

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.13/Sty./DA-2/DHC/No. 1178

Date of issuance of tender document: 21/01/2025

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of Delhi High Court)

SUB.:- Notice inviting sealed quotations for purchase of 30,000 nos. of Plain Yellow File Covers (without printing)/Administrative file covers of size 14" x 10" weighing 90 to 100 grams with single hole metal eyelet at top left having cloth strip (patti) 14" x 2" (minimum) inside at bend of the file (made from the card board of 465 GSM or above).

[PLEASE READ THE TERMS AND CONDITIONS OF NOTICE CAREFULLY.]

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

S.No.	Item Details	Qty.
1.	Plain Yellow File Covers (without printing)/Administrative file covers of size 14" x 10" weighing 90 to 100 grams with single hole metal eyelet at top left having cloth strip (patti) 14" x 2"(minimum) inside at bend of the file (made from the card board of 465 GSM or above).	30,000

Interested firms/vendors (**Based in Delhi/NCR Region only**) are, therefore, requested to submit their respective quotations alongwith EMD of Rs. 10,000/- and sample of Plain Yellow File Covers (without printing)/Administrative file covers, in a sealed/closed envelope to the **A.O.(J), Stationery Branch, Room No. 512, Fifth Floor, Admin Block, High Court of Delhi, New Delhi.**

THE LAST DATE FOR SUBMISSION OF TENDER IS 11/02/2025 TILL 17:30 HRS.

NOTE I: *The interested firms/vendors may cursorily examine the Plain Yellow File Covers (without printing)/Administrative file covers currently in use of this Court by visiting Stationery Branch/Store of this Court between 10.00 a.m. to 1.00 p.m. on any working day upto 10/02/2025.*

NOTE II: *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) checked, the same may be uploaded.

Director (IT)

295/R.C.II)
21/1/25

THE TERMS & CONDITIONS OF THE NOTICE ARE AS UNDER:-

(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 **1st ENVELOPE** shall be superscribed as:

“SAMPLE BID FOR SUPPLY OF 30,000 Plain Yellow File Covers (without printing)/ Administrative file covers of size 14” x 10” .

The envelope of Sample Bid shall contain:

- a) Duly signed/stamped sample of the proposed Plain Yellow File Cover (without printing)/Administrative file cover
- 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 worth ₹ 10,000/- by way of DD/Banker’s Cheque/Manager’s Cheque drawn in favour of “Registrar General, Delhi High Court, New Delhi” (returnable without interest and no request for waiver of submission of EMD will be entertained)

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

(II) The subject of the **2nd SEALED ENVELOPE** shall be superscribed as:

“FINANCIAL BID FOR SUPPLY OF 30,000 Plain Yellow File Covers (without printing)/ Administrative file covers of size 14” x 10” .

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 Table-2 of 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. (i) copy of the latest notification issued by Govt. of India/Govt. of NCT of Delhi duly attested under the seal of the firm and (ii) Turnover certificate issued by the Chartered Accountant for the Financial Year 2023-24 & 2024-25.

[Above two envelopes shall be closed/sealed separately.]

(III) The subject of the 3rd BIGGER SEALED (OUTER) ENVELOPE shall be superscribed as:

**THE REGISTRAR GENERAL
HIGH COURT OF DELHI
NEW DELHI
(STATIONERY BRANCH)**

F. No.13/STY./DA-2/DHC/NO. 1178 DATED 21/01/2025

**SUB: "SAMPLE AND FINANCIAL BID FOR SUPPLY OF 30,000 PLAIN YELLOW FILE COVERS (WITHOUT PRINTING)/ADMINISTRATIVE FILE COVERS OF SIZE 14" x 10"
[DUE DATE 11/02/2025]**

(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 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, if required.
3. The Financial bids of the vendors/firms whose sample 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 evaluation 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. If the firm/vendor fails to make the supply within the stipulated time, the EMD is liable to be forfeited and the tender would be awarded to L-2.
6. EMD of all the firms/vendors except the successful firm (L-1) will be returned without interest after selection of bid. The EMD of successful bidder will be returned only after supply of total goods and its acceptance in Stationery Store of Delhi High Court.

(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. Bid received without EMD.
3. Bids received after due date.
4. Submission of more than one bid.
5. Bid(s) related to some other item(s) not related to instant tender.
6. Any interlineations, erasure or correction in the specification/offered rate, which renders the whole tender process doubtful or ambiguous.
7. Bids in the format other than the prescribed one.
8. Non submission of required documents or submitting incomplete documents.
9. Non-mentioning of subject and due date on each envelopes as referred to above.
10. Any ambiguity in submission of bid.
11. Bids received without proposed sample(s).
12. 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 **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 by the supplier (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 the goods again after removing of the defects or as a replacement within three days.

The goods so supplied again after removing defects or as a replacement, 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.

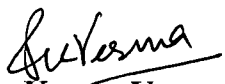
(F) FINALITY OF DECISION OF THE COMPETENT AUTHORITY

The decision of the competent authority for short listing of the 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 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,


(Praveen Kumar Verma)
Deputy Registrar
for Registrar General

CC to: PA to Registrar (IT/Sty.) , with the request to get the above notice uploaded on the official website of High Court of Delhi.

Annexure - 'A'

To be placed in 1st envelope

SAMPLE BID

FOR SUPPLY OF 30,000 (THIRTY THOUSAND) Plain Yellow File Covers (without printing)/Administrative file cover of size 14" x 10" weighing 90 to 100 grams with single hole metal eyelet at top left and having a cloth strip (patti) 14" x 2" inside at bend of the file (made from the card board of 465 GSM or above)

Name of the firm:- _____

Address of the Firm: _____

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

Contact No.: _____ Email Address: _____

COMPLIANCE		Please answer in 'Yes' or 'No' only
Size	14" x 10"(Approx.)	
Colour	Yellow	
Weight	90 to 100 grams (Approx.)	
Metal eyelet	Single hole at top left	
cloth strip (patti) inside	14" x 2"	
Made from	Card board of 465 GSM or above	
Quantity	30,000 nos.	
Delivery	Within 21 days in the Stationery Store of Delhi High Court	
Finished Sample	Enclosed as per required specification	
*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 I/we have carefully seen the Annexure 'P' and reviewed our product. If the P.O. is awarded, I/we are bound to supply the required goods strictly as per the quality of sample submitted.	

***Minimum validity of rates required is 180 days. Bids with less period of Validity of rates shall be summarily rejected.**

Please mention EMD details	
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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

FOR SUPPLY OF 30,000 (THIRTY THOUSAND) Plain Yellow File Covers (without printing)/Administrative file cover of size 14" x 10" weighing 90 to 100 grams with single hole metal eyelet at top left having a cloth strip (patti)14" x 2" inside at bend of the file (made from the card board of 465 GSM or above)

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 21 days.

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 3 days.

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:-

FINANCIAL BID AS PER SAMPLE SUBMITTED

FOR SUPPLY OF 30,000 (THIRTY THOUSAND) Plain Yellow File Covers (without printing)/Administrative file cover of size 14" x 10" weighing 90 to 100 grams with single hole metal eyelet at top left and having a cloth strip (patti) 14" x 2" inside at bend of the file (made from the card board of 465 GSM or above)

Name of the firm:-

Address of the Firm:

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

Contact No.: _____ Email Address: _____

Table-1

(To be used by the firm/vendor offering their rate **with GST**)

Offer	In figures	In words
Price for one file cover (excluding taxes)		
Tax Rate (%) applicable		

-OR-

Table-2

(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 for one file cover		

Note: Please use the table as the case may be to avoid ambiguity & rejection of bid.

Remarks (if any):

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]

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 _____, 2025 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