

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.86-A/Sty./SA-11/DHC/No. 1312

Dated: 18/01/2021

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 Five Thousand (5,000) nos. of Plain Brown A-4 size Envelopes (Laminated Inside).

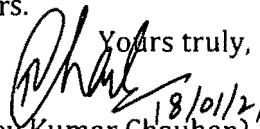
This Court intends to purchase **5,000 nos. of Plain Brown A-4 size Envelopes (Laminated Inside).**

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, High Court of Delhi, New Delhi on or before 10-02-2021 till 5:30 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. Quotations with **less period of validity of rates shall be summarily rejected.**
2. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and the subject "**Quotation for Plain Brown A-4 size Envelopes (Laminated Inside)**" and due date must be superscribed on the envelope.
3. No quotation shall be entertained **after due date.** Envelopes **without subject as referred above & due date** shall be summarily rejected.
4. Quotations received after due date shall be liable to be rejected.
5. If multiple quotations are submitted by any firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
6. The final rates should be mentioned as per unit price **inclusive of GST** and the taxes applicable should be clearly and separately mentioned.
7. The firm/vendor shall quote unit rate both in figures and words.
8. 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.
9. 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.
10. The selected L-1 vendor/firm shall be bound to supply the required item within 15 working days from the date of issuance of Purchase Order, failing which the Purchase Order shall be deemed to be cancelled without entertaining any communication in this regard unless sufficient cause is shown (supported by documentary proof) for such lapse.
11. In case the Purchase Order awarded to L-1 firm cancelled due to non-supply of goods within the stipulated period, the Purchase Order will be awarded to the next eligible L-2 vendor/firm.
12. The firm/vendor shall also have to give an undertaking (**as per Annexure- 'A'**) that the firm/Partner/Director/Proprietor has not been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertakings/Autonomous Bodies have not been banned/terminated on account of poor performance/conduct and also that all the terms and conditions of the instant Tender Notice are acceptable to them. The quotation received without undertaking shall be summarily rejected.

This Court reserves the right to modify/amend the quotation letter/Terms and Conditions at a later stage and to increase or decrease the quantity depending on the requirement. This Court also reserves the right to place the order fully/partially to different firms/vendors.

Yours truly,

(Rajeev Kumar Chauhan)
Joint Registrar (IT/Sty.)
for Registrar General

CC to:-

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

UNDERTAKING

I/We undertake that the firm **(name of the firm)** or its Partner/Director/Proprietor has not been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertaking/Autonomous Bodies have not been banned/terminated on account of poor performance/conduct.

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

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

Date:-

Place:-