

IN THE HIGH COURT OF DELHI AT NEW DELHIF. No. 06A/Sty./DA-06/DHC/No. 26130Dated: 13.12.2023

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of Delhi High Court)

SUB.:- NOTICE INVITING SEALED QUOTATION(S) FOR PROCUREMENT OF

- (i) **100 NOS. OF 'CITIZEN' MAKE ELECTRONIC CALCULATORS MODEL NO. CT-500JS (12 DIGIT) (HAVING BIG DISPLAY AND 120 STEPS), MAXIMUM WARRANTY AND LATEST MANUFACTURING DATE. [with validity of rates for a period of 180 days minimum].**

-OR-

- (ii) **ELECTRONIC CALCULATORS (12-DIGIT) (HAVING BIG DISPLAY AND MINIMUM 120 STEPS) WITH EQUIVALENT TECHNICAL SPECIFICATIONS OF REPUTED BRAND(S), MAXIMUM WARRANTY AND LATEST MANUFACTURING DATE. [with validity of rates for a period of 180 days minimum].**

This Court intends to purchase the stationery item(s) mentioned as under:

S.No.	Item(s) Details	Qty. (in Nos.)
1.	<p>"CITIZEN" make electronic calculators Model No. CT-500JS (12-Digit) (having big display and 120 steps), maximum warranty and latest manufacturing date.</p> <p style="text-align: center;">-OR-</p> <p>Electronic Calculators (12 -Digit) (having big display and minimum 120-steps) with equivalent technical specifications of Reputed Brand(s), maximum warranty and latest manufacturing date.</p>	100

Interested firms/vendors (Based in Delhi/NCR Region only) are, therefore, requested to submit their respective quotations(s) in the sealed/closed envelope to the **A.O.(J), Stationery Branch, Room No. 512, 5th Floor, Administrative Block, High Court of Delhi, New Delhi.**

The firms/vendors are requested to read the tender notice carefully.

THE LAST DATE FOR SUBMISSION OF SEALED QUOTATION(S) IS 05.01.2024 TILL 17:30 HRS.

Note: No employee of this Court or his/her dependent family members be involved in the instant tender process in contravention of the requirement/provisions contained in Central Civil Services (conduct) Rules,1964.

(A) SUBMISSION OF BID IN TWO-BID SYSTEM

The bid documents shall be submitted in three (03) envelopes described herein below:

- I. The subject of the **FIRST ENVELOPE** shall be super scribed as:

"SAMPLE BID FOR SUPPLY OF 100 NOS. OF 'CITIZEN' MAKE ELECTRONIC CALCULATORS OR EQUIVALENT MAKE OF REPUTED BRAND(S)."

The envelope of **Sample Bid** shall contain:

- a) The proposed sample of the Electronic Calculator being offered for supply. *(returnable on written request)*
- b) **Annexure 'A'** i.e. Sample Bid for supply of Electronic Calculators.
- c) **Annexure 'B'** i.e. undertaking.
- d) Copy of GST Registration Certificate, if the firm/vendor is registered under GST Act.

[NOTE: ALL THE DOCUMENTS PLACED IN SAMPLE BID ENVELOPE SHALL BE DULY PAGINATED.]

- II. The subject of the **SECOND ENVELOPE** shall be super scribed as:

“FINANCIAL BID FOR SUPPLY OF 100 NOS. OF ‘CITIZEN’ MAKE ELECTRONIC CALCULATORS OR EQUIVALENT MAKE OF REPUTED BRAND(S).”

The envelope of **Financial Bid** shall contain:

- a) Duly filled/signed/stamped **Annexure 'C'** i.e. Financial bid(s) for supply of Electronic Calculators.

NOTE: The firms/vendors offering net rate claiming that they are mandatorily not required to be registered under the GST Act shall not mention tax rate/amount and submit the 'net rates' only in their financial bid along with Annexure 'D'.

- b) **Annexure 'D'** i.e. duly notarized affidavit in original by those who are claiming exemption from registration under GST Act and offering net rates only with supporting documents viz. copy of the latest notification issued by Govt. of India/Govt. of NCT of Delhi in this regard duly attested under the seal of the firm. Turnover certificate issued by the Chartered Accountant for the Financial Year 2022-2023.

NOTE: ABOVE TWO ENVELOPES SHALL BE CLOSED/SEALED SEPARATELY.

- III. The subject of the **THIRD BIGGER ENVELOPE** shall be super scribed as:

F. No. 06A/Sty./DA-06/DHC/No. 26130 Dated: 13.12.2023

To
The Registrar General
High Court of Delhi
New Delhi.

Add.: Admin. Officer (Judl.), Stationery Branch, Room No. 512, Fifth Floor, Administrative Block, Sher Shah Road, High Court of Delhi, New Delhi-110503

“SAMPLE AND FINANCIAL BID FOR SUPPLY OF ONE HUNDRED (100) NOS. OF ELECTRONIC CALCULATORS”.
[DUE DATE: 05/01/2024]

- a) The aforesaid third bigger envelope be also sealed after placing two sealed envelopes having documents and sample electronic calculator as referred at point (I) & (II) above.

- b) All the participating firms/vendors shall ensure that their sealed quotation(s) shall reach to the A.O.(J), Stationery Branch, Room No. 512, Fifth Floor, Administrative Block, High Court of Delhi, New Delhi-110503 on or before the last date and the time specified.

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

1. An independent Officer nominated by the competent authority shall first open the Envelope No.3 i.e. main outer envelope and envelope No.1 i.e. Sample bid found inside the main envelope.
2. The competent authority shall evaluate the Sample Bids and samples (i.e. Calculators) to shortlist the eligible firms/vendors for 2nd round of opening of financial bids. The competent authority has the right to call clarification(s) in respect of Sample Bid/Samples, if required.
3. The Financial bids of the vendors/firms whose sample (i.e. Calculators) is not found suitable after evaluation of Sample bids shall not be considered for opening of financial bids.
4. Envelope No.2 i.e. **Financial Bids** of the shortlisted firms/vendors declared qualified after the first round of Sample bid will also be opened by an independent Officer, nominated for the purpose by the competent authority.
5. The purchase order shall be awarded to the firm/vendor offering the best suitable quality/rates for supply of goods, maximum warranty/after sales support/terms & conditions.

(C) REASONS FOR REJECTION OF BIDS

1. Validity of rates for a period **less than 180 days** from the last date of submission of Bids.
2. Bids received after due date.
3. Submission of more than one bid.
4. Bid(s) related to some other item(s) not related to instant tender.
5. Any interlineations, erasure or correction in the specification/offered rate, which renders the whole tender process doubtful or ambiguous.
6. Bids in the format other than the prescribed one.
7. Non-submission of required documents or submitting incomplete documents.
8. Non-mentioning of subject and due date on each envelopes as referred to above.
9. Any ambiguity in submission of bid.
10. Bids received without proposed sample(s).(i.e. Calculator)
11. Conditional Bids.

(D) SUPPLY OF GOODS IN THE STATIONERY STORE OF THIS COURT

1. The selected firm/vendor shall be bound to supply the required item within **15 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.
2. The acceptance of the supplied goods in the Stationery Store of Delhi High Court will be subject to codal formalities viz., inspection of the supplied goods by an independent Officer nominated for the purpose.

If the supplied goods are found defective or not found in conformity with the sample bid/purchase order, the firm is liable to take back the entire supply immediately at its own cost and supply again after removing of the defects within **one week**.

The goods if supplied again after removing defects, the same shall again be inspected by the nominated independent officer.

(E) THE FIRMS/VENDORS MAY BE BLACKLISTED FOR THE FOLLOWING REASONS

1. Withdrawal or attempt to revise the financial bid on any ground after opening of the same.
2. Non supply of goods as referred to above.
3. Not obeying the validity of rates offered for 180 days.
4. Any other default in fulfilling the contractual obligations by the firm/vendor.

(F) FINALITY OF DECISION OF THE COMPETENT AUTHORITY

The decision of the competent authority for short listing of the firm(s)/vendor(s) considering the quality being used by this court or better quality and final selection of firm/vendor after evaluation of the Sample Bids/Samples and the financial bids offered, shall be final & binding on all the participants in the instant process.

This Court reserves the right to modify/amend the notice/Terms and Conditions of the notice at a later stage and also to increase or decrease the quantity depending on the requirement. This Court also reserves the right to award the order fully or partly to different firm(s)/vendor(s).

This Court also reserves the right to reject any of the bids or all the bids or quash the whole tender process without assigning any reasons. Any step taken by the competent authority to safeguard the interest of this Court shall be final and binding on all participants.

Yours truly,



(S. Prem Kumar)

Admin. Officer (Judl.) (Stationery)
for Registrar General

CC to: PA to Registrar(IT/Sty.), DHC for uploading the above Notice on the official website of High Court of Delhi.

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Mr. Bhatnagar

F. No. 06A/Sty./DA-06/DHC/No. 26130Dated: 13.12.2023**Annexure - 'A'**
To be placed in 1st envelope**SAMPLE BID FOR SUPPLY OF****ONE HUNDRED (100) NOS. OF "CITIZEN' MAKE ELECTRONIC CALCULATORS
MODEL NO. CT-500JS (12 DIGIT) (HAVING BIG DISPLAY AND 120 STEPS) OR
ELECTRONIC CALCULATOR (12-DIGIT) (HAVING BIG DISPLAY AND MINIMUM 120
STEPS) WITH EQUIVALENT TECHNICAL SPECIFICATIONS OF REPUTED BRAND(S)**

Name of the firm:- _____

Address of the Firm: _____

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

Contact No.: _____ Email Address: _____

S.No.	Specification of the required item	Description
1.	Brand Name:	
2.	Model Number:	
3.	Body Colour:	
4.	Material of Body: (whether plastic or metal)	
5.	Display Size (in cms):	
6.	Calculator Dimensions (in cms):	
7.	Digit Capacity of Display: (Minimum required 12-Digits)	
8.	No. of Steps of Calculation: (Minimum required 120-Steps)	
9.	Whether Solar Charge : (Yes/No)	
10.	Warranty: (Maximum warranty will be preferred)	
11.	Replacement of Defected Calculators (under Warranty): (Yes/No)	
12.	Delivery: (within 15 days in the Stationery Store of Delhi High Court): (Yes/No)	
13.	*Validity of Rates for minimum 180 Days : (please mention if offering above 180 days)	
14.	Undertaking: (Yes/No) [Enclosed in original (as per Annexure-B)]	
15.	Affidavit Enclosed (as per Annexure-D): (Yes/No.) {AFFIDAVIT TO BE SUBMITTED ONLY BY THE FIRMS/VENDORS CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT}	
16.	Remarks (if any):	

**Minimum validity of rates required is 180 days. Bids with less period of Validity of rates shall be summarily rejected.*Signature of the authorized Signatory
of the firm/company/organization
Official Stamp/SealDate:-
Place:-**[Interlineations/erasure/Correction or overwriting not allowed.]**

F. No. 06A/Sty./DA-06/DHC/No. 26130Dated: 13.12.2023**Annexure – 'B'**
To be placed in 1st envelope**UNDERTAKING****FOR SUPPLY OF ONE HUNDRED (100) NOS. OF "CITIZEN' MAKE ELECTRONIC CALCULATORS MODEL NO. CT-500JS (12 DIGIT) (HAVING BIG DISPLAY AND 120 STEPS) OR ELECTRONIC CALCULATOR (12-DIGIT) (HAVING BIG DISPLAY AND MINIMUM 120 STEPS) WITH EQUIVALENT TECHNICAL SPECIFICATIONS OF REPUTED BRAND(S)**

I/We undertake that the firm (name of the firm)
or its Partner / Director / Proprietor (name)
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 undertake that all the terms and conditions of the instant Tender Notice are acceptable to me/us and bound to deliver the goods within the stipulated period of **15 days** and obey the offer as proposed by me/us.

I/we undertake that if the supply is rejected by the independent officer of this Court during the inspection due to non-conformity of the supplied item with the purchase order, the sample offered or due to any other distortion, the whole supply will be taken back immediately at the cost of the firm/proprietor with the replacement of goods within **one week**.

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:-

F. No. 06A/Sty./DA-06/DHC/No. 26130Dated: 13.12.2023**Annexure - 'C'**
To be placed in 2nd envelope**FINANCIAL BID AS PER SAMPLE SUBMITTED****FOR SUPPLY OF ONE HUNDRED (100) NOS. OF "CITIZEN' MAKE ELECTRONIC CALCULATORS MODEL NO. CT-500JS (12 DIGIT) (HAVING BIG DISPLAY AND 120 STEPS) OR ELECTRONIC CALCULATOR (12-DIGIT) (HAVING BIG DISPLAY AND MINIMUM 120 STEPS) WITH EQUIVALENT TECHNICAL SPECIFICATIONS OF REPUTED BRAND(S)**

Name of the firm:- _____

Address of the Firm: _____

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

Contact No.: _____ Email ID: _____

NOTE: PLEASE USE EITHER TABLE 'A' OR 'B' AS THE CASE MAY BE.**Table-A**(To be used by the firm/vendor offering their rate **WITH GST**)

	Offer	In figures	In words
1	Price offered for one no. of 'Electronic Calculator' (excluding taxes)		
2	Tax Rate (%) applicable on above rate		

*Please confirm the HSN code before mentioning Tax rate.***-OR-****Table-B**(To be used by the firm/vendor offering their rate **WITHOUT GST** and claiming exemption from registration under GST Act)

	Offer	In figures	In words
	Net price offered for one no. of 'Electronic Calculator'.		

Remarks (if any): _____

Signature of the authorised
Signatory of the firm/company/organization
Official Stamp/SealDate:-
Place:-***[Interlineations/erasure/Correction or overwriting not allowed.]***

F. No. 06A/Sty./DA-06/DHC/No. 26130Dated: 13.12.2023

[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]

Annexure – 'D'
To be placed in 2nd envelope

AFFIDAVIT

I/We, _____ 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. 2022-2023.
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 2023-2024.
4. That I undertake that at the point of time the turnover of the firm crosses the threshold exemption limit of Rupees 40 Lakh, the firm will be registered under GST Act and shall 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 _____, 2023
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