

**HIGH COURT OF DELHI AT NEW DELHI**

No. 2150 /Genl-II/G-13/DHC

Dated 25/9/23

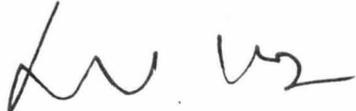
**NOTICE INVITING QUOTATION**

Sealed Quotations are invited from interested parties for preparation and supply of Photo Identity Smart Card, Necklane & Card Holders. Sample of Photo Identity Card may be seen on all working days from 10:00 A.M. to 4:00 P.M. in Room No.108, First Floor, General Admn.-II Branch, Administrative Block of this Court.

Quotation alongwith samples addressed to the Registrar General, High Court of Delhi should reach the Admn. Officer (Judl.), Receipt & Despatch (Establishment-II Branch), 3<sup>rd</sup> Floor, S-Block, High Court of Delhi, Sher Shah Road, New Delhi-110003 latest by **18.10.2023 till 4:30 P.M.** The quotations received after the date aforementioned shall not be entertained under any circumstances. The words **"QUOTATION FOR PREPARATION AND SUPPLY OF PHOTO IDENTITY SMART CARD AND NECKLANES & CARD HOLDERS"** should be superscribed on the top of envelope containing quotation.

The following are the terms & conditions for submission of quotations:-

- (1) Printing of Photo Identity Card, Necklane and Cardholder compatible to as per sample available in this Court.
- (2) Data to be printed on the Cards is to be managed by the vendor itself. The vendor shall supply these items at the premises of this Court as per requirement.
- (3) A vendor must submit only one quotation. If more than one quotation is submitted by a vendor, all such quotations submitted shall be rejected in the First instance.
- (4) The rates of GST, etc., if any, as applicable at the time of submitting quotation should be clearly mentioned.
- (5) The vendor shall supply cards within 10 days of receiving of order and if required vendor shall supply 1 or more cards within a day or two days.
- (6) This Court reserves the right to (i) modify/amend the terms and conditions of this notice inviting quotations at a later stage, (ii) increase or decrease the quantity depending on the requirement, (iii) to accept or reject any or all quotations based upon suitability, requirement and viability of product, (v) to further negotiate with the short listed bidders and (vi) to place the order full/or in parts to different vendors.

  
**Joint Registrar  
for Registrar General**