IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.86-D/Sty./DA-06/DHC/No. 19439 **Date:** 31.10.2026

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 TWENTY FIVE THOUSAND (25,000) NOS. OF WHITE ENVELOPE (9'' X 4'') D.O. (ENVELOPE- 75 GSM) WITH LOGO OF " HIGH COURT OF DELHI'' ON THE FLAP AND THE ADDRESS OF ''DELHI HIGH COURT, SHER SHAH ROAD, NEW DELHI- 110003'' ON THE FRONT SIDE (LEFT BOTTOM) IN BLUE INK AS PER REQUIRED SPECIFICATIONS.
(Please see Annexure-'P')

Note: Vendors may cursorily examine the White Envelope (9'' X 4'') D.O. (Envelope- 75 GSM) currently in use in this Court by visiting Stationery Branch of this Court between 10.00 a.m. to 1 p.m. on any working day upto 21/11/2026

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

	Item (s) Details	Qty. (in nos.)
1.	**WHITE ENVELOPE (9'' X 4'') D.O. (ENVELOPE-75 GSM) WITH LOGO OF " HIGH COURT OF DELHI'' ON THE FLAP AND THE ADDRESS OF ''DELHI HIGH COURT, SHER SHAH ROAD, NEW DELHI- 110003'' ON THE FRONT SIDE (LEFT BOTTOM) IN BLUE INK) [PRICE TO BE QUOTED PER PIECE]**	**25,000**

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, Administrative Block, High Court of Delhi, New Delhi.

THE LAST DATE FOR SUBMISSION OF BID IS 23/11/2026 **, TILL 17:00 HRS.**

NOTE: No employee of this Court or his/her dependent family member be involved in the instant tender process in contravention of the requirement/provisions contained in Central Services (Conduct) Rules, 1964.

(A) SUBMISSION OF BID UNDER 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:

(1)

SAMPLE BID FOR SUPPLY OF TWENTY FIVE THOUSAND (25,000) NOS. OF WHITE ENVELOPE (9'' X 4'') D.O. (ENVELOPE-75 GSM) WITH LOGO OF " HIGH COURT OF DELHI'' ON THE FLAP AND THE ADDRESS OF ''DELHI HIGH COURT, SHER SHAH ROAD, NEW DELHI- 110003'' ON THE FRONT SIDE (LEFT BOTTOM) IN BLUE INK)

The envelope of Sample Bid shall contain:

a) Duly stamped/signed sample (s) of the proposed White Envelope (9'' X 4'') D.O. (Envelope – 75 GSM) with logo of " High Court of Delhi'' on the Flap and the address of 'Delhi High Court, Sher Shah Road, New Delhi- 110003'' on the Front Side (left bottom) in Blue ink.

b) ANNEXURE- 'A' i.e. Sample Bid for supply of White Envelope (9'' X 4'') D.O. (Envelope – 75 GSM) with logo of " High Court of Delhi'' on the Flap and the address of 'Delhi High Court, Sher Shah Road, New Delhi- 110003'' on the Front Side (left bottom) in Blue ink.

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 SAMPLE BID ENVELOPE SHALL BE DULY PAGINATED.

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

(2)

FINANCIAL BID FOR SUPPLY OF TWENTY FIVE THOUSAND (25,000 WHITE ENVELOPE (9'' X 4'') D.O. (ENVELOPE-75 GSM) WITH LOGO OF " HIGH COURT OF DELHI'' ON THE FLAP AND THE ADDRESS OF ''DELHI HIGH COURT, SHER SHAH ROAD, NEW DELHI- 110003'' ON THE FRONT SIDE (LEFT BOTTOM) IN BLUE INK)

The envelope of Financial Bid shall contain:

a) Duly filled/signed/stamped **Annexure 'C'** i.e. Financial bid(s) for supply of White Envelope (9'' X 4'') D.O. (Envelope – 75 GSM) with logo of " High Court of Delhi'' on the Flap and the address of 'Delhi High Court, Sher Shah Road, New Delhi- 110003'' on the Front Side (left bottom) in Blue ink.

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 in this regard duly attested under the seal of the firm. Turnover certificate issued by the Chartered Accountant for the Financial Year 2025-2026 & 2026-2027

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'.

ABOVE TWO ENVELOPES SHALL BE CLOSED/SEALED SEPARATELY.

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

(3)

To
The Registrar General
High Court of Delhi

New Delhi.

SUB.: SAMPLE AND FINANCIAL BID FOR SUPPLY OF TWENTY FIVE THOUSAND (25,000 WHITE ENVELOPE (9'' X 4'') D.O. (ENVELOPE-75 GSM) WITH LOGO OF " HIGH COURT OF DELHI'' ON THE FLAP AND THE ADDRESS OF ''DELHI HIGH COURT, SHER SHAH ROAD, NEW DELHI- 110003'' ON THE FRONT SIDE (LEFT BOTTOM) IN BLUE INK)
[DUE DATE 23/11/2026 **]**

Add.: Administrative Officer (Judl.), Stationery Branch, Room No. 512, 5th Floor, Administrative Block, Sher Shah Road, High Court of Delhi, New Delhi-110503.

a) The aforesaid third bigger envelope be also sealed after placing two sealed envelopes having documents separately as referred at point (I) & (II) above.

b) All the participating firms/vendors shall ensure that their bid(s) shall reach to the **A.O.(J), Stationery Branch, Room No. 512, Fifth Floor, Administrative Block, High Court of Delhi, New Delhi-110503** on or before the last date and the time specified.

(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 bigger outer envelope and Envelope No.1 i.e. Sample bid envelope found inside the above 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 shall have 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/sample 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.

(vi) 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. Bid(s) related to some other item(s) not related to instant tender.
4. Any interlineations, erasure or correction in the specification/offered rate, which renders the whole process doubtful or ambiguous.
5. Bids in the format other than the prescribed one.
6. Non submission of required documents or submitting incomplete documents.
7. Non-mentioning of subject and due date on each envelopes as referred to above.
8. Any other ambiguity in submission of bid or any unreasonable condition.
9. Bids received unsigned.
10. 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 again after removing of the defects within **one week.**

The goods if supplied again after removing defects, 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 firm(s)/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/Samples and the financial bids offered, 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)
Admin. Officer Judl. (Stationery)
for Registrar General

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

F. No.86-D/Sty./DA-06/DHC/No. 19439 dt. 31.10.2026

ANNEXURE - 'A'
TO BE PLACED IN 1st ENVELOPE

SAMPLE BID

FOR SUPPLY OF TWENTY FIVE THOUSAND (25,000) WHITE ENVELOPE (9" X 4") D.O. (ENVELOPE-75 GSM) WITH LOGO OF " HIGH COURT OF DELHI" ON THE FLAP AND THE ADDRESS OF "DELHI HIGH COURT, SHER SHAH ROAD, NEW DELHI- 110003" ON THE FRONT SIDE (LEFT BOTTOM) IN BLUE INK)

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 or as the case may be**
Size	**(9" x 4")**	
Colour of paper	White	
GSM of the paper of envelope (to be supplied)	(Please mention the GSM of the paper of envelope) (Minimum required is 75 GSM)	
Texture of paper	Smooth	
Pasting of envelope	Very Good	
Quantity	25,000 nos.	
Delivery	Within 21 days (in the Stationery Store of Delhi High Court)	
Finished Sample	Sample (s) enclosed with the sample bid(s)	
Undertaking	Undertaking enclosed (as per Annexure 'B')	
*Affidavit	Affidavit enclosed (as per Annexure-'C')	
Quality assurance	It is assured that before offering the sample of envelope(s) I/we have carefully reviewed our product and if the P.O. is awarded I/We are bound to supply the required goods strictly as per the quality of sample submitted.	
Validity of rates	Minimum 180 days required. (less period of validity of rates shall be summarily rejected)	

*AFFIDAVIT TO BE SUBMITTED ONLY BY THE FIRMS/VENDORS CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT]

Remarks (if any): _____

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

Date:-
Place:-

Note (1) : Interlineations/erasure/Correction or overwriting not allowed.

Note (2): If more than one sample of envelope is offered, please use separate Annexure-'A' for each sample.

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Annexure – 'B'
TO BE PLACED IN 1st ENVELOPE

UNDERTAKING

FOR SUPPLY OF TWENTY FIVE THOUSAND (25,000) WHITE ENVELOPE (9'' X 4'') D.O. (ENVELOPE-75 GSM) WITH LOGO OF " HIGH COURT OF DELHI'' ON THE FLAP AND THE ADDRESS OF ''DELHI HIGH COURT, SHER SHAH ROAD, NEW DELHI- 110003'' ON THE FRONT SIDE (LEFT BOTTOM) IN BLUE INK)

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 Notice are acceptable to me/us.

I/we undertake that if the supplied item (s) not found in conformity with the purchase order or any other distortion, the whole supply will be taken back at the cost of the firm/proprietor with replacement of goods within **one week**. I/We further undertake that in case the pasting inside the envelopes deteriorates within three months of supply, making the envelopes unusable, the same shall be replaced by me/us without extra 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. Any change in the tax rates subsequent to offer of quotation shall be immediately brought to the notice of Stationery Branch, Delhi High Court.
(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:-

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ANNEXURE - 'C'
TO BE PLACED IN 2ND ENVELOPE

FINANCIAL BID AS PER SAMPLE (S) SUBMITTED

FOR SUPPLY OF TWENTY FIVE THOUSAND (25,000) WHITE ENVELOPE (9'' X 4'') D.O. (ENVELOPE-75 GSM) WITH LOGO OF " HIGH COURT OF DELHI'' ON THE FLAP AND THE ADDRESS OF ''DELHI HIGH COURT, SHER SHAH ROAD, NEW DELHI- 110003'' ON THE FRONT SIDE (LEFT BOTTOM) IN BLUE INK)

Name of the firm:- _____

Address of the Firm: _____

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

Contact No.:_____ Email Address:_____

Details/Particulars	In figures	In words
Price **(Excluding taxes)** offered for One No. of WHITE ENVELOPE (9'' X 4'') D.O. (ENVELOPE-75 GSM) WITH LOGO OF " HIGH COURT OF DELHI'' ON THE FLAP AND THE ADDRESS OF ''DELHI HIGH COURT, SHER SHAH ROAD, NEW DELHI-110003'' ON THE FRONT SIDE (LEFT BOTTOM) IN BLUE INK) to be supplied. . (By the firms/vendors those who are registered under GST Act).		
Tax Rate (%) applicable on above rate		
-OR-		
Net price offered for One No. of WHITE ENVELOPE (9'' X 4'') D.O. (ENVELOPE-75 GSM) WITH LOGO OF " HIGH COURT OF DELHI'' ON THE FLAP AND THE ADDRESS OF ''DELHI HIGH COURT, SHER SHAH ROAD, NEW DELHI-110003'' ON THE FRONT SIDE (LEFT BOTTOM) IN BLUE INK) to be supplied. (By the firm/vendor exempted from registration under the GST Act.)		

**Strike out whichever is not applicable.*

Remarks (if any): _____

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

Date:-
Place:-

Note (1) : Interlineations/erasure/Correction or overwriting not allowed.
Note(2) : If more than one sample of envelope is offered, please use separate Annexure-'C' i.e. Financial Bid for each sample.

[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]

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

4. 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.

5. That the firm is claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the financial bid.

6. 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

Annx. - P

From :
Delhi High Court
Sher Shah Road,
New Delhi-110003

From :

Delhi High Court

Sher Shah Road,
New Delhi-110003