

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 48-E/Sty./DA-01/DHC/No. 2312Dated: 05-02-2026**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 UNIBALL PENS [GEL IMPACT PEN (GREEN) & AIR MICRO PENS (BLUE, BLACK & RED COLOUR)] WITH VALIDITY OF RATES FOR A MINIMUM PERIOD OF 180 DAYS.

This Court invites sealed quotation(s) from interested firms/vendors (based in Delhi/NCR Region) for supply of the below-mentioned stationery items for the use of this Court:

S. No.	Required Goods	Quantity*
1	Gel Impact Pen (Uniball Signo Broad Pen) (Green)	150 Nos.
2	Uniball Air Micro Pen (Red colour)	200 Nos.
3	Uniball Air Micro Pen (Black colour)	200 Nos.
4	Uniball Air Micro Pen (Blue colour)	300 Nos.

*The colour may vary at the time of actual purchase
(Please see Annexure-'P').

Interested firms/vendors (Delhi/NCR only) are requested to submit their quotation along with required documents in a sealed/closed envelope to:

Administrative Officer (Judicial) (Sty.),
Stationery Branch, Room No. 512,
5th Floor, Administration Block,
High Court of Delhi, New Delhi.

THE LAST DATE FOR SUBMISSION OF SEALED QUOTATIONS IS
19/02/2026, UPTO 17:00 HRS.

Note:-No employee of this Court or his/her dependent family members shall participate in this tender, as per CCS (Conduct) Rules, 1964.)

TERMS & CONDITIONS

(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:

TO,
THE REGISTRAR GENERAL
HIGH COURT OF DELHI NEW DELHI
(STATIONERY BRANCH)
F. NO. 48-E/Sty./DA-01/DHC/NO. 2312 DATED 05-02-2026.

SUB: QUOTATION FOR SUPPLY OF UNIBALL PENS
[GEL IMPACT PEN (GREEN) & AIR MICRO PENS (BLUE, BLACK & RED)]
DUE DATE 19/02/2026.

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 2024-25.

[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 notice 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 **15 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 ambiguity in submission of bid.
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 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 order 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,

(S. Prem Kumar)
Administrative Officer (J.) (Sty.)
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'

F. No. 48-E/Sty./DA-01/DHC/No. 2312Dated: 05-02-2026**SUB.: NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF UNIBALL PENS [GEL IMPACT PEN (GREEN) & AIR MICRO PENS (BLUE, BLACK & RED COLOUR)]**

Name of the firm: _____ Address of the Firm: _____
 authorized to sign the bid: _____ Name of the person Contact No.: _____
 Email Address: _____

PRICE BID PROFORMA (FOR FIRMS OFFERING RATE WITH GST)

Description of Product	Price offered per unit (excluding taxes) (₹)	Applicable Tax Rate (%)	Undertaking furnished (Yes/No)	Validity of rates (180 days or above)	Remarks, if any
GEL IMPACT PEN (UNIBALL SIGNO BROAD PEN) (GREEN)					
UNIBALL AIR MICRO PEN (BLUE COLOUR)					
UNIBALL AIR MICRO PEN (BLACK COLOUR)					
UNIBALL AIR MICRO PEN (RED COLOUR)					

– OR –

PRICE BID PROFORMA (FOR FIRMS CLAIMING GST EXEMPTION & OFFERING NET RATES)

Description of Product	Net price per unit (without GST) (₹)	Undertaking furnished (Yes/No)	Validity of rates (180 days or above)	Remarks
GEL IMPACT PEN (UNIBALL SIGNO BROAD PEN) (GREEN)				
UNIBALL AIR MICRO PEN (BLUE COLOUR)				
UNIBALL AIR MICRO PEN (BLACK COLOUR)				
UNIBALL AIR MICRO PEN (RED COLOUR)				

Signature of Authorized Signatory

Name: _____

Designation: _____

Official Seal: _____

Date: _____

Place: _____

ANNEXURE – 'B'

F. No. 48-E/Sty./DA-01/DHC/No. 2312

Dated: 05-02-2026

SUB.: NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF UNIBALL PENS [GEL IMPACT PEN (GREEN) & AIR MICRO PENS (BLUE, BLACK & RED COLOUR)]

UNDERTAKING
(For Uniball Pens Tender)

1. The firm M/s _____ or its Partner/Director/Proprietor Sh./Smt. _____ has **not been blacklisted/banned** by any Central/State Government Department, Public Sector Undertaking or Autonomous Body.
2. I/We have thoroughly read and understood the requirement of **Uniball Pens [Gel Impact Pen (Green) and Air Micro Pens (Blue, Black & Red)]** as mentioned in Annexure 'P', and all terms & conditions of the tender notice are acceptable to us.
3. If the supplied item(s) are found **defective or not in conformity** with the Purchase Order, we undertake to **take back the entire supply immediately at our own cost** and replace the goods within **3 days**.
4. I/We further undertake that we have correctly applied the **HSN Code** of the item and the **applicable GST rate** (if any). Any change in tax rate will be immediately communicated to the Stationery Branch.
(Strike out this clause if claiming exemption under GST.)

Signature of Authorized Signatory

Name: _____

Designation: _____

Official Stamp/Seal

Date: _____

Place: _____

ANNEXURE – 'C'

F. No. 48-E/Sty./DA-01/DHC/No. 2312Dated: 05-02-2026

SUB.: NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF UNIBALL PENS [GEL IMPACT PEN (GREEN) & AIR MICRO PENS (BLUE, BLACK & RED COLOUR)]

AFFIDAVIT (ON Rs. 10/- NON-JUDICIAL STAMP PAPER)

(For firms claiming exemption from GST Registration)

AFFIDAVIT

I, _____, S/D/W of
 Sh./Smt. _____, resident of
 _____, in the capacity of
 _____ of M/s.
 _____, having its registered office at
 _____, do hereby solemnly
 affirm and declare as under:

1. That the turnover of M/s _____ was **less than ₹40 lakh** during the Financial Year **2024-25**.
2. That M/s _____ is **exclusively supplying goods within Delhi/NCR** and does not make any inter-state supply.
3. That the turnover of the firm **has not crossed the threshold exemption limit** of ₹40 lakhs in the current financial year.
4. That the firm undertakes that upon crossing the threshold exemption limit at any point of time, it will obtain GST registration and comply with all GST provisions.
5. That the firm is claiming **exemption from GST registration**, hence **GST rate (%) is not mentioned** in the Financial Bid, and **only NET rate (without GST)** is quoted.
6. That M/s _____ shall claim only the **net price** (exclusive of GST) with full responsibility, if declared eligible in this tender process.

DEPONENT

VERIFICATION


Verified at _____ on this _____ day of _____, 2026 that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.

DEPONENT

ANNEXURE – 'D'

F. No. 48-E/Sty./DA-01/DHC/No. 2312Dated: 05-02-2020

SUB.: NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF UNIBALL PENS [GEL IMPACT PEN (GREEN) & AIR MICRO PENS (BLUE, BLACK & RED COLOUR)]

Item	Image (for illustration purpose only)
Gel Impact Pen (Uniball Signo Broad Pen) (Green)	
Uniball Air Micro Pen (Red, Blue and Black colour)	