

**HIGH COURT OF CHHATTISGARH, BILASPUR**

**"Tender Notice"**

Tender Enquiry No. **3715** .....

dated **13.5.14** .....

*Dear Sir,*

**Subject: TENDER FOR : Stationery Items**

**DUE ON: 02.06.2014**

I invite your offer for the supply of Stationery items during the period from 01/04/2014 to 31/03/2015, listed below in accordance with the terms and conditions given in the enclosed annexure by the due date mentioned above: -

<i>S.No</i>	<i>Particulars</i>	<i>Quality</i>
1.	All Pin 70 Gm	Nakode
2.	Attendance Register Page 192 & 92 Page	Jaishri
3.	Box File (Full Size) (Superior Quality)	-Sample-
4.	Brown Paper Full Size (Superior Quality)	-Sample-
5.	Computer Paper 80 Column Part- 1 (1000 Sheet) 70 GSM 6 INCH	-Sample-
6.	Computer Paper 80 Column Part- 1 (1000 Sheet) 70 GSM	-Sample-
7.	Computer Paper 80 Column Part- 2 (500 Sheet) 70 GSM	-Sample-
8.	Computer Paper 80 Column Part- 3 (250 Sheet) 70 GSM	-Sample-
9.	Carbon (Blue & Black) (Superior Quality)	Kores
10.	Computer Ribbon EPSON FX-10	Abee Fill
11.	Clip Board (ढक्की) (Superior Quality)	-Sample-
12.	Computer CD	Sony
13.	Computer DVD	Sony
14.	C.D. Cover & C.D. Mailer ( Handle With Care)	Sony
15.	Cello Tap 1"	Sony

<b>S.No</b>	<b>Particulars</b>	<b>Quality</b>
16.	Cello Tap ½"	-Sample-
17.	Cello Tap Brown 2"	-Sample-
18.	Calculators ( CASIO –MJ-100T 10 & CT-555 N-11-12 Digit )	CASIO
19.	Envelop Laminated (Size 18X14) (Superior Quality)	-Sample-
20.	Envelop Laminated (Size 12X16) "	-Sample-
21.	Envelop Laminated (Size 12X14) "	CASIO
22.	Envelop Laminated (Size 12X10) "	-Sample-
23.	Envelop Laminated (Size 12X6) "	-Sample-
24.	Envelop Laminated (Size 10X8) "	-Sample-
25.	Envelop Laminated With Cloth (Size 12X16) "	-Sample-
26.	Envelop White (Size 11 X5) 70 & 80 Gm "	-Sample-
27.	Envelop White (Size 10 X4.5)70 & 80 Gm "	-Sample-
28.	Envelop White (Size 9 X4) 70 & 80 Gm "	-Sample-
29.	Envelop Window (Size 10X4.5)70& 80 Gm "	-Sample-
30.	Polythene Size 18X 14 (Superior Quality)	-Sample-
31.	Fevi stik 8 Gm	Pidllite Ind.
32.	Fevi Kwik	Pidllite Ind.
33.	Favi Coal 200 gm & 500 Gm.	Pidllite Ind.
34.	File Pad (Superior Quality)	-Sample-
35.	Fax roll ( film roll FO-600 Fo- 650)	Sharp
36.	Gum Tube 30 ml	Camel
37.	Gum Pest 150 ml	Koers
38.	Gum Pest 700 ml	Koers
39.	High Lighter Pen	Luxaar
40.	HP Laser Jet Cartridge No-88A	HP
41.	HP Laser Jet Cartridge 12-A	HP
42.	HP Laser Jet Cartridge No-78 A	HP
43.	Laser Jet Cartridge ( Q 2612- A)	RETECH
44.	Laser Jet Cartridge No- 106 (Printer M.L. No- 2245)	SAMSUNG
45.	Laser Jet Cartridge (Canon) 925	Canon

<b>S.No</b>	<b>Particulars</b>	<b>Quality</b>
46.	Ledger Paper(Superior Quality)( Pkt 500 Sheet)	-Sample-
47.	Log Book Page 192	Jaishri
48.	Lace 36 ''(Superior Quality)(Per Pkt 100 )	-Sample-
49.	Lace 24 ''(Superior Quality)(Per Pkt 100 )	-Sample-
50.	Photo Copy Paper F-S Per Pkt 500 Sheet	Image
51.	Photo Copy Paper A-4 Per Pkt 500 Sheet	Image
52.	Photo Copy Paper A-3 Per Pkt 500 Sheet	Image
53.	Pencil Steno	Apsara
54.	Pencil HB	Apsara
55.	Pencil Checking ( Blue & Red)	NATRAJ
56.	Pad Ink (Blue/ Red) 100 ml	Mohni
57.	Fountain pen Ink	Camel
58.	Post it Flag Yellow- Big	CLARO(Write on)
59.	Post it Flag Yellow- Small	CLARO(Write on)
60.	Post it Flag 3 Colour	CLARO(Write on)
61.	ADD Gel Pen (Blue/Black/Red/Green)	(ACHIEVER)
62.	Reynold Pen – 045 (Blue, Black, Red)	Reynold Pen
63.	Pen ADD Rollr	ADD
64.	Pen Holder (Blue/Red)	Parker
65.	Pen Stand With Pen (Superior Quality) ( Big Size )	Sample-
66.	Pen Stand With Pen (Superior Quality) ( Small Size)	Sample-
67.	Bold Marker Pen	Sample-
68.	CD Marker Pen	Camlin
69.	Paper Cutter ( Small)	Sample-
70.	Plastic Scale (Camlin)	Camlin
71.	Plastic Clip File Cover Size (F.S. & A-4) (Superior Quality)	-Sample-
72.	Plastic File Cover "L" Type ( Sanmgam)	-Sample-
73.	Plastic Stick File Cover Size (F.S. & A-4) (Superior	-Sample-



<i>S.No</i>	<i>Particulars</i>	<i>Quality</i>
74.	Plastic File Cover Steel Clip (Superior Quality) (Size F.S. & A-4)	-Sample-
75.	File Cover ( Kobra)	Camlin
76.	Punching Machine No-DP-600	Kangaro
77.	Pin Cushion (Superior Quality)	Sangam
78.	Poker (Plastic) (Superior Quality)	-Sample-
79.	Poker (Superior Quality Big Size)	-Sample-
80.	Paper Weight (Superior Quality)	-Sample-
81.	Pencil Tray (Superior Quality)	-Sample-
82.	Register 72Page	Eagle
83.	Register 216 Page	Eagle
84.	Register 432 Page	Eagle
85.	Register 180 Page Size 8X13 (Superior Quality)	-Sample-
86.	Register 280 Page Size 8X13 (Superior Quality)	-Sample-
87.	Gel Refill ( Reynolds Racer) (Blue/Black/Red/Green)	Reynolds
88.	Jotter Refill (Lin & Other )(Blue/Red/ Black)	-Sample-
89.	Reynolds Refill -045 ( Blue, Red, Black)	Reynolds
90.	Refill – Add Roller (Blue/Black)	ADD
91.	Refill (Dot & Gel)	Parker
92.	Rubber	(NATRAJ
93.	Rubber (Non Dust)	– Apsara
94.	Slip Pad No. 0	Sangam
95.	Slip Pad No. 1	Sangam
96.	Slip Pad No. 02	Sangam
97.	Stapler- No.10	Kangaro
98.	Stapler- No.555	Kangaro
99.	Stapler- No.HP-45	Kangaro
100.	Stapler- No.DS-12 S/17	Kangaro
101.	Stapler Pin-10	Kangaro
102.	Stapler Pin – No.24/6	Kangaro
103.	Stapler Pin – No.23/17	Kangaro

<b>S.No</b>	<b>Particulars</b>	<b>Quality</b>
104.	Sealing wax	Kores
105.	Stamp Pad (Blue / Red Colour) Size 160mm X97 mm	Kores
106.	Stamp Pad (Blue/ Red) Size 110mm X 70 mm	Kores
107.	Scissors Size 21.5 Cms. (Superior Quality)	-Sample-
108.	Steno Book	Neelgagan
109.	Sketch Pen Set (All Colour )	Camlin
110.	Sharpener	Apsara
111.	Stock Register Page 500	NEEL SAGAR
112.	Typing Paper Size A-4 (P.Pkt. 500 Sheet) (Superior Quality)	Sample-
113.	Tag 8" (Per Bunch 50 no.) (8"Size) (Superior Quality)	Sample-
114.	Table Top Plastic	Sample-
115.	Table Glass Size 2X3 – 5 mm	-
116.	P.V.C. Leave (Plastic Envelop) (Superior Quality)	Sample-
117.	Computer Sticker (Gumming)	Sample-
118.	Laser Jet Cartridge में Refilling	-
119.	Sutali (Plastic) Superior Quality)	Sample-
120.	Q Pad Colour	Sample-
121.	Water Sponge	Sample-
122.	U – Pin (Plastic)	Sample-

*Note -All Articles must be in Superior Quality with Sample.*

ANNEXURE –

**ITERMS & 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, FAX: 07752 – 241031,**

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-सिविल जमा राशियां 103-प्रतिभूति” or submit a Demand Draft in the favour of Registrar General, High Court of Chhattisgarh, Bilaspur.

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 31<sup>st</sup> March, 2015 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,*

*ds*  
13/5/14  
(Mansoor Ahmed)  
Additional Registrar (Admn.)  
High Court of Chhattisgarh,  
Bilaspur.