

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of Delhi High Court)

SUB:- NOTICE INVITING QUOTATION(S) FOR PURCHASE OF BINDER CLIP (EACH PACKET CONTAINING 12 CLIPS) OF 15 MM (300 PACKETS), 19 MM (300 PACKETS), 25 MM (300 PACKETS), 32 MM (300 PACKETS), 41 MM (50 PACKETS) AND 51 MM (50 PACKETS) OF REPUTED BRAND FOR THE USE OF THIS COURT.

[WITH VALIDITY OF RATES FOR A PERIOD OF 180 DAYS MINIMUM]

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

This Court invites fresh quotations from interested firms/vendors (Based in Delhi/NCR Region only) for supply of the stationery item mentioned as under:

S. No.	Item(s) Details	Qty.
1.	Binder Clip (each packet containing 12 clips) of 15 mm, 19 mm, 25 mm, 32 mm, 41 mm and 51 mm, of reputed brand.	300 packets each of 15 mm, 19 mm, 25 mm and 32 mm; and 50 packets each of 41 mm and 51 mm

THE LAST DATE FOR SUBMISSION OF TENDER IS 18/11/2026 **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 the Central Civil Services (Conduct) Rules, 1964."

(A) SUBMISSION OF TENDER IN TWO-BID SYSTEM

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

(I) The subject of the 1st ENVELOPE shall be super scribed as:

"SAMPLE BID FOR SUPPLY OF BINDER CLIP (EACH PACKET CONTAINING 12 CLIPS) OF 15 MM (300 PACKETS), 19 MM (300 PACKETS), 25 MM (300 PACKETS), 32 MM (300 PACKETS), 41 MM (50 PACKETS) AND 51 MM (50 PACKETS) OF REPUTED BRAND."

The envelope of Sample Bid shall contain:

- Sample of the proposed Binder Clips of 15 MM (300 PACKETS), 19 MM (300 PACKETS), 25 MM (300 PACKETS), 32 MM (300 PACKETS), 41 MM (50 PACKETS) AND 51 MM (50 PACKETS) (one packet, or not less than 12 clips, of each size), of the reputed brand offered.
- Annexure 'A', i.e. Sample Bid, duly filled, signed and stamped.
- Annexure 'B', i.e. Undertaking, in original.
- Copy of GST Registration Certificate, if the firm/vendor is registered under the GST Act.

[Note: All the documents placed in the Sample Bid envelope shall be duly paginated.]

(II) The subject of the 2nd ENVELOPE shall be superscribed as:

“FINANCIAL BID FOR SUPPLY OF BINDER CLIP (EACH PACKET CONTAINING 12 CLIPS) OF 15 MM (300 PACKETS), 19 MM (300 PACKETS), 25 MM (300 PACKETS), 32 MM (300 PACKETS), 41 MM (50 PACKETS) AND 51 MM (50 PACKETS) OF REPUTED BRAND.”

The envelope of Financial Bid shall contain:

(a) Duly filled, signed and 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 shall 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 the GST Act and offering net rates only, with supporting documents, viz. copy of the latest notification issued by the Government of India/Government of NCT of Delhi, duly attested under the seal of the firm, and Turnover Certificate issued by the Chartered Accountant for the Financial Years 2025-26 and 2026-27.

[The above two envelopes shall be closed/sealed separately.]

(III) The subject of the 3rd BIGGER ENVELOPE shall be super scribed as:

**THE REGISTRAR GENERAL
HIGH COURT OF DELHI
NEW DELHI**

(STATIONERY BRANCH)

F. No.68-A/ Sty./ DA-01/ DHC/ No. 19180 DATED 27-10-2026

SUB.: "SAMPLE AND FINANCIAL BID FOR SUPPLY OF BINDER CLIP (EACH PACKET CONTAINING 12 CLIPS) OF 15 MM (300 PACKETS), 19 MM (300 PACKETS), 25 MM (300 PACKETS), 32 MM (300 PACKETS), 41 MM (50 PACKETS) AND 51 MM (50 PACKETS) OF REPUTED BRAND."

[DUE DATE 18/11/2026]

(a) The 3rd bigger envelope shall also be sealed after placing the two sealed envelopes having documents as referred to at points (I) and (II) above, and shall 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) reach the A.O.(J), Stationery Branch, Room No. 512, 5th Floor, Administrative Block, High Court of Delhi, New Delhi, on or before the last date and time specified.

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

1. An independent Officer nominated by the competent authority shall first open the sealed Envelope No. 3, i.e. the main outer envelope, and Envelope No. 1, i.e. the Sample Bid found inside the main envelope.
2. The competent authority shall evaluate the Sample Bids and the samples to shortlist the eligible firms/vendors for the second round of opening of financial bids. The competent authority has the right to call clarification(s) in respect of the Sample Bid, if required.
3. The Financial Bids of the vendors/firms whose samples are not found suitable after evaluation of the Sample Bids shall not be considered for opening of financial bids.
4. Envelope No. 2, i.e. the Financial Bids of the shortlisted firms/vendors declared qualified after the first round 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 eligible firm/vendor offering the best suitable quality/rates for supply of the goods.
6. Repeat order may also be issued as per rules.

(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 the due date and time.
3. Submission of more than one bid.
4. Bid(s) related to some other item(s) not related to the 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 a format other than the prescribed one.
7. Non-submission of required documents, or submission of incomplete documents.
8. Non-mentioning of the subject and due date on the envelope, as referred to above.
9. Any ambiguity in submission of the bid.
10. Bids received unsigned.
11. Bids received without the proposed sample(s) of Binder Clips of each required size.
12. 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 the 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 are 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 to supply again after removing the defects within one week.

The goods, if supplied again after removing the defects, shall again be inspected by the nominated independent Officer.

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

1. Withdrawal of, 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 shortlisting of the vendor(s), considering the quality being used by this Court or better quality, and for final selection of the firm/vendor after evaluation of the Sample Bids and the financial bids offered, shall be final and 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 to 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) (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.68-A/ Sty./ DA-01/ DHC/ No. 19180

Date: 27-10-2026

Annexure – 'A'

(To be placed in the 1st envelope)

SAMPLE BID

FOR SUPPLY OF BINDER CLIP (EACH PACKET CONTAINING 12 CLIPS) OF 15 MM (300 PACKETS), 19 MM (300 PACKETS), 25 MM (300 PACKETS), 32 MM (300 PACKETS), 41 MM (50 PACKETS) AND 51 MM (50 PACKETS) OF REPUTED BRAND

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 Binder Clip	Requirement	Compliance (Yes/No only)
Item	Binder Clip of reputed brand	
Sizes required	15 MM (300 PACKETS), 19 MM (300 PACKETS), 25 MM (300 PACKETS), 32 MM (300 PACKETS), 41 MM (50 PACKETS) AND 51 MM (50 PACKETS)	
Packing	Each packet containing 12 clips	
Quantity	300 packets each of 15/19/25/32 mm; 50 packets each of 41/51 mm	
Brand offered	Reputed brand. Brand name to be mentioned against each size in the table below.	
Delivery	Within 21 days in the Stationery Store of Delhi High Court	
Finished sample(s)	Sample of Binder Clips of each size (15 MM (300 PACKETS), 19 MM (300 PACKETS), 25 MM (300 PACKETS), 32 MM (300 PACKETS), 41 MM (50 PACKETS) AND 51 MM (50 PACKETS)) 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')	
GST Registration	Copy of GST Registration Certificate enclosed (if the firm/vendor is registered under the GST Act)	
Affidavit	Enclosed (as per Annexure 'D'). {Affidavit to be submitted only by the firms/vendors claiming exemption from registration under the GST Act}	
Quality assurance	It is assured that before offering the sample(s), I/we have carefully reviewed our product(s), and if the Purchase Order is awarded, I/we are bound to supply the required goods strictly as per the quality of the sample(s) submitted.	

Brand and sample particulars

S. No.	Item	Brand name	Sample attached (Yes/No)
1.	Binder Clip 15 mm		
2.	Binder Clip 19 mm		
3.	Binder Clip 25 mm		
4.	Binder Clip 32 mm		
5.	Binder Clip 41 mm		
6.	Binder Clip 51 mm		

**Minimum validity of rates required is 180 days. Bids with a lesser 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.]

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Date: 27-10-2026

Annexure – 'B'

(To be placed in the 1st envelope)

UNDERTAKING

FOR SUPPLY OF BINDER CLIP (EACH PACKET CONTAINING 12 CLIPS) OF 15 MM (300 PACKETS), 19 MM (300 PACKETS), 25 MM (300 PACKETS), 32 MM (300 PACKETS), 41 MM (50 PACKETS) AND 51 MM (50 PACKETS) OF REPUTED BRAND

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 Body, and 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 that I/we are 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 inspection on account of non-conformity with the Purchase Order, the sample offered, or any other distortion, the whole supply will be taken back immediately at the cost of the firm/proprietor, with replacement of the goods within one week.

I/We undertake that if any Binder Clip(s) are later found defective, rusted, broken, or not conforming to the approved sample, the same shall be replaced at the Stationery Store of Delhi High Court by me/us within 3 days, at my/our cost.

I/We, therefore, quote for, and are bound to supply, the same item(s) at the quoted rates, with validity as offered, within the stipulated time, if the order is awarded to my/our firm.

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 rate subsequent to the quotation will immediately be informed to the Stationery Branch, High Court of Delhi. (Strike out in case the firm/vendor is claiming exemption from GST and is offering net rates.)

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

Date:-

Place:-

F. No.68-A/ Sty./ DA-01/ DHC/ No. 19180

Date: 27-10-2026

Annexure – 'C'

(To be placed in the 2nd envelope)

FINANCIAL BID AS PER SAMPLE SUBMITTED

FOR SUPPLY OF BINDER CLIP (EACH PACKET CONTAINING 12 CLIPS) OF 15 MM (300 PACKETS), 19 MM (300 PACKETS), 25 MM (300 PACKETS), 32 MM (300 PACKETS), 41 MM (50 PACKETS) AND 51 MM (50 PACKETS) OF REPUTED BRAND

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 the rate with GST)

	Offer (excluding taxes)	In figures	In words
1.	Price for one packet of Binder Clip 15 mm		
2.	Price for one packet of Binder Clip 19 mm		
3.	Price for one packet of Binder Clip 25 mm		
4.	Price for one packet of Binder Clip 32 mm		
5.	Price for one packet of Binder Clip 41 mm		
6.	Price for one packet of Binder Clip 51 mm		
7.	Tax rate (%) applicable		

– OR –

Table-2 (To be used by the firm/vendor offering the rate without GST and claiming exemption from registration under the GST Act)

Offer	In figures	In words
Net price for one packet of Binder Clip 15 mm		
Net price for one packet of Binder Clip 19 mm		
Net price for one packet of Binder Clip 25 mm		
Net price for one packet of Binder Clip 32 mm		
Net price for one packet of Binder Clip 41 mm		
Net price for one packet of Binder Clip 51 mm		

Note: Please use the table as the case may be. Rate is to be quoted per packet of 12 clips, for each size separately. Do not quote a consolidated rate for all sizes.

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.]

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Annexure – 'D'

(To be placed in the 2nd envelope)

[ON ₹10/- NON-JUDICIAL STAMP PAPER, DULY NOTARIZED BY A NOTARY PUBLIC, AFFIXING ₹5/- NOTARIAL STAMP. TO BE PRODUCED ONLY BY THE FIRMS/VENDORS CLAIMING EXEMPTION FROM REGISTRATION UNDER THE GST ACT.]

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 the Delhi/NCR Region and is not making any inter-State supplies elsewhere.

(iii) That the turnover of M/s. _____ has not crossed the threshold exemption limit of Rupees 40 Lakh in the Financial Year 2026-27.

(iv) That I undertake that at the point of time the turnover of the firm crosses the present threshold exemption limit of Rupees 40 Lakh, or any other limit fixed by the authorities, the firm will be registered under the GST Act and will comply with the provisions of the GST Act.

(v) That the firm is claiming exemption from registration under the GST Act, and hence is not mentioning the 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 therefrom.

DEPONENT