

## HIGH COURT OF DELHI AT NEW DELHI

No. 2517 / G-9/Genl.-II/DHC/2024

Dated: 21/10/24

### NOTICE INVITING QUOTATIONS

Sealed quotations are invited from interested parties/reputed firms registered with GST Department for supply of premium quality towels of reputed brand (i.e. Trident, welspun, Bombay Dyeing, Duroflex etc.) along with the different model/style of the brand, as per following specifications:-

- (1) 1000 Nos. of Bath Towels (75 cm x 150 cm)
- (2) 1000 Nos. i.e. 500 sets of Hand Towels (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, 1<sup>st</sup> Floor, Administrative Block, High Court of Delhi, Sher Shah Road, New Delhi- 110003 latest by **12<sup>th</sup> November, 2024 (Tuesday) till 4.00 p.m.**

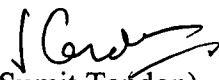
The parties/firm are required to submit their respective quotations along with samples and colour catalogue. The quotations received without samples & colour catalogue and after the above date & time shall not be entertained. The words "**SUPPLY OF BATH AND HAND TOWELS**" should be superscribed on the 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 hour 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) 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.
- (9) **The quotations must be tendered strictly in the format mentioned in Annexure 'A' of this tender. Quotations offered in any other format than prescribed shall be liable to be rejected summarily.**
- (10) The selected vendor(s)/firm shall be bound to supply the required item(s) within 15 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.**
- (11) 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.
- (12) 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.
- (13) 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.
- (14) 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.

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 based on the rates quoted by them.

  
(Sumit Tandon)  
A.O.J (Genl.-Admn.-II)  
for Registrar General

**Annexure – 'A'**

Name of the Firm : \_\_\_\_\_

Address of the Firm: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Price Bid**

Description of Product	Price offered for one unit/set (Without taxes) in Rs.	Tax Rate (%)	Total Price offered for one unit/set (incl. of taxes)	Samples & colour catalogue furnished (Yes/No)	Remarks (if Any)
A	B	C	D	E	F
<b>Bath Towels</b> (75 cm x 150 cm)  Brand; _____ Model/Style : _____					
<b>Hand Towels</b> (40 cm x 60 cm)  Brand; _____ Model/Style : _____					
<b>Bath Towels</b> (75 cm x 150 cm)  Brand; _____ Model/Style : _____					
<b>Hand Towels</b> (40 cm x 60 cm)  Brand; _____ Model/Style : _____					

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.

**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: \_\_\_\_\_