

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

F. No.21-B/Sty./DA-07/DHC/No. 8866

Date of issuance of Notice : 16/05/2025

From:-

The Registrar General  
High Court of Delhi  
New Delhi.

To:-

(On the website of Delhi High Court)

**SUB.-: NOTICE INVITING SEALED/CLOSED QUOTATION(S) UNDER TWO BID SYSTEM FOR PURCHASE OF TEN THOUSAND (10,000) PACKETS OF GOOD QUALITY WHITE LONG COTTON TAGS OF 36 INCH LENGTH (WITH PLASTIC END ON BOTH SIDES) (EACH PACKET CONTAINING 100 TAGS)**

**Note: The interested firms/vendors may cursorily examine the White Long Cotton Tags of 36 inch length (with plastic end on both side) 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..**

This Court invites sealed quotations for purchase of ten thousand (10,000) packets of good quality white long cotton tags of 36 inch length (with plastic end on both sides) (each packet containing 100 tags) alongwith EMD of ₹ 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) from the interested firms/vendors manufacturers (Based in Delhi/NCR Region).

THE FIRMS/VENDORS ARE REQUESTED TO READ THE NOTICE CAREFULLY. THE LAST DATE FOR SUBMISSION OF SEALED/CLOSED QUOTATION(S) UNDER TWO BID SYSTEM IS 16/05/2025 TILL 17:30 HRS.

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

**(A) SUBMISSION OF SEALED/CLOSED QUOTATION(S) UNDER 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 TEN THOUSAND (10,000) PACKETS OF GOOD QUALITY WHITE LONG COTTON TAGS OF 36 INCH LENGTH (WITH PLASTIC END ON BOTH SIDES) (EACH PACKET CONTAINING 100 TAGS) ."**

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

- a) Duly signed/stamped sample of the proposed 'Good quality white long cotton tags of 36 inch length (with plastic end on both sides) (each packet containing 100 tags)
- 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 ₹ 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 SAMPLE BID ENVELOPE SHALL BE DULY PAGINATED.]

(II) The subject of the **SECOND ENVELOPE** shall be super scribed as:

**“FINANCIAL BID FOR SUPPLY OF TEN THOUSAND (10,000) PACKETS OF GOOD QUALITY WHITE LONG COTTON TAGS OF 36 INCH LENGTH (WITH PLASTIC END ON BOTH SIDES) (EACH PACKET CONTAINING 100 TAGS) .”**

**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 Previous Financial Year.

**[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 TEN THOUSAND (10,000) PACKETS OF GOOD QUALITY WHITE LONG COTTON TAGS OF 36 INCH LENGTH (WITH PLASTIC END ON BOTH SIDES) (EACH PACKET CONTAINING 100 TAGS) .”**

**[DUE DATE 16/06/2025]**

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 1<sup>ST</sup> installment of the 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 Notices 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 Notice.
5. Any interlineations, erasure or correction in the specification/offered rate, which renders the whole Notice 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 first installment of 5000 Packets of required item within **21 days** from the date of issuance of Purchase Order and the remaining installment as per requirement of this court, 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 Notice 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 Notice 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 Notice 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.) for uploading the above Notice on the official website of High Court of Delhi.

As directed may be uploaded.

~~Director (I-T)~~

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P.A to Registrar (I-T)

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**Annexure - 'A'****To be placed in 1<sup>st</sup> envelope****SAMPLE BID FOR PURCHASE OF TEN THOUSAND (10,000) PACKETS OF GOOD QUALITY WHITE LONG COTTON TAGS OF 36 INCH LENGTH (WITH PLASTIC END ON BOTH SIDES) (EACH PACKET CONTAINING 100 TAGS) .**

Name of the firm: \_\_\_\_\_

Address of the Firm: \_\_\_\_\_

Name of the person (authorized to sign the Notice document) \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

<b>Specification of White Tags of 36 Inches of length (With Plastic End on Both Sides)</b>	<b>Requirement</b>	<b><u>Please answer in 'Yes' or 'No' only</u></b>
Quantity	TEN THOUSAND (10,000) PACKETS OF WHITE LONG COTTON TAGS OF 36 INCH LENGTH (WITH PLASTIC END ON BOTH SIDES)" (EACH PACKET CONTAINING 100 TAGS).	
Size	36 inches Length	
Colour	White	
Yarn	Cotton	
Delivery	First installment within 21 days in the Stationery Store of Delhi High Court and 2 <sup>nd</sup> installment as and when required	
Sample (one packet)	Sample (s) enclosed with the sample bid(s)	
*Validity of Rates	180 Days (please mention if offering above 180 days)	
Undertaking	Undertaking enclosed in original (as per Annexure-'B')	
Affidavit	Enclosed (as per Annexure-'D').	
Quality assurance	It is assured that before offering the sample I/we have carefully reviewed our product and 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.*

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 PURCHASE OF TEN THOUSAND (10,000) PACKETS OF GOOD QUALITY WHITE LONG COTTON TAGS OF 36 INCH LENGTH (WITH PLASTIC END ON BOTH SIDES) (EACH PACKET CONTAINING 100 TAGS) .**

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 Notice are acceptable to me/us and bound to deliver the first installment of the goods within the stipulated period of **21 days** and second as and when required by this Court.

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 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 TEN THOUSAND (10,000) PACKETS OF WHITE LONG COTTON TAGS OF 36 INCH LENGTH (WITH PLASTIC END ON BOTH SIDES)" (EACH PACKET CONTAINING 100 TAGS).**

Name of the firm:- \_\_\_\_\_

Address of the Firm: \_\_\_\_\_

Name of the person (authorized to sign the Notice 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 of one packet of White Long Cotton tags of 36 inch length (with plastic end on both sides)" (each packet containing 100 tags) (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 of one packet of White Long Cotton tags of 36 inch length (with plastic end on both sides)" (each packet containing 100 tags)		

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 the previous financial year.
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.
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 Notice 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