

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.232/Comp./DHC/No. 3075

Dated: 12.02.21

From,
The Registrar General
Delhi High Court
New Delhi

To, (On the website of High Court)

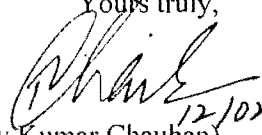
Sub: Tender Notice calling quotations for purchase of Mouse Pads (along with Sample) for use of this Court.

This Court intends to purchase 100 nos. of 'Mouse Pads' of reputed make for the use of this Court.

The terms & conditions of this tender are as under:

1. Interested vendors are requested to submit the necessary quotation(s) for purchase of 'Mouse Pads' of reputed make along with a Sample labeled with firm's name.
2. Sealed envelopes containing the quotations as well as sample must reach to the AOJ (IT & Stationery Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 05-03-2021 till 5:00 P.M.
3. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi".
4. The validity of rates should not be less than 180 days from the last date of submission of quotation and tax rate applicable should be clearly mentioned.
5. Quotations with less period of validity of rates shall be summarily rejected.
6. The firm/vendor shall quote unit rate both in figures and words.
7. The subject "Quotation for Mouse Pads" and due date should be superscribed on the envelope.
8. No quotations shall be entertained after due date. Envelope(s) without subject shall be summarily rejected.
9. Quotations received without sample shall be rejected. Firms may take back their samples upon written request after the finalization of the tender within three months of the date of the quotation letter.
10. It may be noted that the final rates should be mentioned as unit price inclusive of GST and taxes applicable should be clearly and separately mentioned.
11. The selected L-1 firm shall be bound to supply the required item within fourteen (14) working days from the date of issuance of Purchase Order, failing which the purchase order issued 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.
12. In case the Purchase Order issued to L-1 firm is cancelled, due to non-supply of goods within the stipulated period, L-2 firm will be awarded the Purchase Order.
13. If multiple quotations are submitted by a firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
14. 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 quotations received without undertaking as per 'Annexure-A' shall be liable to be rejected summarily.
15. After opening of the sealed quotations 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.

This Court reserves the right to modify/amend the quotation letter/terms & conditions at a later stage and to increase or decrease the quantity depending on the requirement.

Yours truly,

(Rajeev Kumar Chauhan) 12/02/2021
Joint Registrar (IT/Sty.)
for Registrar General

CC to:- Joint Director (IT), DHC.- for uploading on the official website of Delhi High Court.

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: