

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.91/Sty./DA-07/DHC/No. 2623

Dated: 17/02/2022

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 150 (one hundred fifty) nos. of A-4 size Yellow Noting Pads 'Shipra' make No. PN 181.**

This Court intends to purchase **150 (one hundred fifty) nos. of A-4 size Yellow Noting Pads 'Shipra' make No. PN 181** for the use of this Court.

Interested firms/vendors (**Based in Delhi/NCR Region only**) are requested to submit their respective quotations 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 3/3/2022 till 5:30 P.M.

The sealed envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" mentioning the subject "**Quotation for A-4 size Yellow Noting Pads 'Shipra' make No. PN 181**" which should be super-scribed on the sealed envelope.

**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 quotations. Quotations with **less period of validity of rates shall be summarily rejected.**
2. No quotation shall be entertained **after due date**. Quotations **without the subject as referred to above & due date being mentioned on the envelope** shall be summarily rejected. Quotations received after due date shall be summarily rejected.
3. The firms/vendor must submit only one quotation against instant Tender Notice. Quotation(s) related to some other item(s) not related to instant tender placed in the sealed envelope will be liable to be rejected.
4. After opening of the sealed quotation(s), 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.
5. **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.**
6. **The selected L-1 vendor/firm shall be bound to supply the required item within 10 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 delay.
7. In case the Purchase Order awarded to L-1 firm is 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.
8. The acceptance of supplied item in the Stationery Store of Delhi High Court will be subject to codal formalities viz., inspection by an independent officer nominated for the purpose.
9. The firm/vendor shall also have to give an undertaking in original (**strictly as per Annexure- 'B'**) that the firm or its 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 quotations received without undertaking shall be summarily rejected.
10. The firms/vendors offering NET rate claiming that they are mandatorily not required to be registered under the GST Act shall submit NET rates only in their quotation and need not mention tax rate and are further required to submit an affidavit strictly as per **Annexure-'C'** with supporting documents in respect of exemption from registration under GST Act viz. copy of the latest Notification issued by Govt. of India/Govt. of NCT of Delhi duly attested under the seal of the firm, certificate issued by Chartered Accountant for the F.Y. 2020-2021 & 2021-2022, etc.

11. Withdrawal of quotation(s) after their opening may attract blacklisting of the firm/vendor from participation in any future tender process of this Court for a period of six months from the date of blacklisting.

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.

Yours truly,

*Deepti*  
17/2/2022

(Deepti Chhabra)  
Deputy Registrar (IT/Sty.)  
for Registrar General

**CC to:**

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

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

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

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

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

**Price Bid**

Description of product	Price offered for one unit (without taxes) (in Rs.)  (A)	Tax Rate (%)	Tax Amount for one Unit (in Rs.)  (B)	Total Price offered for one unit (incl. of taxes)  <b>OR</b> NET price offered for one unit by vendor exempted from registration under the GST Act* (A+B) (C)	Undertaking furnished (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
A-4 size Yellow Noting Pads 'Shipra' make No. PN 181							

\* Price as at column (C) in words:- \_\_\_\_\_

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

Date:-  
Place:-

**Annexure - 'B'**

**UNDERTAKING**

I/We undertake that the firm **(name of the firm)** or its Partner/Director/Proprietor **(name of all owners)** has not been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertaking/Autonomous Bodies has/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.

I/we also undertake that the supplied items if not found in conformity with the Purchase Order or any other distortion, the whole supply will be taken back 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 cast the firm/vendor is claiming exemption from GST & offering net rates.)

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

Date:-  
Place:-

**AFFIDAVIT**

[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]

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. 2020-2021.
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 2021-22.
4. That I undertake that at the point of time the turnover of the firm crossing the present threshold exemption limit of Rupees 40 Lakh or any other limit fixed by Authorities, the firm will be registered under GST Act and 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