

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 2/Sty./DA-02/DHC/No. 19436Date of issuance of tender document: 04/10/2024

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of Delhi High Court)

SUB.- NOTICE INVITING TENDER FOR SUPPLY OF 30,000 NOS. OF REAMS (500 SHEETS PER REAM) OF A-4 SIZE PHOTOCOPIER (FRESH 'A' GRADE – MILL PACKED – DUST FREE) PAPER OF 75 GSM IN SIX EQUAL INSTALLMENTS OF 5000 NOS. OF REAMS EACH AT EVERY TWO MONTHS OR AS AND WHEN REQUIRED FOR THE USE OF HIGH COURT OF DELHI UNDER TWO BID SYSTEM. (WITH LATEST MANUFACTURING/PACKAGING DATE)

This Court invites sealed quotations for purchase of 30,000 nos. of reams (500 SHEETS PER REAM) of A-4 size **Photocopier (Fresh 'A' Grade mill packed – Dust Free) Paper of 75 GSM** alongwith EMD of ₹ 1,00,000/- by way of DD/Banker's Cheque/Manager's Cheque drawn in favour of "Registrar General, Delhi High Court, New Delhi" (returnable without interest) from the interested firms/vendors (**Based in Delhi/NCR Region**) with validity of rates for minimum 180 days.

THE FIRMS/VENDORS ARE REQUESTED TO READ THE TENDER NOTICE CAREFULLY. THE LAST DATE FOR SUBMISSION OF TENDER IS 04/11/2024 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 TENDER IN TWO-BID SYSTEM

The bid documents shall be submitted in **three (03)** envelopes described hereinbelow:

(I) THE SUBJECT OF THE FIRST ENVELOPE SHALL BE SUPERSCRIBED AS:

ENVELOPE NO. 1

“SAMPLE BID FOR SUPPLY OF 30,000 NOS. OF REAMS (500 SHEETS PER REAM) OF A-4 SIZE PHOTOCOPIER (FRESH 'A' GRADE MILL PACKED – DUST FREE) PAPER OF 75 GSM.”

THE ENVELOPE OF SAMPLE BID SHALL CONTAIN:

- a) Duly signed/stamped one ream with original sealed packing as sample of the proposed 'A-4 size Photocopier paper' (75 GSM). [The bid without sample ream shall be liable to be rejected]
- b) Annexure 'A' i.e. Sample Bid
- c) Annexure 'B' i.e. undertaking
- d) Copy of GST Registration Certificate, if the firm/vendor is registered under GST Act

- e) EMD of ₹ 1,00,000/- by way of DD/Banker's Cheque/Manager's Cheque drawn in favour of "Registrar General, Delhi High Court, New Delhi" (returnable without interest. (No request for waiver of submission of EMD will be entertained)

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

(II) THE SUBJECT OF THE SECOND ENVELOPE SHALL BE SUPERSCRIBED AS:

ENVELOPE NO. 2

"FINANCIAL BID FOR SUPPLY OF 30,000 NOS. OF REAMS (500 SHEETS PER REAM) OF A-4 SIZE PHOTOCOPIER (FRESH 'A' GRADE MILL PACK – DUST FREE) PAPER OF 75 GSM."

THE ENVELOPE OF FINANCIAL BID SHALL CONTAIN:

- a) Duly filled/signed/stamped **Annexure 'C'** i.e. **Financial bid**.
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 duly attested under the seal of the firm. Turnover certificate issued by the Chartered Accountant for the Financial Year 2023-24 & 2024-25.

ABOVE TWO ENVELOPES SHALL BE CLOSED/SEALED SEPERATELY.

(III) THE SUBJECT OF THE **THIRD BIGGER ENVELOPE** SHALL BE SUPERSCRIBED AS:

ENVELOPE NO. 3

To,
The Registrar General,
Delhi High Court, Sher Shah Road,
New Delhi-110003".
(Stationery Branch)

"SAMPLE AND FINANCIAL BID FOR SUPPLY OF 30,000 NOS. OF REAMS (500 SHEETS PER REAM) OF A-4 SIZE PHOTOCOPIER (FRESH 'A' GRADE MILL PACK – DUST FREE) PAPER OF 75 GSM." [DUE DATE 04/11/2024]

- a) The envelope No. 3 be also sealed after placing two sealed envelopes (i.e. Envelope No. 1 and Envelope No. 2) having documents as referred at point (I) & (II) above.

All the participating firms/vendors shall ensure that their bid(s) shall reach to the **Administrative Officer Judicial, Stationery Branch, Administrative Block, Room No. 512, Fifth Floor, High Court of Delhi, New Delhi** 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 (containing two more sealed envelopes i.e. Envelope No. 1 & Envelope No. 2). The independent officer shall also open the envelope No.1 i.e. SAMPLE BID ENVELOPE found inside the main envelope.
2. The competent authority shall evaluate the Sample Bids and samples (ream of papers) 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/Sample, if required.
3. The Financial bids of the vendors/firms whose sample(s) are 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 the required goods. Later on, If the firm/vendor fails to make the supply, their EMD is liable to be forfeited.
6. In case the Purchase Order awarded to eligible L-1 bidder is cancelled due to non-supply of goods within the stipulated period, such firm shall be liable to be blacklisted from participating in future tenders of this Court and the Purchase Order will be awarded to the next eligible L-2 vendor/firm.
7. EMD of all the firms/vendors except L-1 eligible firms/vendors will be returned on written request without interest after award of purchase order to the eligible L-1 bidder.
8. **The successful firm/vendor shall be required to furnish a Performance Bank Guarantee before clearance of first bill equivalent to 8% of total value of tender to remain valid initially for one year and two months or till the completion of the order (whichever is later). On acceptance of the Bank Guarantee of the successful bidder/vendor, the EMD will be released only on the written request.**

(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 or any unreasonable condition.
10. Bids received without EMD and sample of ream.
11. Bids received unsigned.
12. Conditional Bid(s).

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

1. The selected firm/vendor shall be bound to supply the required item as per schedule of installments (to be intimated at the time of award of P.O.) from the date of issuance of

Purchase Order, failing which the Purchase Order shall be deemed to be cancelled and EMD/Performance Bank Guarantee shall be forfeited.

- 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/comparison with the sample submitted by the selected vendor by an independent Officer nominated for the purpose.

If the supplied goods are found defective or not found in conformity with the sample bid/sample/purchase order, the firm is liable to take back the entire supply immediately at its own cost and supply the goods 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.

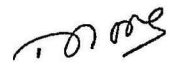
(F) FINALITY OF DECISION OF THE COMPETENT AUTHORITY

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

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 award the tender 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,



(Mona Gosain)


Joint Registrar (Stationery)
for Registrar General

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

As directed may be uploaded

Hath Kumar

P-A to Registrar (IT)

~~AJ (IT Cell)~~

04/10/2024

Ma. Ranjish

898 Reg/IT
04/10/2024

Annexure - 'A'
To be placed in 1st envelope

SAMPLE BID FOR SUPPLY OF 30,000 NOS. OF REAMS (500 SHEETS PER REAM) OF A-4 SIZE PHOTOCOPIER (FRESH 'A' GRADE MILL PACK – DUST FREE) PAPER OF 75 GSM.

Name of the firm:- _____

Address of the Firm: _____

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

Contact No.: _____ Email Address: _____

Specification of the A4 size Photocopier paper	COMPLIANCE	Please answer in 'Yes' or 'No' only
Standard	ISO/BIS/dust free/ minimal moisture content/ smooth/ long shelf life etc. (Later on, if any complaint is received regarding quality of paper, the supplier shall take immediate step to replace the whole supplied lot)	
Technical sheet (s) duly verified/ signed/ sealed by technical expert of mill/manufacturer.	Whether Technical sheet (s) duly verified/ signed/ sealed by technical expert of mill/manufacturer attached.	
Colour	White	
Size	A-4 size	
No. of page	500 sheets per ream	
Packing of ream	Original mill packed packaging.	
Quantity	30,000 reams (To be supplied in installments)	
GSM of Photocopier paper	(75 GSM)	
Delivery	In six equal installments of 5000 reams each at an interval of two months or as and when required by this Court (in the Sty. Store of DHC)	
Sample (s)	One mill packed ream (500 sheet in a ream) of Photocopier Paper in original packing as per required specifications duly signed and stamped by the participating firm/vendor	
*Validity of Rates	180 Days (please mention if offering above 180 days)	
Undertaking	Enclosed in original (as per Annexure-B)	
Affidavit	Enclosed (as per Annexure-D). {AFFIDAVIT TO BE SUBMITTED ONLY BY THE FIRMS/VENDORS CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT}	
Quality assurance	It is assured that before offering the sample(s) I/we have carefully reviewed the offered product(s) in terms of the requirement and if the P.O. is awarded I/we are bound to supply the required goods fulfilling all the norms of the tender and strictly as per the quality of sample (s) submitted in a mill packed packaging.	

Please mention EMD details	
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**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.]

Annexure – 'B'
To be placed in 1st envelope

UNDERTAKING

FOR SUPPLY OF 30,000 NOS. OF REAMS (500 SHEETS PER REAM) OF A-4 SIZE PHOTOCOPIER (FRESH 'A' GRADE MILL PACK – DUST FREE) PAPER OF 75 GSM.

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 as per schedule of installment to be intimated at the time of award of purchase order.

I/we undertake that the goods offered to be supplied are in compliance of ISO/BIS standard and mill packed packaging.

I/we undertake that if the supply is rejected by the independent officer of this Court during the inspection due to non-conformity 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 also undertake that if the paper so supplied found any issue of moisture/packaging/GSM will be replaced by me/us without any hesitation.

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 authorized
Signatory of the firm/company/organization
Official Stamp/Seal

Date:-

Place:-

Annexure - 'C'
To be placed in 2nd envelope

FINANCIAL BID FOR SUPPLY OF 30,000 NOS. OF REAMS (500 SHEETS PER REAM) OF A-4 SIZE PHOTOCOPIER (FRESH 'A' GRADE MILL PACK – DUST FREE) PAPER OF 75 GSM.

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 per ream (500 sheets per ream) (without tax)		
2	Tax rate (%) applicable		
3.	Weight of the Ream		

-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
	Price per ream (500 sheets per ream) (all inclusive/without GST)		
	Weight of the Ream		

Remarks (if any): _____

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

Date:-

Place:-

[Interlineations/erasure/Correction or overwriting not allowed.]

[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, _____ 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. 2023-2024.
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 2024-2025.
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 _____, 2024
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