

**IN THE HIGH COURT OF DELHI AT NEW DELHI**F. No. 48-E/Sty./DA-04/DHC/No. 9043Dated: 19.05.2025

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 DIFFERENT TYPES OF PENS (FOR THE USE OF THIS COURT WITH VALIDITY OF RATES FOR A PERIOD OF 180 DAYS MINIMUM.)**

(Please see Annexure-‘P’)

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

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

Item Details	Total Qty.
Uni-ball Air Micro Pen (Blue)	300 nos.
Pilot Hi-Tecpoint V10 Grip Pen (Green)	50 nos.
Pilot Hi-Tecpoint V7 Pen (Green-100 nos./ Red-75 nos.)	175 nos.
Uniball Gel Impact 1.0 Pen (Blue – 400 nos. / Green – 75 nos.)	475 nos.

(Please see Annexure-‘P’)

This Court intends to purchase the stationery item captioned above and as per Annexure-‘P’. Interested firms/vendors (Based in Delhi/NCR Region only) are, therefore, requested to submit their respective quotation and other documents in a sealed/closed envelope to the A.O.(J), Stationery Branch, Room No. 512, 5<sup>th</sup> Floor, Administration Block, High Court of Delhi, New Delhi.

THE LAST DATE FOR SUBMISSION OF QUOTATION IS 16/6/2025, 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.*

**The Terms & Conditions of the Notice are as under:-****(A) SUBMISSION OF QUOTATIONS**

1. The sealed/closed envelope containing the offer of quotation shall be super scribed as under:

<p style="text-align: center;"><b>THE REGISTRAR GENERAL HIGH COURT OF DELHI NEW DELHI (STATIONERY BRANCH)</b></p> <p>F. NO. 48-E/STY./DA-04/DHC/NO. _____ DATED _____</p> <p><b>SUB: QUOTATION FOR SUPPLY OF DIFFERENT PENS</b></p> <p><b>DUE DATE</b> <u>16/6/2025</u></p>
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2. The sealed/closed envelope must contain the following:

- a) **Annexure 'A'** i.e. Price Bid duly filled in/signed/stamped.
- b) **Annexure 'B'** i.e. undertaking duly filled in/signed/stamped.
- c) Copy of GST Registration Certificate, if the firm/vendor is registered under GST Act.

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 Price bid.

- d) **Annexure 'C'** 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.

[NOTE: ALL THE DOCUMENTS PLACED IN THE SEALED/CLOSED ENVELOPE SHALL BE DULY PAGINATED.]

**(B) OPENING OF SEALED QUOTATIONS AND AWARD OF PURCHASE ORDER**

1. An independent Officer nominated by the competent authority shall open the sealed quotations received from all the participating firm/vendors to process the matter further.
2. The purchase order shall be awarded to the eligible firm/vendor fulfilling all requirement of the tender and offering the L-1 rates.

**(C) 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 In case the Purchase Order awarded to L-1 firm is cancelled due to non-supply of goods within the stipulated period, the purchase order will be awarded to the next eligible L-2 vendor/firm.
- 3 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 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 three days.

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

**(D) 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 the envelope as referred to above.
9. Any other ambiguity in submission of bid or any unreasonable condition.
10. Bids received unsigned.
11. Conditional Bids.

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

1. Withdrawal or attempt to revise the Price 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 shall be final & binding on all the participants in the instant tender 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 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 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




2224/R/IT  
19/05/2025

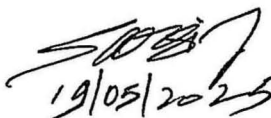
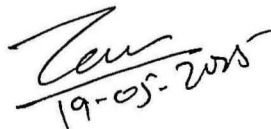
**CC to:** PA to Registrar (IT), with the request to get the above Tender Notice uploaded on the official website of High Court of Delhi.

As directed may be uploaded.

~~Director (I-T)~~

  
19/05/2025  
P.A. to Registrar (I-T)

  
  
  
19/05/2025  
K. M. Y.

  
19/05/2025  
  
19-05-2025

F. No. 48-E/Sty./DA-04/DHC/No.

Dated:

**SUB.:- NOTICE INVITING SEALED QUOTATIONS FOR SUPPLY OF DIFFERENT TYPES OF PENS**Annexure - 'A'

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

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

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

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

**PRICE BID PROFORMA TO BE USED BY THE FIRM/VENDOR OFFERING THEIR RATE WITH GST**

Description of product (with all colour options)	Price offered for one Unit (excluding taxes) (in ₹ )	Tax Rate applicable at one unit (Please mention %age)	Undertaking furnished (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
Uni-ball Air Micro Pen					
Pilot Hi-Tecpoint V10 Grip Pen					
Pilot Hi-Tecpoint V7 Pen					
Uniball Gel Impact 1.0 Pen					

**-OR-****PRICE BID PROFORMA TO BE USED BY THE FIRM/VENDOR OFFERING THEIR RATE WITHOUT GST AND CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT**

Description of product (with all colour options)	Net price offered for one Unit (without GST)	Undertaking furnished (Yes/No)	Validity of Rates being offered (180 days or above)	Remarks, if any
Uni-ball Air Micro Pen				
Pilot Hi-Tecpoint V10 Grip Pen				
Pilot Hi-Tecpoint V7 Pen				
Uniball Gel Impact 1.0 Pen				

Date:-

Place:-

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

F. No. 48-E/Sty./DA-04/DHC/No.

Dated:

**SUB.:- NOTICE INVITING SEALED QUOTATIONS FOR SUPPLY OF DIFFERENT TYPES OF PENS**

**Annexure – 'B'**

**UNDERTAKING**

I/we undertake that the firm **(name of the firm)** \_\_\_\_\_ or its Partner/Director/Proprietor (name of owner(s)) \_\_\_\_\_ has not been blacklisted/banned and their Business dealing with the Central/State Government/Public Sector Undertaking/Autonomous Bodies has/have not been banned/terminated on account of poor performance/conduct.

I/we also undertake that all the terms and conditions of the instant Tender Notice are acceptable to me/us.

I/we also undertake that I/We have seen the Annexure-P (photograph) of this Tender and understood the requirement of the Hon'ble High Court of Delhi. I/We, therefore, quote for and bound to supply the same item(s) at the quoted rates with validity as offered within the stipulated time if the Tender is awarded to my/our firm.

I/we also undertake that the supplied item(s) if not found in conformity with the Purchase Order or any other distortion, the whole supply will be taken back immediately at the cost of the firm/proprietor with 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. Any change in tax rate subsequently to quotation will immediately be informed to the Stationery Branch, High Court of Delhi.

*(Strike out in case the firm/vendor is claiming exemption from GST & offering net rates.)*

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

Date:-

Place:-

F. No. 48-E/Sty./DA-04/DHC/No.

Dated:

[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 – 'C'**AFFIDAVIT**

I, \_\_\_\_\_ S/D/W/of Sh./Smt. \_\_\_\_\_ resident  
of \_\_\_\_\_ in the capacity  
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 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 crossing the present threshold exemption limit of Rupees 40 Lakh or any other limit fixed by Authorities, the firm will be registered under GST Act and 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 'P'

Uni-ball Air Micro Pen	 A black Uni-ball Air Micro Pen is shown horizontally. The cap is removed and placed above the pen. The pen has a textured grip and the text 'uni-ball AIR MICRO' is printed on the barrel.
Pilot Hi-Tecpoint V10 Grip Pen	 A black Pilot Hi-Tecpoint V10 Grip Pen is shown horizontally. The pen has a textured grip and the text 'PILOT Hi-tecpoint V10 Grip' is printed on the barrel.
Pilot Hi-Tecpoint V7 Pen	 A black Pilot Hi-Tecpoint V7 Pen is shown horizontally. The pen has a textured grip and the text 'V7 HI-TECPOINT' is printed on the barrel.



<p>Uniball Gel Impact 1.0 Pen</p>	
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