

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs)::  
TIS HAZARI COURTS ::: DELHI

Through Registered Post

No 12876 /Purchase Cell/2016

Dated 05 MAR 2016

**LIMITED TENDER IN TWO BID SYSTEM**

To,

1. The Manager, Kendriya Bhandar, West Block VIII, Wing-III, Ground Floor, R.K. Puram, ND.
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, E-579 Palam Extn.(Ramphal Chowk) Sector-7,Dwarka, New Delhi-110077
6. The Sudhar Sabha Consumers Co-operative Store Ltd., DDA Shop No. A/1 Market, B-4, Lawrence Road, Delhi-35
7. Notice Board:- At Tis Hazari, Patiala House, Karkardooma, Dwarka, Saket and Rohini Courts, for information to other Government stores/Emporium/General tenderers.
8. District Courts Web-site Committee, Tis Hazari Courts, Delhi with the request to upload this Notice Inviting Tender on the website of District Courts, Delhi.
9. M/s Metropol India Pvt. Ltd., 262, Phase-III, Okhla Industrial Estate, New Delhi-110020
10. M/s Hindustan Unilever Limited, Plot No B Block A, South City-I, Gurgaon, Haryana.

**Sub: (1) Purchase of 975 Kg Cleaning Powder to maintain cleanliness at Tis Hazari Courts, Delhi**

(Separate quotation for this item)  
EMD :- ₹ 1200/-

**(2) Purchase of 1020 nos. of Apron having below mention specifications:**

- It should be of size 3.5 feet length.
- It should be cotton cloth with foam and plastic over the inner layer of cotton cloth (to prevent dust.)
- It should be of blue colour.

(Separate quotation for this item)  
EMD :- ₹ 3000/-

- Limited tenders are invited in two bid system i.e. Technical bid and Financial bid. The technical bid should contain the details specification of the item along-with necessary documents as mentioned in the terms & conditions. The Financial Bid should contain competitive price of goods and other relevant description etc.
- The quotations / tender complete in all respect be put only in tender box placed in Room No 209, 2<sup>nd</sup> Floor, Tis Hazari Courts, Delhi on or before 22.03.2016 at 4.15 P.M., which will be opened on the same day in the presence of tenderers.

**TERMS & CONDITIONS**

1. The tenderers are required to submit two sealed envelopes. One envelope should contain technical bid and the other financial bid. Both these envelopes must be contained in a big single envelope. On the said Big single envelope the name of the article must be mentioned clearly for which quotation/quotations has/have been called.
2. The name of bid i.e. Technical or Financial as contained in both these envelopes must be mentioned on both the envelopes separately.
3. The tender must be accompanied with sample of item. Without sample, tender shall not be considered. The sample should be submitted at Purchase Cell, Room no. 214, 2<sup>nd</sup> floor, Tis Hazari Courts, Delhi.
4. Each sample should be marked and numbered by the firm, clearly visible, failing which the sample may not be considered.
5. The financial bid/bids of only those tenderer/tenderers shall be considered who are eligible and qualified in their technical bid.
6. "IN CASE THE EMD OF BIDDER IS LYING IN THIS DEPARTMENT FOR ANY PREVIOUS SUCCESSFUL OR UNSUCCESSFUL TENDER, THE SAID EMD SHALL NOT BE CONSIDERED WHILE EVALUATING THIS TENDER. ONLY THE BIDS WITH FRESH EMD SHALL BE CONSIDERED. THE DATE OF EMD SHOULD BE POST PUBLICATION DATE. THE EMD HAVING PRE PUBLICATION DATE SHALL NOT BE CONSIDERED".
7. Quotations through byhand, courier, post (i.e. Speed Post, Regd. Post etc.) and any other means, shall not be accepted/ entertained in any case.
8. The tenderers must have PAN number & copy of the same be also enclosed with Technical Bid.
9. The goods, including for works contract, shall be supplied by bidder or its authorized distributor in Delhi and against a sale invoice issued from Delhi. The delivery of goods shall also be made from Delhi. The bidder or dealer as the case may be, who supplies the goods should be registered with the Delhi VAT Department and carry a valid Tax Identification Number issued by it. Further, the quoted bid price in the tender shall be inclusive of all taxes and duties.
10. The tenders/Quotations received after due date and time shall not be considered.
11. Rates should be quoted in tender inclusive of all applicable taxes & duties and the BID should be valid for a period of 90 days.
12. The firm must have Sales Tax/VAT/TIN no. and those firm who are not having the same, need not apply. Also the firm must submit proof of depositing Sales Tax/VAT. Copy of filing of VAT Return for the last Financial Year i.e. 2014-15 be also enclosed alongwith technical bid.