

HIGH COURT OF DELHI AT NEW DELHI

No. 2455 / G-9/Genl.-II/DHC

Dated: 20/9/22

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from interested parties for supply of 150 nos. approx. of Aroma essential oils of different fragrances for example Lavender, Jasmine, Rose, Tea Tree, Rosemary, Sandalwood etc. for being used in the humidifiers to this Court.

The quotations along with samples of the items quoted addressed to 'The Registrar General, High Court of Delhi, New Delhi' should reach the Administrative Officer (J), Receipt & Despatch (Establishment-II Branch), II Floor, Administrative Block, High Court of Delhi, Sher Shah Road, New Delhi- 110003 latest by 10th October, 2022 (Monday).

The quotations received without samples and after the date & time above mentioned shall not be entertained under any circumstances. The words "QUOTATION FOR SUPPLY OF AROMA ESSENTIAL OILS" should be superscribed on the top of the sealed envelope containing quotation. The following are the terms & conditions for submission of quotations: -

- (1) The quotation/rates quoted should be valid atleast for a period of 60 days from the last date of submission of the quotations. Quotations with shorter validity shall be summarily rejected.
- (2) A vendor must submit only one quotation. If more than one quotation is submitted by a vendor, all such quotations submitted shall be rejected in the first instance.
- (3) The rates quoted should be "FOR Delhi High Court" basis.
- (4) The rates of GST, etc., if any, as applicable at the time of submitting quotation should be clearly mentioned.
- (5) 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 of one year from the date of blacklisting.
- (6) This Court reserves the right to (i) modify/amend the terms and conditions of this notice inviting quotations at a later stage; (ii) increase or decrease the quantity depending on the requirement; (iii) to accept or reject any or all quotations based upon suitability, requirement and viability of product, whatsoever; (iv) not to award the tender to the lowest bidder for reasons to be recorded, (v) to further negotiate with the short listed bidders and (vi) to place the order full/or in parts on different vendors.
- (7) Acceptance of supplied items in the stores of High Court of Delhi will be subject to codal formalities, viz., inspection by an independent officer nominated for the purpose.
- (8) 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.



Deputy Registrar
for Registrar General