

## **IN THE HIGH COURT OF DELHI AT NEW DELHI**

F. No.4/Sty./DA-2/DHC/No. 5257

Date of issuance of tender document: 26/03/2025

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 4,000 NOS. OF REAMS OF A-4 SIZE AZURLAID PAPER (EACH REAM CONTAINING 500 SHEETS OF 95 GSM HAVING LIGHT GREEN COLOUR) [AS PER ANNEXURE-'S1 & S2', THE PHOTOGRAPH].**

**Note: The interested firms/vendors may cursorily examine the Azurlaid paper currently in use by visiting Stationery Branch/Store of this Court between 10.00 a.m. to 1.00 p.m. on any working day upto 15/04/2025.**

This Court invites sealed quotations for purchase of 4,000 nos. of reams of A-4 size Azurlaid paper (each ream containing 500 sheets of 95 GSM having light Green Colour) alongwith EMD of ₹ 50,000/- 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 manufacturers (Based in Delhi/NCR Region).

THE FIRMS/VENDORS ARE REQUESTED TO READ THE TENDER NOTICE CAREFULLY. THE LAST DATE FOR SUBMISSION OF TENDER IS 15/04/2025 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 super scribed as:

**"SAMPLE BID FOR SUPPLY OF 4,000 NOS. OF REAMS OF A-4 SIZE AZURLAID PAPER (EACH REAM CONTAINING 500 SHEETS OF 95 GSM HAVING LIGHT GREEN COLOUR)."**

**The envelope of Sample Bid (First envelope) shall contain:**

- a) Duly signed/stamped 20 sheets as sample of the proposed 'A-4 size Azurlaid paper'.
- 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 ₹ 50,000/- 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 SAMPLE BID ENVELOPE SHALL BE DULY PAGINATED.]

- (II) The subject of the **SECOND ENVELOPE** shall be super scribed as:  
**"FINANCIAL BID FOR SUPPLY OF 4,000 NOS. OF REAMS OF A-4 SIZE AZURLAID PAPER (EACH REAM CONTAINING 500 SHEETS OF 95 GSM HAVING LIGHT GREEN COLOUR)."**

The envelope of **Financial Bid** (Second Envelope) 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 separately.]**

- (III) The subject of the **THIRD BIGGER ENVELOPE** shall be superscribed as:

**"SAMPLE AND FINANCIAL BID FOR SUPPLY OF 4,000 NOS. OF REAMS OF A-4 SIZE AZURLAID PAPER (EACH REAM CONTAINING 500 SHEETS OF 95 GSM HAVING LIGHT GREEN COLOUR)." [DUE DATE 15/04/2025]**

- a) The third bigger envelope be also sealed after placing two sealed envelopes having documents as referred at point (I) & (II) above and also bear the address "**The Registrar General, Delhi High Court, Sher Shah Road, New Delhi-110003**".

All the participating firms/vendors shall ensure that their bid(s) shall reach to the **A.O.(J), 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 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 2<sup>nd</sup> 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 samples 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 goods. If the firm/vendor fails to make the supply. The EMD is liable to be forfeited
6. EMD of all the firms/vendors except L-1 eligible firms/vendors will be returned without interest after award of purchase order. The EMD of successful bidder will be returned only after supply of total goods and its acceptance in Stationery Store of Delhi High Court,
7. 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.
8. In case the L-1 bidder failed to supply the required goods, their EMD will also be forfeited.

**(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.
11. Bids received unsigned.

**(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 (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.
- 3 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.

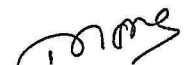
**(F) FINALITY OF DECISION OF THE COMPETENT AUTHORITY**

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



**(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.

Director (IT)  
Kany  
AOS (IT Cell) 26/03/2025  
26/03/2025  
PA to Registrar (IT/Sty.)  
26/03/2025  
Registrar General

1415/R/IT  
26/03/2025

**Annexure - 'A'****To be placed in 1<sup>st</sup> envelope****SAMPLE BID FOR SUPPLY OF 4,000 NOS. OF REAMS OF A-4 SIZE AZURLAID PAPER (EACH REAM CONTAINING 500 SHEETS OF 95 GSM HAVING LIGHT GREEN COLOUR).**

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 Azurlaid paper	COMPLIANCE	Please answer in 'Yes' or 'No' only
Standard	BIS/dust free/ minimal moisture content/ smooth/ long shelf life etc.	
Technical sheet (s) duly verified/ signed/ sealed by technical expert of mill/manufacturer.	Documents attached	
Colour	Bright light Green	
Size	A-4 size	
No. of page	500 sheets per ream	
Packing of ream	Tightly packed with water proof packing material	
Quantity	4,000 reams	
GSM of Azurlaid paper	<b>(minimum required 95 GSM)</b>	
Delivery	Within 21 days in the Stationery Store of Delhi High Court	
Sample (s)	20 sheet of Azurlaid Paper as per required specifications duly signed and stamped	
*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 our 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.	
Please mention EMD details		

*\*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 4,000 NOS. OF REAMS OF A-4 SIZE AZURLAID PAPER (EACH REAM CONTAINING 500 SHEETS OF 95 GSM HAVING LIGHT GREEN COLOUR).**

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 the goods offered to be supplied are in compliance of BIS standard.

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

Date:-

Place:-

**Annexure - 'C'**  
**To be placed in 2<sup>nd</sup> envelope**

**FINANCIAL BID FOR SUPPLY OF 4,000 NOS. OF REAMS OF A-4 SIZE AZURLAID PAPER (EACH REAM CONTAINING 500 SHEETS OF 95 GSM HAVING LIGHT GREEN COLOUR).**

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**)

	<b>Offer</b>	<b>In figures</b>	<b>In words</b>
1	Price per ream (without tax)		
2	Tax rate (%) applicable		

-OR-

**Table-B**

(To be used by the firm/vendor offering their rate **without GST** and claiming exemption from registration under GST Act)

<b>Offer</b>	<b>In figures</b>	<b>In words</b>
Price per ream (all inclusive/without GST)		

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.]***



[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 2<sup>nd</sup> 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

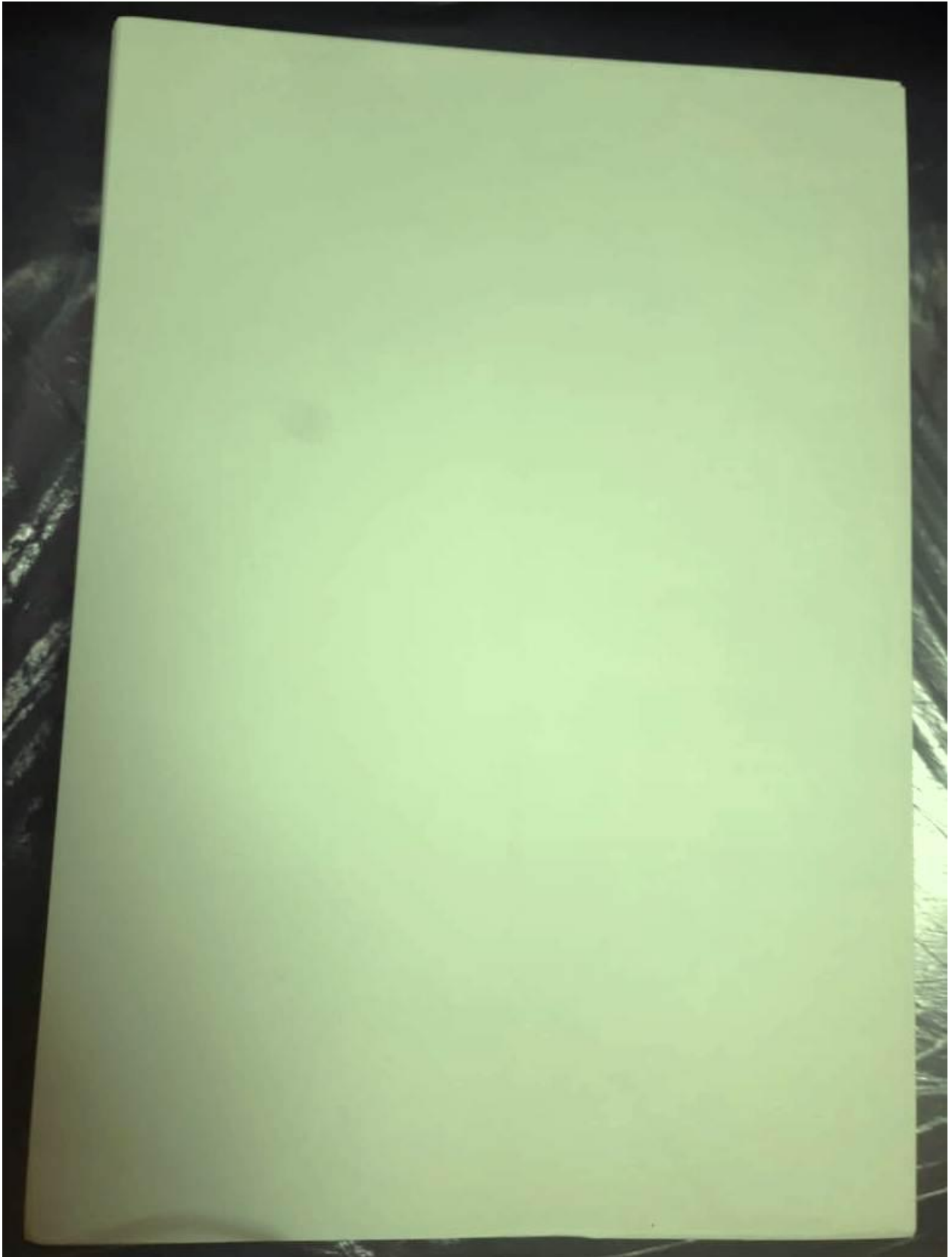
**VERIFICATION**

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



**ANNEXURE 'S1'**



**ANNEXURE 'S2'**

