

IN THE HIGH COURT OF DELHI AT NEW DELHI

No. 16747 /Sty./DA-06/DHC
Dated 18.09.2025

From:

The Registrar General
High Court of Delhi
New Delhi.

To:

(on the website of Delhi High Court)

Sub: **Notice inviting sealed Quotation(s) for purchase of Twenty Eight (28) Nos. of GBC ShredMaster X415 model of Paper Shredder Machines with maximum onsite warranty for use of this Court.**

Note:- (a). Preference shall be given to the firm(s)/ vendor(s), offering lowest rate of the aforesaid paper shredder machine with maximum onsite warranty from OEM, and best terms & conditions.

(b). 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.

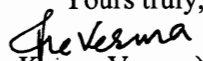
(C) This Court reserves the right to repeat the purchase order at the approved rates during the validity period of rates offered.

This Court intends to purchase **GBC ShredMaster X415 model of paper shredder machines with maximum onsite warranty** for the use of this Court, hence invites sealed quotations from the interested firm(s)/Vendor(s) (based in Delhi/NCR Region) containing the following:-

1. **Financial Bid as per Annexure- 'A'**
2. **Earnest Money Deposit (EMD)** of Rs. 25,000/- (by way of DD/ Banker's Cheque/ Manager's Cheque drawn in favour of 'The Registrar General, High Court of Delhi, New Delhi', returnable without interest).
3. **Undertaking as per Annexure- 'B'**
4. **Other documents** (please see clause A of the terms and conditions)

The participating firm/vendor shall be required to provide the rate of the GBC ShredMaster X415 model of paper shredder machine as per Annexure- 'A' (Financial Bid). The period of validity of rates of paper shredder machine should not be less than **One (01) year** from the last date of submission of sealed quotation(s). Non-compliance will lead to rejection of the quotation.

The sealed envelope containing the Financial Bid and Undertaking along-with other necessary documents, shall be superscribed as **'QUOTATION FOR GBC SHREDMASTER X415 MODEL OF PAPER SHREDDER MACHINE'** and be addressed to "Registrar General, Delhi High Court, New Delhi" and must reach to the Administrative Officer (Judl.) (Stationery Branch), Room No. 512, Fifth Floor, Administrative Block, Sher Shah Road, High Court of Delhi, New Delhi- 110503 on or before 09-10-2025 upto 5:00 p.m. Quotations received after the due date and time and without mentioning the subject shall be summarily rejected without any notice.

Yours truly,

(Praveen Kumar Verma)
Deputy Registrar (Stationery)
for Registrar General

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

As directed may be uploaded.

@H
18/09/2025
P-A to Registrar (IT)

JD (IT)-I

The terms & conditions to participate in the instant tender are as follow:-

A. Necessary documents to be submitted with the bid.

1. Annexure- 'A' Financial Bid
2. Annexure- 'B' i.e. undertaking to be submitted in original.
3. Copy of GST Registration Certificate pertaining to the participating firm/vendor.
4. Copy of PAN Card is required to be submitted.
5. EMD of Rs. 25,000 by way of DD/ Banker's Cheque/ Manager's Cheque drawn in favour of "Registrar General, Delhi High Court, New Delhi" (the EMDs shall be returnable without interest and no request for waiver of submission of EMD will be entertained).
6. Brochure (s) of the product (s).

B. General instructions

1. The competent authority shall have the right to call clarification(s) in respect of the Bid (s), if required.
2. The Purchase order shall be awarded to the eligible L-1 firm/vendor offering lowest rate of the paper shredder machine, maximum onsite warranty and best terms & conditions.
3. If the selected firm/vendor fails to make the supply in terms of the purchase order, the EMD is liable to be forfeited.
4. The EMDs of unsuccessful bidders will be returned after awarding purchase order to the eligible successful bidder (L-1).
5. The EMD of successful bidder will be returned only after:
 - (i) Supply of required total goods;
 - (ii) Satisfactory installation and commissioning of the paper shredder machines at designated sites of this Court.
 - (iii) Submission of bill/invoice towards supply with "Satisfactory installation Report(s)" along with codal formalities.

C. Grounds for rejection/disqualification of Bid(s)

1. Bids received without EMD
2. Validity of rates for procurement of paper shredder machine for a period less than **one (01) year** from the last date of submission of the tender.
3. Bids received after due date of submission of quotations in the instant tender process.
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 respective envelopes as referred to above.
9. Any other ambiguity in submission of bid or any unreasonable condition.

10. Conditional bid(s).

D. Supply of goods

1. The selected firm/ vendor shall be bound for supply/installing and commissioning of the GBC ShredMaster X415 model of paper shredder machines within **30 days** from the date of issuance of purchase order, failing which the same shall be deemed to be withdrawn unless sufficient cause is communicated (supported by documentary proof) for such delay.

E. The firm (s)/Vendor (s) may be blacklisted for the following reasons.

1. Withdrawal or attempt to revise the 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 of paper shredder machine being required and offered for one year from the last date of submission of tender.
4. Any other default in fulfilling the contractual obligations by the firm/vendor regarding procurement of machines and the other terms and conditions.
5. The firm to whom final order is awarded, will be required to nominate and inform the details of SPOC (Single point of contact) for after sale support (to raise complaints in case of non-functioning of paper shredders) who will ensure that the complaints notified are attended and resolved onsite on the same day of complaint or maximum by the next working day failing which this Court reserves the right to take necessary measures to blacklist the firm/vendor.

F. Finality of decision of the competent authority

1. The decision of the competent authority for short listing of the firm/vendor considering the suitability of the product(s) being offered and selection of the firm/vendor after evaluation of the Bid(s) shall be final & binding on all participants in the instant tender process.
2. This Court reserves the right to modify/amend the tender document/Terms & Conditions of the tender at a later stage and also to increase or decrease the quantity depending on the requirement.
3. This Court also reserves the right to reject any of the bids or quash the whole tender process without assigning any reasons thereof. Any step taken by the competent authority to safeguard the interest of this Court shall be final and binding on all participants.

Annexure- 'A'

**FINANCIAL BID FOR SUPPLY OF TWENTY EIGHT (28) NOS.
OF GBC SHREDMASTER X415 MODEL OF PAPER
SHREDDER MACHINE**

Name of the firm:-_____

Address of the firm:-_____

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

Contact No._____ Email ID:_____

Description of product	Price Offered for one unit (without taxes) (in Rs.)	Tax rate (%)	Validity of Rates being offered (One year or above)	Undertaking attached Yes/No	Remarks, If any
GBC ShredMaster X415 model of Paper Shredder machine					
Onsite Warranty Period from OEM (Please mention Exclusion/inclusion also)					

Details of SPOC (Single point of Contact for after sales support) Name:_____ Mobile No._____
Details of EMD: Bank Name_____ Amount_____ Branch_____ Date_____

Date:

Place:

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

[Interlineations/erasure/correction not allowed]

**UNDERTAKING FOR SUPPLY OF TWENTY EIGHT (28) NOS.
OF GBC SHREDMASTER X415 MODEL OF PAPER
SHREDDER MACHINE**

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 further undertake that all the terms and conditions mentioned in the instant tender are acceptable to the firm.

I/We undertake that the rates offered are lowest possible for this purchase by the High Court of Delhi. In case it is proved at any stage that I/We have offered lower rates to anyone else for the same product and during the same period I/We shall be liable to pay differential amount to the High Court of Delhi. I/we also understood that in such situation the termination of contract shall be at the discretion of High Court of Delhi without notice.

I/We further undertake that I/We have confirmed and correctly applied the HSN Code of the required item/ services and its corresponding applicable GST rate as on date with sole responsibility. I/We also undertake to inform Delhi High Court of subsequent change in the tax rates as applicable.

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

Date:-

Place:-