

**IN THE HIGH COURT OF DELHI AT NEW DELHI**

F. No. 49-A/Sty./SA-11/DHC/No.

17781

Dated: 21/12/2020

From:-

The Registrar General  
High Court of Delhi  
New Delhi.

To:-

(On the website of Delhi High Court)

**SUB.:- Tender inviting quotations for purchase of Seven Thousand (7,000) nos. of Refills of 'Linc' Signetta Ball Pen.**


This Court intends to purchase **7,000 (i.e. 5000-Blue and 2,000-Black) nos. of Refills of 'Linc' Signetta Ball Pen.**

Interested firms/vendors are requested to submit the quotation for the same in a sealed envelope to the A.O.(J), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court, New Delhi on or before **11.01.2021** till 5:00 P.M.

**Terms & Conditions of this tender are as under:-**

1. The validity of rates should not be less than 180 days from the last date of submission of quotation and the tax rate applicable should be clearly and separately mentioned.
2. Quotations with **less period of validity of rates shall be summarily rejected.**
3. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and the subject of this letter and due date be superscribed on the envelope.
4. No quotation shall be entertained **after due date.** Envelopes **without subject as referred above & due date** shall be summarily rejected.
5. Quotations received after due date shall be liable to be rejected.
6. If multiple quotations are submitted by any firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
7. The final rates should be mentioned as per unit price **inclusive of GST** and the taxes applicable should be clearly and separately mentioned.
8. The firm/vendor shall quote unit rate both in figures and words.
9. The firm/vendor shall also have to give an undertaking (**as per Annexure- 'A'**) that the firm/Partner/Director/Proprietor has not been blacklisted and its Business dealings with the Central/State Government/Public Sector Units/Autonomous Bodies have not been banned/terminated on the account of poor performance/conduct. The quotation received without undertaking shall be summarily rejected.
10. After opening of the sealed quotation if any correction is found in the offered rate which renders the whole Tender process doubtful or ambiguous, the said quotation shall be summarily rejected.
11. Each firm/vendor has to certify that all the terms and conditions are acceptable to them.
12. The firm/vendor offering NET rate claiming that they are mandatorily not required to be registered under GST Act shall in support, along with the quotation, submit supporting documents viz. CA's Certificate, Copy of Notification issued by Govt. of India/Govt. of NCT of Delhi duly attested under the seal of the firm to this effect.

This Court reserves the right to modify/amend the quotation letter/Terms and Conditions at a later stage. This Court also reserves the right to increase or decrease the quantity of above-mentioned item.

  
Yours truly,  
21/12/20  
(Rajeev Kumar Chauhan)  
Joint Registrar (IT/Sty.)  
for Registrar General

**CC to:-**

Sr. System Analyst, Computer Cell, DHC for uploading on the website.

**UNDERTAKING**

I/We undertake that (name of the company) has not been blacklisted/banned by any Government Department/Public Sector Undertaking/Autonomous Body.

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

Date:-

Place:-