

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No. 8-A/Sty./DA-07/DHC/No. 4284

Dated: 12/03/2026

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website High Court of Delhi)

SUB.- NOTICE INVITING SEALED QUOTATIONS FOR PURCHASE OF 5,000 NOS. OF GUCHHIS (1 GUCHHI CONTAINING 50 TAGS) OF GOOD QUALITY SMALL COTTON WHITE TAGS WITH 6" LENGTH HAVING METAL PART AT EACH END FOR THE USE OF THIS COURT. [WITH VALIDITY OF RATES FOR A PERIOD OF 180 DAYS MINIMUM]

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

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

S.No.	Item(s) Details	Qty.
1.	Guchhis (1 Guchhi containing 50 tags) of Good Quality Small Cotton White Tags with 6" length having metal part at each end	5000 Nos.

Interested firms/vendors (**Based in Delhi/NCR Region only**) are, therefore, requested to submit their respective quotations alongwith sample of Guchhis (1 Guchhi containing 50 tags) of Good Quality Small Cotton White Tags with 6" length having metal part at each end in a sealed/closed envelope to the A.O.(J), Stationery Branch, Room No. 512, 5th Floor, Administration Block, High Court of Delhi, New Delhi.

THE LAST DATE FOR SUBMISSION OF SEALED QUOTATIONS IS 10/04/2026, TILL 17:00 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 IN TWO-BID SYSTEM

The bid documents shall be submitted in three (03) envelopes described hereinbelow:

I. The subject of the **1st SEALED ENVELOPE** shall be superscribed as:

'SAMPLE BID FOR SUPPLY OF 5,000 NOS. OF GUCHHIS (1 GUCHHI CONTAINING 50 TAGS) OF GOOD QUALITY SMALL COTTON WHITE TAGS WITH 6" LENGTH HAVING METAL PART AT EACH END'

The envelope of **Sample Bid** shall contain:

- a) The sample of proposed "Guchhis (1 Guchhi containing 50 tags) of Good Quality Small Cotton White Tags with 6" length having metal part at each end
- 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.

[NOTE: ALL THE DOCUMENTS PLACED IN SAMPLE BID ENVELOPE SHALL BE DULY PAGINATED.]

II. The subject of the **2nd SEALED ENVELOPE** shall be superscribed as:

"FINANCIAL BID FOR SUPPLY OF 5,000 NOS. OF GUCHHIS (1 GUCHHI CONTAINING 50 TAGS) OF GOOD QUALITY SMALL COTTON WHITE TAGS WITH 6" LENGTH HAVING METAL PART AT EACH END'

The envelope of **Financial Bid** 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 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 2024-2025.

ABOVE TWO ENVELOPES SHALL BE CLOSED/SEALED SEPARATELY,

III. The subject of the **3rd BIGGER SEALED (OUTER) ENVELOPE** shall be superscribed as:

**THE REGISTRAR GENERAL
HIGH COURT OF DELHI
NEW DELHI**

(STATIONERY BRANCH)

F.No. 8-A/Sty./DA-07/DHC/No. 4284 DATED 12/03/2026

SUB: "SAMPLE AND FINANCIAL BID FOR SUPPLY OF 5,000 NOS. OF GUCHHIS (1 GUCHHI CONTAINING 50 TAGS) OF GOOD QUALITY SMALL COTTON WHITE TAGS WITH 6" LENGTH HAVING METAL PART AT EACH END'

DUE DATE 10/04/2026

- a) The aforesaid third bigger envelope be also sealed after placing two sealed envelopes having documents separately as referred at point (I) & (II) above.
- b) All the participating firms/vendors shall ensure that their bid(s) shall reach to the A.O.(J), Stationery Branch, Room No. 512, Fifth Floor, Administrative Block, High Court of Delhi, New Delhi-110503 on or before the last date and the time specified.

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

1. An independent Officer nominated by the competent authority shall first open the sealed 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 2nd 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 sample is 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 eligible firm/vendor offering the best suitable quality/rates.
6. In case the selected firm/vendors fails to make the supply and provide sufficient cause for non-supply of the goods ordered, the purchase order may be awarded to next eligible firm/vendor.

(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 **30 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.

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

- i. Validity of rates for a period **less than 180 days** from the last date of submission of Bids.
- ii. Bids received after due date.
- iii. Submission of more than one bid.
- iv. Bid(s) related to some other item(s) not related to instant Notice.
- v. Any interlineations, erasure or correction in the specification/offered rate, which renders the whole Notice process doubtful or ambiguous.
- vi. Bids in the format other than the prescribed one.
- vii. Non submission of required documents or submitting incomplete documents.

- viii. Non-mentioning of subject and due date on the envelope as referred to above.
- ix. Any ambiguity in submission of bid.
- x. Bids received without proposed sample(s).
- xi. 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.

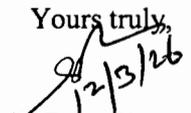
(F) FINALITY OF DECISION OF THE COMPETENT AUTHORITY

The decision of the competent authority 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 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,


12/3/26
(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.

F. No. 8-A/Sty./DA-07/DHC/No. 4284

Dated: 12/03/2026

Annexure - 'A'
(To be placed in 1st envelope)

SAMPLE BID FOR SUPPLY OF 5,000 NOS. OF GUCHHIS (1 GUCHHI CONTAINING 50 TAGS) OF GOOD QUALITY SMALL COTTON WHITE TAGS WITH 6" LENGTH HAVING METAL PART AT EACH END'

Name of the firm: _____

Address of the Firm: _____

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

Contact No.: _____ Email Address: _____

Specification of Guchhis (1 Guchhi containing 50 tags) of Good Quality Small Cotton White Tags with 6" length having metal part at each end	Requirement	<u>Please answer in 'Yes' or 'No' only</u>
Quantity	5000 Nos. of Guchhis (1 Guchhi containing 50 tags) of Good Quality Small Cotton White Tags with 6" length having metal part at each end	
Size	6" length having metal part at each end	
Colour	White	
Yarn	Cotton	
Delivery	Within 30 days in the Stationery Store of Delhi High Court	
Sample	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.	
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**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.]

F.No. 8-A/Sty./DA:07/DHC/No. 4284

Dated: 12/03/2016

Annexure - 'B'
(To be placed in 1st envelope)

UNDERTAKING FOR SUPPLY OF 5,000 NOS. OF GUCHHIS (1 GUCHHI CONTAINING 50 TAGS) OF GOOD QUALITY SMALL COTTON WHITE TAGS WITH 6" LENGTH HAVING METAL PART AT EACH END'

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 and bound to deliver the goods within the stipulated period of 30 days.

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 order 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. 8-A/Sty./DA/07/DHC/No 9284

Dated: 14/03/2022

Annexure-'C'

(To be placed in 2nd envelope)

FINANCIAL BID AS PER SAMPLE SUBMITTED FOR SUPPLY OF 5,000 NOS. OF GUCHHIS (1 GUCHHI CONTAINING 50 TAGS) OF GOOD QUALITY SMALL COTTON WHITE TAGS WITH 6" LENGTH HAVING METAL PART AT EACH END

Name of the firm: _____

Address of th Firm: _____

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

Contact No.: _____ Email Address: _____

Table-1

(To be used by the firm/vendor offering their rate with GST)

Offer	In figures	In words
Price for One Guchhis (1 Guchhi containing 50 tags) of Good Quality Small Cotton White Tags with 6" length having metal part at each end (excluding taxes)		
Tax Rate (%)		

-OR-

Table-2

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

Offer	In figures	In words
Net Price for One Guchhis (1 Guchhi containing 50 tags) of Good Quality Small Cotton White Tags with 6" length having metal part at each end		

Note: Please use the table as the case may be.

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.]

F.No. 8-A/Sty./DA-07/DHC/No. 4287

Dated: 12/02/2020

Annexure - 'D'
(To be placed in 2nd envelope)

**[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]**

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 the financial year 2024-2025.
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 financial year 2025-2026.
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 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 that nothing material has been concealed there from.

DEPONENT