

# HIGH COURT OF CHHATTISGARH, BILASPUR

## Tender Notice

Tender Enquiry No. ....

dated 11/04/2011

Dear Sir,

Subject: **TENDER FOR : Stationery Items**

DUE ON: **03/05/2011**

I invite your offer for the supply of Stationery items during the period from 01/04/2011 to 31/03/2012, listed below in accordance with the terms and conditions given in the enclosed annexure by the due date mentioned above: -

<b>S.No</b>	<b>Particulars</b>	<b>Quality</b>	<b>Quantity (APPROX.)</b>
1.	All Pin 75 Gm	Jingle Bell	350 Pkt.
2.	Attendance Register Page 192 & 92 Page	Jaishri	50 Nos.
3.	Box File (Full Size) (Superior Quality)	-Sample-	250 Nos.
4.	Brown Paper Full Size (Superior Quality)	-Sample-	1500 Nos.
5.	Computer Paper 80 Column Part- 1 (1000Sheet) 70 GSM	-Sample-	20 Pkt.
6.	Computer Paper 80 Column Part- 2 (500Sheet) 70 GSM	-Sample-	40 Pkt.
7.	Computer Paper 80 Column Part- 3 (250Sheet) 70 GSM	-Sample-	20 Pkt.
8.	Computer Paper 132 Column Part- 1 (1000Sheet) 70 GSM	-Sample-	20 Pkt.
9.	Computer Paper 132 Column Part- 2 (500Sheet) 70 GSM	-Sample-	40 Pkt.
10.	Computer Paper 132 Column Part- (250Sheet) 70 GSM	-Sample-	10 Pkt.
11.	Carbon (Blue & Black) (Superior Quality)	Kores	80 Pkt.
12.	Computer Floppy	Sony	20 Pkt.
13.	Computer Ribbon EPSON FX-10	Abee Fill	1000 Nos.
14.	Clip Board 1/4x1/2 (Superior Quality)	-Sample-	50 Nos.
15.	Computer CD Re-Writeable	Sony	10 Nos.
16.	Computer CD	Sony	400 Nos.
17.	Computer DVD	Sony	10 Nos.
18.	Computer DVD Re-Writeable	Sony	10 Nos.
19.	CD Cover	-Sample-	10 Nos.
20.	Cello Tap 1"	-Sample-	500 Nos.
21.	Cello Tap 1/2"	-Sample-	500 Nos.
22.	Cello Tap Brown 2"	-Sample-	50 Pkt.
23.	Cello Tap Black 1/2"	-Sample-	10 Nos.
24.	Calculators (CASIO -MJ-100T 10 )	CASIO	20 Nos.

<b>S.No</b>	<b>Particulars</b>	<b>Quality</b>	<b>Quantity (APPROX.)</b>
25.	Dust Bin (Without Cover)	-Sample-	100 Nos.
26.	Dust Bin (Foot Press)	-Sample-	20 Nos.
27.	Envelop Laminated (Size 18X14)	-Sample-	Total 30,000 Envelops are required
28.	Envelop Laminated (Size 12X16)	-Sample-	
29.	Envelop Laminated (Size 12X10)	-Sample-	
30.	Envelop Laminated (Size 10X8)	-Sample-	
31.	Envelop Laminated (Size 12X6)	-Sample-	
32.	Envelop Laminated With Cloth (Size 12X16)	-Sample-	
33.	Envelop Laminated With Cloth (Size 12X10)	-Sample-	
34.	Envelop Laminated With Cloth (Size 10X8)	-Sample-	
35.	Envelop White (Size 11X5) 70 Gm	-Sample-	
36.	Envelop White (Size 10X4.5) 70 Gm	-Sample-	
37.	Envelop White (Size 9X4) 70 Gm	-Sample-	
38.	Envelop Brown (Size 11X5) 70 Gm	-Sample-	
39.	Envelop Brown (Size 10 X4.5) 70 Gm	-Sample-	
40.	Envelop Brown (Size 9X4) 70 Gm	-Sample-	
41.	Envelop Window (Size 10X4.5)70 Gm	-Sample-	
42.	Polythene Size 18X 14	-Sample-	50 Nos.
43.	Eraz-EX	Kores	10 Pkt.
44.	Fivestik 8 Gm	Pidilite Ind.	300 Nos.
45.	File Pad (Superior Quality)	-Sample-	30,000
46.	Gum Tube 30 ml	Camel	100 Nos.
47.	Gum Pest 150 ml	Mohni	100 Nos.
48.	Gum Pest 700 ml	Mohni	100 Nos.
49.	High Lighter Pen	Luxar	100 Nos.
50.	Laser Jet Cartridge HP 12-A	HP	25 Nos.
51.	Ledger Paper (Per Pkt. 500 Sheet) (Superior Quality)	-Sample-	400 Pkt.
52.	Log Book Page 192	-Sample-	50 Nos.
53.	Lace 36'' (Per Bunch 100 nos.) (Superior Quality)	-Sample-	1500 Pkt.
54.	Photo Copy Paper A-4 Per Pkt. 500 Sheet	Image	2500 Pkt.
55.	Photo Copy Paper F-S Per Pkt. 500 Sheet	Image	3000 Pkt.
56.	Photo Copy Paper A-3 Per Pkt. 500 Sheet	Image	100 Pkt.
57.	Pencil Steno	Apsara	1000 Nos.
58.	Pencil HB	Apsara	1000 Nos.
59.	Pencil Checking ( Blue & Red)	Natraj	100 Nos.
60.	Pad Ink (Blue) 100 ml	Mohni	300 Nos.
61.	Pad Ink (Red) 25, 50, 100 ml	Mohni	10 Nos.
62.	Fountain pen Ink	Camel	10 Nos.
63.	Post it Flag Yellow- Big	Corporate	10 Nos.
64.	Post it Flag Yellow- Small	Corporate	700 Nos.

<b>S.No</b>	<b>Particulars</b>	<b>Quality</b>	<b>Quantity (APPROX.)</b>
65.	Post it Flag 3 Colour	Corporate	700 Nos.
66.	Parker Pen	Parker	5 Nos.
67.	ADD Gel Pen	ACHIEVER	300 Nos.
68.	Pen – 045 (Blue, Black, Red)	Reynolds	1500 Nos.
69.	Pen (Blue, Black, Red)	Cello	10 Nos.
70.	Pen Holder, Pen with Jotter Refill (Blue & Red)	Lin	100 Nos.
71.	Cello Gel Pen	Cello	10 Nos.
72.	Bold Marker Pen	Camlin	50 Nos.
73.	Permanent Marker Pen	Camlin	10 Nos.
74.	CD Marker Pen	Camlin	10 Nos.
75.	Pen Stand & Pen with Jotter Refill (Superior Quality)	-Sample-	20 Nos.
76.	Paper Tray (Superior Quality)	-Sample-	10 Nos.
77.	Pencil Tray (Superior Quality)	-Sample-	10 Nos.
78.	Paper Cutter ( Big)	-Sample-	10 Nos.
79.	Paper Cutter (Small)	-Sample-	200 Nos.
80.	Paper cutter blade (Big)	-Sample-	10 Nos.
81.	Paper cutter blade (Small)	-Sample-	10 Nos.
82.	Plastic Scale	Camel	100 Nos.
83.	Plastic Clip File Cover Size (F.S. & A-4)	-Sample-	Total 800 File Covers are required.
84.	Plastic File Cover “L” Type	-Sample-	
85.	Plastic Stick File Cover Size (F.S. & A-4)	-Sample-	
86.	Plastic File Cover Steel Clip	-Sample-	
87.	Punching Machine No-DP-600	Kangaro	10 Nos.
88.	Punching Machine No- DP- 52	Kangaro	10 Nos.
89.	Pin Cushion (Superior Quality)	-Sample-	100 Nos.
90.	Poker (Plastic) (Superior Quality)	-Sample-	200 Nos.
91.	Paper Weight	-Sample-	50 Nos.
92.	Register 72Page	Eagle	Total 1000 Registers are required.
93.	Register 144 Page	Eagle	
94.	Register 216 Page	Eagle	
95.	Register 288 Page	Eagle	
96.	Register 432 Page	Eagle	
97.	Register 192 Page Size 8X13 (Superior Quality)	-Sample-	
98.	Register 288 Page Size 8X13 (Superior Quality)	-Sample-	
99.	Gel Refill	Reynolds Racer	500 Nos.
100.	Gel Refill R-20	Add Gel	10 Nos.
101.	Jotter Refill ( Lin & Other ) (Blue, Red, Black)	-Sample-	300 Nos.
102.	Refill ( Dot & Gel)	Parker	5 Nos.

<b>S.No</b>	<b>Particulars</b>	<b>Quality</b>	<b>Quantity (APPROX.)</b>
103.	Reynolds Refill -045 ( Blue, Red, Black)	Reynolds	4000 Nos.
104.	Rubber	NATRAJ	200 Nos.
105.	Rubber Non Dust	Apsara	200 Nos.
106.	Fevicol 100 Gm	Pidilite Ind.	5 Nos.
107.	Slip Pad No. 0	Sangam	200 Nos.
108.	Slip Pad No. 1	Sangam	200 Nos.
109.	Slip Pad No. 44	Sangam	10 Nos.
110.	Stapler- No.10	Kangaro	200 Nos.
111.	Stapler- No.555	Kangaro	20 Nos.
112.	Stapler- No.HP-45	Kangaro	10 Nos.
113.	Stapler- No.DS-12 S/17	Kangaro	2 Nos.
114.	Stapler Pin No.10	Kangaro	1500 Pkt.
115.	Stapler Pin No.24/6	Kangaro	200 Pkt.
116.	Stock Register No-8 Page 540	NEEL SAGAR	10 Nos.
117.	Stamp Pad (Blue Colour) Size 160mmX97mm	-Sample-	200 Nos.
118.	Stamp Pad (Blue Colour Size 110mmX) 70mm	-Sample-	100 Nos.
119.	Stamp Pad ( Red Colour) Size 160mmX97mm	-Sample-	10 Nos.
120.	Stamp Pad (Red Colour Size 110mmX) 70mm	-Sample-	10 Nos.
121.	Scissors Size 21.5 Cms.	-Sample-	50 Nos.
122.	Scissors Size Small	-Sample-	5 Nos.
123.	Steno Book Page 160	Neelgagan	1600 Nos.
124.	Sketch Pen Set (All Colour )	Camlin	5 Pkt.
125.	Sharpener	NATRAJ	200 Nos.
126.	Typing Paper Legal Size (Per Pkt. 500Sheet)	-Sample-	50 Pkt.
127.	Typing Ribbon (Black)	Kores	5 Pkt.
128.	Tag 8'' (Per Bunch 50 no.) (8''Size)	-Sample-	1500 Bunch
129.	Table Top Plastic	-Sample-	5 Nos.
130.	Table Glass Size 2X3 - 5 mm	-Sample-	25 Nos.
131.	U – Pin (Plastic)	-Sample-	50 Pkt.
132.	Computer Sticker (Gumming)	-Sample-	10 Pkt.
133.	Pen & Refill	JETSTREAM	10 Nos.
134.	Laser Jet Cartridge में Refilling	--	50 Nos.
135.	Sutali (Superior Quality)	-Sample-	40 Kg.
136.	Q Pad Colour	-Sample-	5 Pkt.

**Note: - 1. All Articles must be in Superior Quality with sample.**

**2. Number/Quantity of items mentioned above are approximate and may vary from actual demand.**

**TERMS & CONDITIONS**

1. The offer should be properly sealed with wax along all joints in an envelope mentioning on the envelope '**Tender Enquiry No. & Date, Due date of opening along with the tenderer's address**' on the left hand side bottom of the envelope. Tenders received in envelope not properly sealed along all joints will be rejected straightaway.
2. Offer can be submitted personally in the Stationery Section of the High Court of Chhattisgarh, Bilaspur OR can be sent by registered post/speed post or courier service on the following address: -

**The Registrar General,  
High Court of Chhattisgarh,  
BILASPUR  
PHONE: 07752 – 241021, 241031  
FAX: 07752 - 220011**

The offer must reach by the due date positively by 03.00 p.m.

3. Tenders will be opened at 04.00 p.m. on due date in the office of the **Registrar General, High Court of Chhattisgarh, Bilaspur** by the Committee in the presence of Tenderers if present at the time of tender opening, otherwise in their absence.
4. The offer/tender must be submitted in two envelopes viz. 1) for security amount or certificate of exemption 2) tender form mentioned accordingly. Envelope of the Security amount will be opened first, second envelop will be opened after verification of sufficient security amount and exemption certification thereto.
5. Security amount of Rs. 5000/- (Rupees Five Thousand only) must be deposited by the tenderers through challan in the head of "8443&fl foy tek jkf'k; ka 103&i frHkfr".
6. Tenderers must submit the specimen of the stationery items.
7. Tenderers must supply the stationery items as per specimen, if they do not supply the same as per specimen, the items supplied will be returned to them at their own cost.
8. The Prices quoted should be-
  - 8.1 firm and FOR Destination basis by road/rail transport and in the unit enquired for.
  - 8.2 valid for our acceptance for placement of order till **31st March, 2012** from the due date.
  - 8.3 valid even if the full quantity of stationery required is not ordered in one lot.
  - 8.4 inclusive of all govt. levies i.e. Excise Duty, Sales Tax etc. if applicable, which should be mentioned clearly.
  - 8.5 inclusive of development/delivery charges if any, which will be borne by the tenderer.
9. The delivery of the material offered must be guaranteed and in case of default, we reserve the right to levy liquidated damages as per our standard terms and / or

cancel the order or procure the material from the open market at the risk and cost of the defaulting tenderer.

10. The complete specification of material offered along with cost break – up should be given in the offer.
11. In case of any clarification required by the tenderer before quoting, he can contact the **Accounts Officer, High Court of Chhattisgarh, Bilaspur.**
12. The High Court of Chhattisgarh, Bilaspur, reserves the right to accept or to reject any offer in part or the whole without assigning any reason thereto.

*Thanking you,*

**(B.S. Saluja)**  
Additional Registrar (Admn.)  
High Court of Chhattisgarh,  
Bilaspur.