

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.27-A/Sty./DA-07/DHC/No. 3451

Date of issuance of tender document: 05/03/2022

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of Delhi High Court)

SUB.:- Tender inviting Bids for supply of (i) Twenty Five Thousand (25,000) nos. of White Window Paper Envelopes 10" x 4½" size (80 GSM) & (ii) Twenty Five Thousand (25,000) nos. of Plain White Paper Envelopes 10" x 4½" size (80 GSM).

This Court intends to purchase Twenty Five Thousand (25,000) nos. of White Window Paper Envelopes 10" x 4½" size (80 GSM) and Twenty Five Thousand (25,000) nos. of Plain White Paper Envelopes 10" x 4½" size (80 GSM) for the use of this Court under Two-Bid System.

Interested firms/vendors (**Based in Delhi/NCR Region only**) are requested to submit their Bid(s) in one large envelope containing two separate closed envelopes marked as:

- (I) Sample Bid containing the finished samples of the Envelopes being offered,
- (II) Financial Bid [containing the price per thousand of the finished item(s)]

(A) SUBMISSION OF TENDER

The two envelopes containing (i) Sample Bid, and (ii) Financial Bid to be sealed/closed separately and be further placed in a third Bigger Single Envelope which shall also be sealed/closed. The bigger sealed/closed envelope containing quotation of the vendor must be addressed to "The Registrar General, Delhi High Court, New Delhi" and shall reach to the A.O.(J), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No.6, Ground Floor, High Court of Delhi, New Delhi before the designated date/time.

(B) LAST DATE FOR SUBMISSION OF TENDER IS 28/3/2022 TILL 17:30 HRS.

(C) INSTRUCTIONS FOR THE PARTICIPANTS IN RESPECT OF SUBMISSION OF (I) SAMPLE BID AND (II) FINANCIAL BID:-
(please go through the tender document carefully)

1. The sealed envelope of Sample Bid shall contain:

- (a) Sample Bid strictly as per Annexure - 'A'.
- (b) Undertaking (in original) strictly as per Annexure-'B'.
- (c) Copy of GST Registration Certificate, if the firm/vendor is registered under GST Act.
- (d) Affidavit strictly as per Annexure-'C'. *(only in case the firm/vendor is exempted from registration under GST Act and offering NET rates without tax component.)*
- (e) 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 and certificate issued by Chartered Accountant for the F.Y. 2020-2021 & 2021-2022, etc. *(only in case the firm/vendor is exempted from registration under GST Act and offering NET rates without tax component.)*
- (f) Sample of the **actual Paper Envelope(s) being offered** duly signed and stamped by the authorized person of the firm/vendor for identification purposes. (Submission of Sample bid without offering actual sample of Paper Envelop(s) shall be liable to be rejected.)
- (g) Quality assurance certificate duly stamped and signed by the authorized person to the effect that the supply will be made strictly as per sample provided and free from any distortion.

[THE SEALED/CLOSED ENVELOPE CONTAINING THE ABOVE INFORMATION/DOCUMENTS (DULY PAGINATED) SHALL BE SUPERSCRIBED WITH THE SUBJECT AS "SAMPLE BID - FOR SUPPLY OF WHITE WINDOW PAPER ENVELOPES 10" X 4½" SIZE (80 GSM) AND PLAIN WHITE PAPER ENVELOPES 10" X 4½" SIZE (80 GSM) 25000 EACH".]

2. The Financial Bid furnishing the information strictly as per Annexure-'D' be placed in second envelope and sealed/closed.

[THE SEALED ENVELOPE CONTAINING FINANCIAL BID SHALL BE SUPERSCRIBED WITH THE SUBJECT AS "FINANCIAL BID - FOR SUPPLY OF WHITE WINDOW PAPER ENVELOPES 10" X 4½" SIZE (80 GSM) AND PLAIN WHITE PAPER ENVELOPES 10" X 4½" SIZE (80-GSM) 25000 EACH".]

3. The two separate sealed envelopes referred to above shall be further placed in a third bigger envelope and the bigger envelope should also be sealed/closed in such a way that nothing could be placed therein or could be taken out therefrom.

[THE BIGGER SEALED ENVELOPE SHALL BE SUPERSCRIBED WITH THE SUBJECT AS "SAMPLE & FINANCIAL BID - FOR SUPPLY OF WHITE WINDOW PAPER ENVELOPES 10" X 4½" SIZE (80 GSM) AND PLAIN WHITE PAPER ENVELOPES 10" X 4½" SIZE (80 GSM) 25000 EACH" - DUE DATE OF TENDER - 28-3-2022.]

(D) OPENING/EVALUATION OF BIDS & AWARD OF PURCHASE ORDER

1. The bigger sealed envelope (containing Sample Bid and Financial Bid) shall be opened first by an independent officer nominated for the purpose by the competent authority. The same nominated officer shall also open the sealed envelope containing the **Sample Bid** for further processing.
2. The competent authority shall evaluate the Sample Bids to shortlist the eligible firms/vendors. The competent authority has the right to call clarification in respect of Sample Bid, if required. The decision of the competent authority for short listing of the vendor(s) offering the quality presently being used by this Court or better quality for final selection of firm/vendor after evaluation of the Sample Bids and the rates offered shall be final & binding on the participants in the instant Tender.
3. The sealed envelopes containing the **Financial Bids** of the shortlisted firms/vendors declared qualified after the first round of Sample bid will also be opened by same officer or any other independent officer nominated for the purpose by the competent authority.
4. The Financial bids of the vendors/firms whose sample(s) are not found suitable after evaluation in the first round shall not be considered for the second round of opening of financial bids.
5. The purchase order shall be awarded to the most eligible firm/vendor after evaluation of Sample bid and offering lowest rates in the financial bid for the approved quality.

(E) TERMS AND CONDITIONS/CAUSES OF DISQUALIFICATION

1. The validity of rates must not be less than 180 days from the last date of submission of Bid. Bids with less period of validity of rates shall be summarily rejected.
2. No bid shall be entertained after due date. Bids received after due date shall be summarily rejected.
3. The firms/vendors must submit only one bid against instant Tender Notice. Bid(s) related to some other item(s) not related to instant tender placed in any sealed envelopes as referred to above will be liable for disqualification.
4. After opening of the sealed envelopes containing (i) Sample Bid, and (ii) Financial Bid, if any interlineations, erasure or correction is found in the specification/offered rate, which renders the whole Tender process doubtful or ambiguous, such bid(s) shall be summarily rejected.
5. The selected vendor/firm shall be bound to supply the required item(s) within 21 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.

6. In case the Purchase Order awarded to eligible 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.
7. 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.
8. 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 bids.
9. Non-mentioning of subject(s)/Due date of the Tender on each envelopes as referred to above shall attract rejection of the bid summarily.
10. The submission of Bid is subject to strict compliance as set out in the instant Tender document. The bid(s) of the firms/vendors offering bids(s) in any other format than prescribed, not abiding the terms and conditions or submitting incomplete documents as required shall be liable to be rejected.
11. Bid(s) cannot be withdrawn after opening of financial bids. Withdrawal of Bid(s) after opening of financial bids will attract blacklisting of the firm/vendor from participation in any future tender process of this Court.

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 place the order fully/partially to different firms/vendors.

Yours truly,

Deepti
5/3/2022

(Deepti Chhabra)

Deputy Registrar (IT/Sty.)

for Registrar General

Copy to:

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

SAMPLE BID**FOR SUPPLY OF WHITE WINDOW PAPER ENVELOPES 10" X 4½" SIZE (80 GSM)
AND PLAIN WHITE PAPER ENVELOPES 10" X 4½" SIZE (80 GSM) 25000 EACH**

Name of the firm: _____

Address of the firm: _____

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

Contact No.: _____ Email Address: _____

Requirement	Details of Requirement of this Court for both i.e. White Window Envelopes and Plain White Envelopes	Compliance in 'Yes' or 'No' only
Size	Exact size of 10" x 4½"	
Quantity	25000 nos. each for both Envelopes	
Delivery	Within 21 days (in the Sty. Store of DHC)	
Finished Sample	Finished Sample(s) of Envelope(s) enclosed	
Undertaking	Undertaking enclosed (Annexure-B)	
*Affidavit	Affidavit enclosed (as per Annexure-C)	
Quality assurance	Quality assurance certificate enclosed	

*AFFIDAVIT TO BE SUBMITTED ONLY BY THE FIRMS/VENDORS CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT]

Please mention separately about:

Quality of Paper to be used in making of Envelope(s) (Required minimum 80 GSM or above)	
*Validity of Rates being offered (180 days or above)	

**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

I/We undertake that the firm (name of the firm) or its Partner/Director/Proprietor (name of all owners) has/have not been blacklisted/banned in its Business dealings with any Central/State Government/Public Sector Undertaking/Autonomous Bodies or 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 as per sample submitted 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 in case pasting of the Paper Envelope(s) deteriorates within three months of supply, making the Paper Envelop(s) unusable, the same shall be replaced by me/us.

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:-

[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]

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:-

7. That the Turnover of M/s. _____ was less than Rupees 40 Lakh in financial year i.e. 2020-2021.
8. That M/s. _____ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supplies elsewhere.
9. 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.
10. 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.
11. That the firm is claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the financial bid.
12. 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

FINANCIAL BID**FOR SUPPLY OF WHITE WINDOW PAPER ENVELOPES 10" X 4½" SIZE (80 GSM) AND
PLAIN WHITE PAPER ENVELOPES 10" X 4½" SIZE (80 GSM) 25000 EACH**

Name of the firm: _____

Address of the firm: _____

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

Contact No.: _____ Email Address: _____

PRICE DETAILS FOR WHITE WINDOW PAPER ENVELOPES 10" X 4½" SIZE (80 GSM)

Details/Particulars		In figures	In words
A.	Price offered per thousand (without taxes)		
B.	Tax Rate (%)		
C.	Tax Amount on the price for one thousand envelope(s)		
D.	Total Price offered per thousand (incl. of taxes). or NET price offered per thousand by vendor exempted from registration under the GST Act. * Strike out whichever is not applicable.		

PRICE DETAILS FOR PLAIN WHITE PAPER ENVELOPES 10" X 4½" SIZE (80 GSM)

Details/Particulars		In figures	In words
A.	Price offered per thousand (without taxes)		
B.	Tax Rate (%)		
C.	Tax Amount on the price for one thousand envelope(s)		
D.	Total Price offered per thousand (incl. of taxes). or NET price offered per thousand by vendor exempted from registration under the GST Act. * Strike out whichever is not applicable.		

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.]