

**Through Registered Post**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE::**

**TIS HAZARI COURTS ::: DELHI**

No \_\_\_\_\_/Purchase Cell/08

Dated \_\_\_\_\_

**LIMITED TENDER**

To,

1. The Manager, Kendriya Bhandar, West Block VIII, Wing-III, Ground Floor, R.K. Puram, New Delhi.
2. The Manager, NCCF India Ltd, 92, Deepali Building, 6<sup>th</sup> Floor, Nehru place, N.D.
3. The Manager DSIDC, Admn. Block Okhla Phase-I, Near Police Station, New Delhi
4. The Manager DCCW Store limited, Karam Pura Road, Moti Nagar, New Delhi-15.
5. The Manager, Delhi State Consumer Co-operative Federation Ltd, G-184, Basement, Behind Dena Bank, Hari Nagar, Delhi-64
6. The Sudhar Sabha Consumers Co-operative Store Ltd., DDA Shop No. A/1 Market, B-4, Lawrence Road, Delhi-35
7. M/s M/s Khadi & Village Industries Commission, Khadi Gramodyog Bhawan, 24, Regal Building, New Delhi- 110001.
8. Notice Board:- At Tis Hazari, Patiala House, Karkardooma and Rohini Courts, for information to other Government stores/Emporium/General tenderers.
9. District Courts Web-site Committee, Tis Hazari Courts, Delhi with the request to place the tender form on the website of District Courts, Delhi.
10. The Superintendent, Central Jail No. 2, Tihar, New Delhi.
11. M/s Techmart Systems Co., 20-A, Shivaji Marg, New Delhi-15.
12. M/s U.R. Traders, 920, 2<sup>nd</sup> floor, Mela Ram House, Chawari Bazar, Delhi- 110006
13. M/s New Stationery House, 2912, Main Bazar, Subzi Mandi, Delhi- 110007
14. M/s Goyal Stationers, 433, Gali Robin Cinema, Old Subzi Mandi, Delhi- 110007
15. M/s Popli Plastics, 5411, New Market, Sadar Bazar, Delhi -06
16. M/s Rational Business Corporation (P) Ltd. N-10, Satyawati Nagar, Ashok Vihar-III New Delhi – 110052.
17. M/s Mahalaxmi Papermart, 3393-A/1, 1st Floor, Raghuganj Chawri Bazar, Delhi-06.

**Sub: Purchase of following Stationery items :**

1	Gum Powder	25 kgs.
2.	Stock & Distribution register	25 Nos.
3.	Cash book small for road & Diet money	25 Nos.
4.	Stock Register	25 Nos.
5.	Ink Cartridge RIZO, G-type, Black, 1000ML	20 Nos.
6.	Master Roll for RIZO, G-type, A4 L-70	10 Nos.
7.	Rubber Band	5 Kgs.

**Note :** The supply of the aforesaid items may be taken on quarterly/half yearly/yearly/single lot or as deemed fit by this department.

You are hereby requested to send your sealed quotation for the supply of **above mentioned stationery items with necessary samples and descriptions** separately on the following Terms & Conditions :-

1. The quotations / tender complete in all respect be put only in tender box placed in room No 326, 3<sup>rd</sup> Floor Tis Hazari Courts, Delhi on or before **28.01.2008 at 3.30 P.M.**, which will be opened on the same day in the presence of tenderers.
2. Quotations through Direct, courier, post and any other means, shall not be accepted / entertained in any case.
3. Quotations received after due date & time shall not be considered in any case.
4. The firms must have sales tax / VAT / TIN no. and Income tax / PAN Nos. and those who have not the same, need not apply. Also the firm must submit proof of depositing sales tax/VAT to indenting department.
5. No payment will be made in advance to the tenderers. Payment of the bill will be paid only after the complete supply of the articles as mentioned above.
6. The rates should be written in words as well as in figures and sales tax, VAT, Excise Duty must be mentioned separately, (if ST/VAT/Service Tax, Excise Duty etc. is not mentioned, the rates of concerned item will be treated as inclusive of ST,VAT, Excise Duty etc.). Further, rates should be valid for a period of one year from the date of order.
7. The rates should be quoted F.O.R. Tis Hazari, Karkardooma, Patiala House and Rohini Courts, Delhi or as directed by this office.
8. The tenderers are required to attach photocopy of current Sales Tax Clearance Certificate along with their quotations. Failure to submit Current STCC may render them invalid automatically.
9. On the top of envelope/quotations the name of the articles must be mentioned clearly for which quotation has been called.
10. The Tenderers will furnish warranty/Guarantee against manufacturing defects at least for minimum period of one year.
11. The firm will supply only the ISI marked product which have been notified by the Bureau of Indian Standards (BIS), wherever applicable.
12. The Purchase Committee in its discretion reserves right to reject or accept any or all the quotations at any time without assigning any reasons.
13. The firm should not be black listed by any Govt. Department/Semi Govt. If any proof of black listing is found against the tenderer/firm at any time during the period of contract/purchase, the whole claim or part thereof as decided by the Purchase Committee may be forfeited without assigning any reason.
14. When any working day is declared a holiday then the tenders will be opened on the next working day.
15. In case of job work or material used is found below the standard and not according to the specifications, the Purchase Committee reserves the right to forfeit the whole claim or part thereof. The decision of Purchase Committee will be final in this regard.
16. The Purchase Committee reserves the right to terminate any contract at any time before the expiry of the period covered under the contract without assigning any reason thereof and without incurring any liability.

17. The Purchase Committee reserves the right to accept or reject any tender without assigning any reason whatsoever and no representation of any kind will be entertained.
18. The tenderers should submit separate quotation for each item as mentioned in the subject.
19. In case of dispute the decision of Purchase Committee shall be final and binding upon the tenderer/firm/contractor/supplier.
20. Each tender form should be accompanied by demand draft/pay order/ FDR/Bank Guarantee for amount of 5% of total quoted rate and value of purchase as EMD in favour of District & Sessions Judge, Tis Hazari Courts, Delhi
21. The amount of security will be refunded as soon as possible to the unsuccessful tenderers on written request. The Govt. Stores who have been declared exempt from depositing EMD shall be required to submit documentary evidence as proof to prove that they are exempted from depositing earnest money by the Govt. of India/Govt. of NCT of Delhi. In the absence of earnest money/documentary evidence the quotation shall not be considered.
22. The respective EMD/bid security submitted by the successful firm would be returned to them with the condition to submit the performance security as deemed fit by the Purchase Committee of this department in form of FDR/Bank Guarantee/Demand Draft. The said performance security would be valid for a period of all contractual obligations.
23. The department reserves the right to impose any other condition at the time of placing order.

**(SUNIL GAUR)**  
**Chairman, Purchase Committee/**  
**Additional District & Sessions Judge, Delhi.**

**Through Registered Post**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE::**  
**TIS HAZARI COURTS ::: DELHI**

No \_\_\_\_\_/Purchase Cell/08

Dated \_\_\_\_\_

**SHORT TERM LIMITED TENDER**

To,

1. The Manager, Kendriya Bhandar, West Block VIII, Wing-III, Ground Floor, R.K. Puram, New Delhi.
2. The Manager, NCCF India Ltd, 92, Deepali Building, 6<sup>th</sup> Floor, Nehru place, N.D.
3. The Manager DSIDC, Admn. Block Okhla Phase-I, Near Police Station, New Delhi
4. The Manager DCCW Store limited, Karam Pura Road, Moti Nagar, New Delhi-15.
5. The Manager, Delhi State Consumer Co-operative Federation Ltd, G-184, Basement, Behind Dena Bank, Hari Nagar, Delhi-64
6. The Sudhar Sabha Consumers Co-operative Store Ltd., DDA Shop No. A/1 Market, B-4, Lawrence Road, Delhi-35
7. M/s M/s Khadi & Village Industries Commission, Khadi Gramodyog Bhawan, 24, Regal Building, New Delhi- 110001.
8. Notice Board:- At Tis Hazari, Patiala House, Karkardooma and Rohini Courts, for information to other Government stores/Emporium/General tenderers.
9. District Courts Web-site Committee, Tis Hazari Courts, Delhi with the request to place the tender form on the website of District Courts, Delhi.
10. The Superintendent, Central Jail No. 2, Tihar, New Delhi.
11. M/s Ram Sarup Jain Jeweler, 1789-1790, Dariba Kalan, Delhi – 110006.
12. M/s Mahavira Jewels, 4540, 7/31, Darya Ganj, New Delhi -110002.

**Sub: Purchase of 100 Souvenir and 100 Badges for the use of dignitaries and Mediators.**

*The Tenderers are requested to examine the design of Souvenir available in the office.*

You are hereby requested to send your sealed quotation for the supply of **above mentioned item with necessary samples and descriptions** separately on the following Terms & Conditions :-

1. The quotations / tender complete in all respect be put only in tender box placed in room No 326, 3<sup>rd</sup> Floor Tis Hazari Courts, Delhi on or before **21.01.2008 at 3.30 P.M.**, which will be opened on the same day in the presence of tenderers.
2. Quotations through Direct, courier, post and any other means, shall not be accepted / entertained in any case.
3. Quotations received after due date & time shall not be considered in any case.

4. The firms must have sales tax / VAT / TIN no. and Income tax / PAN Nos. and those who have not the same, need not apply. Also the firm must submit proof of depositing sales tax/VAT to indenting department.
5. No payment will be made in advance to the tenderers. Payment of the bill will be paid only after the complete supply of the articles as mentioned above.
6. The rates should be written in words as well as in figures and sales tax, VAT, Excise Duty must be mentioned separately, (if ST/VAT/Service Tax, Excise Duty etc. is not mentioned, the rates of concerned item will be treated as inclusive of ST,VAT, Excise Duty etc.). Further, rates should be valid for a period of one year from the date of order.
7. The rates should be quoted F.O.R. Tis Hazari, Karkardooma, Patiala House and Rohini Courts, Delhi or as directed by this office.
8. The tenderers are required to attach photocopy of current Sales Tax Clearance Certificate along with their quotations. Failure to submit Current STCC may render them invalid automatically.
9. On the top of envelope/quotations the name of the articles must be mentioned clearly for which quotation has been called.
10. The Tenderers will furnish warranty/Guarantee against manufacturing defects at least for minimum period of one year.
11. The firm will supply only the ISI marked product which have been notified by the Bureau of Indian Standards (BIS), wherever applicable.
12. The Purchase Committee in its discretion reserves right to reject or accept any or all the quotations at any time without assigning any reasons.
13. The firm should not be black listed by any Govt. Department/Semi Govt. If any proof of black listing is found against the tenderer/firm at any time during the period of contract/purchase, the whole claim or part thereof as decided by the Purchase Committee may be forfeited without assigning any reason.
14. When any working day is declared a holiday then the tenders will be opened on the next working day.
15. In case of job work or material used is found below the standard and not according to the specifications, the Purchase Committee reserves the right to forfeit the whole claim or part thereof. The decision of Purchase Committee will be final in this regard.
16. The Purchase Committee reserves the right to terminate any contract at any time before the expiry of the period covered under the contract without assigning any reason thereof and without incurring any liability.
17. The Purchase Committee reserves the right to accept or reject any tender without assigning any reason whatsoever and no representation of any kind will be entertained.
18. The tenderers should submit separate quotation for each item as mentioned in the subject.

19. In case of dispute the decision of Purchase Committee shall be final and binding upon the tenderer/firm/contractor/supplier.
20. Each tender form should be accompanied by demand draft/pay order/ FDR/Bank Guarantee for amount of 5% of total quoted rate and value of purchase as EMD in favour of District & Sessions Judge, Tis Hazari Courts, Delhi
21. The amount of security will be refunded as soon as possible to the unsuccessful tenderers on written request. The Govt. Stores who have been declared exempt from depositing EMD shall be required to submit documentary evidence as proof to prove that they are exempted from depositing earnest money by the Govt. of India/Govt. of NCT of Delhi. In the absence of earnest money/documentary evidence the quotation shall not be considered.
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**(SUNIL GAUR)**  
**Chairman, Purchase Committee/**  
**Additional District & Sessions Judge, Delhi.**