

# IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.8-A/Sty./DA-07/DHC/No. 22050

Date of issuance of tender document: 13.12.22

From:-

The Registrar General  
High Court of Delhi  
New Delhi.

To:-

(On the website of Delhi High Court)

**SUB.-** Notice inviting Tender for supply of Five Thousand (5,000) Guchhis (each Guchhi containing 50 tags) of GOOD QUALITY white Cotton Tags with 6" length having metal part at each end. (Preference will be given to the samples consisting strong cotton and metal part not easily detachable from each other) (As per Annexure 'P' of Tender Notice)

Having revoked the earlier Tender Notice F. No. 67-B/Sty./DA-07/DHC/No.17467 dated 07.10.2022, this Court invites <sup>Fresh</sup> quotation(s) 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 TENDERS IS 22/12/2022 TILL 17:30 HRS.**

**(A) SUBMISSION OF TENDER IN TWO-BID SYSTEM**

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

(I) The subject of the 1<sup>st</sup> ENVELOPE shall be superscribed as:

**"SAMPLE BID FOR SUPPLY OF FIVE THOUSAND (5,000) GUCHHIS (EACH GUCHHI CONTAINING 50 TAGS) OF GOOD QUALITY WHITE COTTON TAGS WITH 6" LENGTH".**

The envelope of Sample Bid shall contain:

- The sample of proposed white Cotton Tags
- 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 2<sup>nd</sup> ENVELOPE shall be superscribed as:

**"FINANCIAL BID FOR SUPPLY OF FIVE THOUSAND (5,000) GUCHHIS (EACH GUCHHI CONTAINING 50 TAGS) OF GOOD QUALITY WHITE COTTON TAGS WITH 6" LENGTH".**

The envelope of Financial Bid shall contain:

- 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 2021-22 & 2022-23.

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

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

**“SAMPLE AND FINANCIAL BID FOR SUPPLY OF FIVE THOUSAND (5,000) GUCHHIS (EACH GUCHHI CONTAINING 50 TAGS) OF GOOD QUALITY WHITE COTTON TAGS WITH 6” LENGTH”. [DUE DATE 23/12/2022]**

- a) The 3<sup>rd</sup> 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, Room no. 103, First Floor, Administrative Block, 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 2<sup>nd</sup> round of opening of financial bids. The competent authority has the right to call clarification(s) in respect of Sample Bid, if required.
3. The Financial bids of the vendors/firms whose sample is 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 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 firm/vendor offering the best suitable quality/rates.

**(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 tender 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 each envelopes as referred to above.
9. Any ambiguity in submission of bid.
10. Bids received without proposed sample(s).

**(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 **15 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 supply immediately at its own cost and supply again after removing of the defects within three days.

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 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 or any step taken by the competent authority to safeguard the interest of this Court shall be final and binding on all participants.

Yours truly,



**(Praveen Kumar Verma)**  
Asstt. Registrar (Stationery)  
for Registrar General

**CC to:**

Director (IT), DHC for uploading the above Tender Notice on the official website of High Court of Delhi.

**SAMPLE BID**  
**FOR SUPPLY OF FIVE THOUSAND (5,000) GUCHHIS (EACH GUCHHI  
CONTAINING 50 TAGS) OF GOOD QUALITY WHITE COTTON TAGS WITH 6"  
LENGTH**

Name of the firm:- \_\_\_\_\_

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

Name of the person (authorized to sign the tender document) \_\_\_\_\_

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

<b>Specification</b>	<b>Compliance</b>	<b><u>Compliance in 'Yes' or 'No' only</u></b>
Length of Cotton Tag	6" with metal part at both end	
Quantity	5,000 guchhis ( <b>each Guchhi containing 50 tags</b> )	
Delivery	Within 15 days in the Stationery Store of Delhi High Court	
Finished Sample	Enclosed as per required specification	
*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 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.	

**\*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

**SUB.:- FOR SUPPLY OF FIVE THOUSAND (5,000) GUCHHIS (EACH GUCHHI CONTAINING 50 TAGS) OF GOOD QUALITY WHITE COTTON TAGS WITH 6" LENGTH"**

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 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.

I/we undertake that I/we have seen the **Annexure- P (photographs)** of this Tender and understood the requirement of the Hon'ble High Court of Delhi. I/we, therefore, accordingly, quote for and bound to supply the same item(s) within 15 days if the tender is awarded to my/our firm.

I/we also undertake that the supplied item(s) if not found in conformity with the Purchase Order or any other distortion, the whole supply will be taken back immediately at the cost of the firm/ proprietor with replacement of goods within 3 days.

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 FIVE THOUSAND (5,000) GUCHHIS (EACH GUCHHI CONTAINING 50 TAGS) OF GOOD QUALITY WHITE COTTON TAGS WITH 6" LENGTH")

Name of the firm: \_\_\_\_\_

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

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

\_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Id: \_\_\_\_\_

**NOTE: PLEASE USE EITHER TABLE 'A' OR 'B' AS THE CASE MAY BE.**

**Table-A**

(To be used by the firms / vendors registered under GST Act)

	<b>Offer</b>	<b>In figures</b>	<b>In words</b>
1	Price per Guchhi (without tax)		
2	Tax applicable (%)		

**-OR-**

**Table-B**

(To be used by the firm/vendor offering their rate all inclusive and claiming exemption from registration under GST Act)

<b>Offer</b>	<b>In figures</b>	<b>In words</b>
Supply price per Guchhi (all inclusive)		

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 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]

**Annexure – 'D'**  
**To be placed in 2<sup>nd</sup> 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. 2021-2022.
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 2022-2023.
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 \_\_\_\_\_, 2022  
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

