HIGH COURT OF DELHI AT NEW DELHI

No. 3994 / G-9/Genl.-II/DHC/2026
Dated: 21/11/26

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from interested parties/reputed firms registered with GST Department for supply of 100% cotton towels, as per following specifications:-

For Officers

(i) 1200 Nos. of Bath Towels (GSM 500 to 550, size 75 cm x 150 cm)
(ii) 1200 Nos./600 sets of Hand Towels (GSM 500 to 550, size 40 cm x 60 cm)

The quotation(s) in the name of 'The Registrar General, High Court of Delhi, New Delhi' should reach at Room No. 108, 1st Floor, Administrative Block, High Court of Delhi, Sher Shah Road, New Delhi- 110003 latest by **11th December, 2026 (Friday) till 4.00 p.m.**

The parties/firm are required to submit their respective quotations along with samples and colour catalogue. The quotations received without samples & colour catalogue on and after the above date & time shall not be entertained. The words **"SUPPLY OF BATH AND HAND TOWELS FOR THE OFFICERS"** should be superscribed on the top of the sealed envelope containing the quotation.

The following are the terms & conditions of this quotation notice: -

(1) The agency/ firm must submit the quotation by Speed Post/Registered Post/ by hand during the office hours only on or before the last date and time for submission of quotation.
(2) No quotation shall be entertained **after due date and time** and they will be summarily rejected. Quotations **without samples & colour catalogue and without the subject as referred to above having been mentioned on the envelope** shall be summarily rejected.
(3) The quotation/rates quoted should be valid for a period of 180 days from the last date of submission of the quotations. **Quotations with shorter validity shall be summarily rejected.**
(4) The vendor must submit only one quotation. If more than one quotation is submitted by a vendor, all such quotations submitted by it shall be rejected in the first instance.

(5) No transportation charges will be provided by this Court for supply of the product.

(6) The rates of GST/slabs of GST, if any, applicable at the time of submitting quotation should be clearly mentioned.

(7) Any overwriting in the figures/words showing the prices will render the quotation invalid and no further query/ request in this regard would be entertained under any circumstances.

(8) No firm will be allowed to participate in the quotation process, if the firm is having pending disputes with this Court or if the firm has ever been blacklisted/banned in its Business dealings with any Central/State Government and Public State Undertaking Bodies.

(9) The Competent Authority will have the authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotations will not be entertained.

(10) Withdrawal of quotation after opening may attract blacklisting of the firm/vendor from participation in any future quotation process of this Court for a period to be decided by the competent authority.

(11) **The quotations must be tendered strictly in the format mentioned in Annexure 'A' of this tender.**

(12) **EMD of Rs. 20,000/-** by way of DD/Banker's Cheque/Manager's Cheque drawn in favour of **"Registrar General, Delhi High Court, New Delhi" (returnable without interest and no request for waiver of submission of EMD will be entertained).**

(13) The quotations received without EMD shall liable to be rejected.

(14) EMD of all the firms/vendors except successful bidder will be returned without interest after award of purchase order. The EMD of successful bidder will be returned only after completion of the supply.

(15) In case the successful bidder fails to supply the required goods or commits any default in fulfilling the purchase order, their EMD will also be forfeited.

(16) In case the Purchase Order awarded to successful bidder is cancelled due to non-supply of goods within the stipulated period or the supply is not as per the prescribed specifications, **such firm shall be liable to be blacklisted** from participating in future Notices of this Court and the Purchase Order will be awarded to the next eligible vendor/firm.

(17) 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 supply immediately at its own cost and supply again after removing the defects within one week.

(18) The selected vendor(s)/firm shall be bound to supply the required item(s) within 20 days from the date of issuance of Purchase Order, failing which the Purchase Order shall be deemed to be cancelled unless and until sufficient cause is shown (supported by documentary proof) for such delay. **The firm shall be liable to be**

blacklisted from participation in future tenders of this Court, if it failed to supply any cogent reason.

(19) The Acceptance of supplied items in the store of High Court of Delhi will be subject to codal formalities, *viz.*, inspection by an independent officer nominated for the purpose.

(20) The firm/vendor shall also have to furnish a duly filled in /signed/stamped undertaking in original (strictly as per **Annexure 'B'**) that neither the firm nor its Partner/Director/Proprietor have been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertakings/Autonomous Bodies have never earlier been banned/terminated on account of poor supply/default/poor performance/conduct and also that all the terms and conditions of the instant Quotation Notice are acceptable to them. The firm shall also undertake that in case the supply is not found to be in conformity with the purchase order or any other distortion, the whole supply will be taken back at the cost of the firm with replacement of goods within 7 days. **The quotations received without undertaking shall be summarily rejected.**

(21) Payment will be made within 15 to 30 days after the receipt of goods in the store along with bill and duly filled Mandate Form.

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

(23) The final decision in respect of selection of bid/quotation shall be taken after considering the quality, comfortability and specifications of the samples submitted as well as the comparative prices, by the Competent Authority, whose decision shall be final and non-questionable.

This Court reserves the right to modify/amend the quotation notice/terms & conditions at a later stage and to increase or decrease the quantity depending upon the requirement. The Court also reserves the right to place the order to supply of requisite items to one party/firm fully or to different vendors.

(Dushyant Rawal)
Assistant Registrar (Genl.-Admn.-II)
for Registrar General

Annexure – 'A'

Name of the Firm : _____

Address of the Firm: _____

_____

Contact No.: _____ Email Address: _____

Price Bid

TOWELS FOR THE OFFICERS

Description of Product	Price offered for one unit/ set (Without taxes) i.e. before tax in Rs.	Tax Rate (%)	Total Price offered for one unit/ set (incl. of taxes) i.e. after tax	Samples & colour catalogue furnished (Yes/No)	Remarks (if Any)
A	B	C	D	E	F
Bath Towels (GSM 500 to 550, Size75 cm x 150 cm) **Brand;_____** **Model/Style :_____** **GSM : _____** **Percentage of Cotton:_____**					
Hand Towels (GSM 500 to 550, Size 40 cm x 60 cm) **Brand;_____** **Model/Style :_____** **GSM : _____** **Percentage of Cotton:_____**					

Undertaking furnished (Yes/No.) _____

Signature of the authorized Signatory of the firm/company/organization

Official Stamp/Seal

Date:_____

Place:_____

Note: Interlineating/Correction/Overwriting not allowed.
If required more column may be added.
Clearly mention the unit/ set after quoted rates.

Annexure – 'B'

UNDERTAKING

I/We undertake that neither the firm (name of the firm _____) nor its Partner/Director/Proprietor (name of all owners _____) have been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertaking/Autonomous Bodies have never earlier been banned/Terminated on account of poor supply/default/poor performance/conduct.

I/We also undertake that all the terms and conditions of the instant Quotation Notice are acceptable to me/us.

I/We also undertake that in case the supply is not found to be in conformity with the purchase order or any other distortion, the whole supply will be taken back at the cost of the firm with replacement of goods within 7 days.

Signature of the authorized Signatory
of the firm/company/organization

Official Stamp/Seal

Date:_____
Place:_____