

उच्च न्यायालय छत्तीसगढ़, बिलासपुर

परिशिष्ट-2

[नियम 4.4.2]

(निविदा सूचना का प्रारूप)

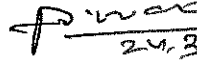
निविदा विज्ञापित क्र. 39.66.

दिनांक 24/03/2021

उच्च न्यायालय छत्तीसगढ़, बिलासपुर की ओर से निर्माताओं तथा उनके अधिकृत विक्रेताओं से स्टेशनरी सामग्री प्रदाय करने हेतु मोहरबंद निविदाएं आमंत्रित की जाती हैं। निविदा प्रपत्र अधोहस्ताक्षरकर्ता के कार्यालय से आवेदन प्रस्तुत कर (आयकर प्रमाणपत्र सहित) रु. 200/- (दो सौ रुपये मात्र) नगद भुगतान कर दिनांक 07/04/2021 के पूर्व कार्यालयीन दिवस में प्राप्त किये जा सकते हैं। निविदा आवेदन कार्यालय से कय किये जाने पर ही मान्य होगा।

विस्तृत विवरण हेतु कृपया लॉग इन करें: <http://www.cghighcourt.nic.in>

निविदा आवेदन बिक्री की अंतिम तिथि 07/04/2021 समय 5.00 P.M.
निविदा आवेदन जमा करने की अंतिम तिथि 29/04/2021 समय 3.00 P.M.
निविदा आवेदन खोलने की तिथि 29/04/2021 समय 4.00 P.M.
स्थान : उच्च न्यायालय छत्तीसगढ़, बिलासपुर रजिस्ट्रार जनरल का कक्ष


24.3.2021
रजिस्ट्रार जनरल

HIGH COURT OF CHHATTISGARH

“Tender Notice”

Tender Enquiry No. 4162.....

dated 31/03/2021

Dear Sir,

Subject: **TENDER FOR : Stationery Items**

DUE ON:-0 -2021

I invite your offer for the supply of Stationery items "during the period from 01/04/2021 to 31/03/2022, listed below in accordance with the terms and conditions given in the enclosed annexure by the due date mentioned above: -

S.No.	Particulars	Quality	Quantity (Approx.)
01	All Pin 70 Gm.	Sample	100 Pkt.
02	Attendance Register (164 Page)	JaiShri	20 Pkt.
03	Box File (Full Size) (Superior Quality)	Sample	200 Piece
04	Brown Paper Full Size (Superior Quality)	"	1000 Sheets
05	Carbon (Blue) (Superior Quality) Kores	(Kores)	12 Pkt.
06	Clip Board (दबती) (Superior Quality)	Sample	As per demand
07	Computer CD	Sony	200 Piece
08	Computer DVD	Sony	300 Piece
09	Computer Sticker (Size A-4) (ST 1 – 100 Size)	Desmat	1200 Pkt.
10	Cello Tape 1"	Sample	All Tapes Approx. 1200 Piece
11	Cello Tape ½"	"	
12	Cello Tape (Small Size 125 cm.)	"	
13	Cello Tape 2"	Sample	
14	Cello Tape Brown 2"	Sample	
15	Calculators (ORPAT) ORPAT -12 Digits -0T-400T	ORPAT -12 Digits Good Quality	100 Piece
16	CD Cover Pouch	Sample	300 Piece
17	Duster (White Board Superior Quality)	Sample	As per demand
18	Envelope Laminated (Size 18X14)	Sample	All size

19	Envelope Laminated (Size 12X16)	"	Envelopes Approx. 50,000 Pieces
20	Envelope Laminated (Size 12X14)	"	
21	Envelope Laminated (Size 12X10)	"	
22	Envelope Laminated (Size 12X6)	"	
23	Envelope Laminated (Size 11X5)	"	
24	Envelope Laminated (Size 10X8)	"	
25	Envelope Polynet (Size 18X14)	"	
26	Envelope Polynet (Size 12X16)	"	
27	Envelope White (Size 11 X 5) 70 Gm.	"	
28	Envelope White (Size 10 X4.5) 70 Gm.	"	
29	Envelope White (Size 9 X4) 70 Gm.	"	
30	Envelope White (Size 11 X 5) 100 Gm.	"	
31	Envelope White (Size 10 X4.5) 100 Gm.	"	
32	Envelope White (Size 9 X4) 100 Gm.	"	
33	Fevi stik super 8 Gm.	Pidllite Ind.	1000 Piece
34	Fevi Kwik	Pidllite Ind.	100 Piece
35	Eraser	NATRAJ	300 Piece
36	Eraser (Non Dust)	Apsara	300 Piece
37	Fevicol 500Gm.	Pidllite Ind.	As Per Demand
38	Flag Yellow Colour(76m X 76mm)	Claro	100 Pkt.
39	Flag Four Colour (Big Size) (20mm X 50 mm)	CLARO	As per demand
40	Flag Three Colour (Big Size) (25mm X 75 mm)	CLARO	1500 Pkt.
41	File Pad (Superior Quality)	Sample	50,000 Piece
42	File Cover (Four Folder) Size F.S. Superior Quality	Sangam	As per demand
43	Gum Tube 18 ml.	Navneet	200 Piece
44	Gum Pest 150 ml.	Kores	100 Piece
45	Gum Pest 700 ml.	Kores	100 Piece
46	High Lighter Pen (All Colour)	Luxor	300 Piece
47	Laser Jet Cartridge No. - 12 A (New sealed Pack)	HP	
48	Laser Jet Cartridge No. - 78 A (New sealed Pack)	HP	
49	Laser Jet Cartridge No. - 88 A (New sealed Pack)	HP	

50	Laser Jet Cartridge No. - 30 A (for use in printer no. M203dw) (New sealed Pack)	HP	All Cartridge Approx. 1000 Pieces
51	Laser Jet Cartridge No. - 30 A (for use in printer no. M203dw) (New sealed Pack)	LIPI	
52	Laser Jet Cartridge No. - 79 A (New sealed Pack)	HP	
53	HP Drum No. - 32 A (Use in Laser Printer Model No. HP 203)	HP	
54	Laser Jet Cartridge 925 (New sealed Pack)	CANON	
55	Laser Jet Cartridge No. - 12 -A (Only New sealed Pack)	NPTECH Premium Quality	
56	Laser Jet Cartridge No. - 12 -A (Only New sealed Pack)	LIPI	
57	Laser Jet Cartridge No. - 78 -A (Only New sealed Pack)	NPTECH Premium Quality	
58	Laser Jet Cartridge No. - 78 -A (Only New sealed Pack)	LIPI	
59	Laser Jet Cartridge No. - 88 -A (Only New sealed Pack)	NPTECH Premium Quality	
60	Laser Jet Cartridge No. - 88 -A (Only New sealed Pack)	LIPI	
61	Laser Jet Cartridge No. - 925 (Only New sealed Pack)	NPTECH Premium Quality	
62	Laser Jet Cartridge No. - 925 (Only New sealed Pack)	LIPI	
63	Ledger Paper (Superior Quality) (Pkt. 500 Sheet <u>80 gsm</u>) with printing as per sample	Sample	50 Pkt.
64	Ledger Paper (Superior Quality) (Pkt. 500 Sheet <u>90 gsm</u>) with printing as per sample	Sample given By me.	400 Pkt.
65	Laminated File Cover (Pink / Yellow Colour) with Printing good quality	Sample given by me.	50,000 Piece
66	Lace 36" (Superior Quality) (Per Pkt. 100 Piece)	Sample	600 Pkt.
67	Lace 24" (Superior Quality) (Per Pkt. 100 Piece)	Sample	2,000 Pkt.
68	Photo Copy Paper A-3 Per Pkt. 500 Sheet	J.K.Copier - Red Pkt. 75 GSM	
69	Photo Copy Paper A4 Per Pkt. 500 Sheet	J.K. Easy	

		Copier -Green Pkt. 70 GSM	All size paper approx. 20,000 Pkt.
70	Photo Copy Paper FS Per Pkt. 500 Sheet	J.K. Easy Copier -Green Pkt. 70 GSM	
71	Photo Copy Paper F-S Per Pkt. 500 Sheet	J.K. Copier- Red Pkt. 75 GSM	
72	Photo Copy Paper A-4 Per Pkt. 500 Sheet	J.K. Copier- Red Pkt. 75 GSM	
73	Photo Copy Paper A-4 Per Pkt. 500 Sheet	J.K. MAX 67 GSM	
74	Photo Copy Paper Size F.S. Per Pkt. 500 sheet (White Colour)	J.K. Bond 100 GSM	
75	Pencil Steno	Apsara	All type pencils Approx. 2,000 Piece
76	Pencil (Apsara Platinum Extra Dark)	Apsara	
77	Pencil Checking (Blue & Red) Good Quality	Good Quality Sample	
78	Pencils Rubber Tipped Graphite HB/2 DOMS	DOMS	
79	Pad Ink (Blue) 100 ml.	Mohini	100 Bottle
80	Pen ADD Gel (Blue/Black/Red/Green)	Achiever	250 Piece
81	Pen – 045 (Blue, Black, Red)	Reynold	All types of pens approx. 3,000 piece
82	Pen Holder (Blue/ Red)	Line	
83	Pen (Use and Throw Superior Quality)	Claro	
84	Pen Reynolds (Blue/Black/Red)	TERAMAX	
85	Pen Bold Marker	Camlin/Luxor	
86	Pen CD Marker	Camlin/Luxor	
87	Pen Stand (Superior Quality) (Small Size)	Sample	As per demand
88	Paper Cutter (Small)	Kangaro	300 Piece
89	Paper Cutter Blade (Small Size)	Kangaro	200 Piece
90	Plastic Scale	Camlin	100 Piece
91	Plastic File Cover With Steel Clip (Superior Quality) (Size F.S.)	CLARO-303	
92	Plastic Cover (Clip File) (Size F.S.)	Nikon	All Files Approx. 300 Pieces
93	Plastic File Stick (Size F.S.)	WORLDONE RF013F	
94	Plastic File Stick (Size A-4)	WORLDONE RF013F	

95	Plastic File Cover (L Folder) Size F.S.	Sangam	
96	Punching Machine No.- HDP- 2320	Kangaro	As per demand
97	Punching Machine No.- DP-600	"	50 Piece
98	Pin Cushion (Superior Quality)	Sample	25 Piece
99	Poker (Plastic) (Superior Quality)	Sample	100 Piece
100	Poker Wooden (Big Size)	Sample	100 Piece
101	Paper Weight (Superior Quality)	Sample	50 Piece
102	Punch Blade Replacements (For Use in Punching Machine No.- 2320)	Kangaro	100 Piece
103	Punch Black Disc Replacements (For Use in Punching Machine No.- 2320)	"	100 Piece
104	P.V.C. Leaf (Plastic Envelope)(Size F.S.)	Sample	250 Piece
105	P.V.C. Leaf (Plastic Envelope) (Size A4)	Sample	250 Piece
106	Register 72 Page	Eagle	All Size Register Approx. 1,500 Piece
107	Register 216 Page	Eagle	
108	Register 432 Page	Eagle	
109	Register 506 Page	Eagle	
110	Register 164 Page	Jaishri	
111	Register 244 Page	Jaishri	
112	Register 800 Page	Superior Quality	
113	Refill Gel (R-20) (Blue/Black/Red/Green)	ADD	All Refill Approx. 4,000 Pieces
114	Refill Gel (Blue/Black/Red/Green)	Rorito	
115	Refill Jotter (Blue/Red/ Black)	MONTER /LUXOR	
116	Reynolds Refill -045 (Blue/ Red/ Black)	Reynolds	
117	Refill – Roller (R-50) (Blue/Black)	ADD	
118	Refill (Blue/Black/Red/Green)	TERAMAX	
119	Rope (Plastic) (Superior Quality)	Sample	10 Kg
120	Slip Pad No. 11 (Page 160)	Neelgagan	All size Register Approx. 1,500 Piece
121	Slip Pad No. 33 (Page 160)	"	
122	Slip Pad No. 40 (Page 160)	Neelgagan	
123	Slip Pad No.06(Page 160)	NeelSagar	
124	Stapler- No. 10	Kangaro	All size Stepler Approx. 300 Piece
125	Stapler- No. 555	"	
126	Stapler- No. HP-45	"	
127	Stapler- No. DS 125/17	"	

128	Stapler Pin – No. 10	"	All size Stepler Approx. 3,000 Pkt.
129	Stapler Pin – No. 24/6	"	
130	Stapler Pin – No. 23/17	"	
131	Sealing wax	Kores	As per demand
132	Stamp Pad (Blue Colour) Size 160 mm X 97 mm	Kores	50 Piece
133	Stamp Pad (Blue) Size 110 mm X 70 mm	"	50 Piece
134	Scissors Size 21.5 Cms. (Superior Quality)	Sample	150 Piece
135	Steno Book (Page 160)	Neelgagan	1,500 Piece
136	Sharpner	Apsara	250 Piece
137	Stock Register Page 500	Neel Sagar	06 Piece
138	Steel Scale	Sample	200 Piece
139	Table Glass (Size 2 X 3 Feet- 5mm.) Superior Quality	Superior Quality	As per demand
140	Tag 8" (Per Bunch 50 no.) (8" Size) (Superior Quality)	Sample	1,500 Bunch
141	Table Top Plastic	Sample	As per demand
142	T-Pin Steel(50 gm. Small Pkt.)	Sample	As per demand
143	U – Pin (Plastic Small Pkt.)	Sample	50 Pkt.
144	Water Sponge	Sample	500 Piece
145	White Board Marker	Camlin	50 Piece

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

ANNEXURE –

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 (C.G.)**

Pin - 495220

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 (C.G.) 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 envelope 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 (C.G.)**.

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, 2022 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.

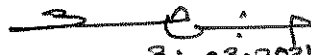
11. In case of any clarification required by the tenderer before quoting, he can contact the Accounts Officer, High Court of Chhattisgarh, Bilaspur (C.G.).

12. The High Court of Chhattisgarh, Bilaspur (C.G.), reserves the right to accept or to reject any offer in part or the whole without assigning any reason thereto.

13. **Tender Form Down load from internet is not valid. Only original tender form is valid.**

14. The quantity of the above stationery articles will be variable.

Thanking you,


31.03.2021
(Atul Kumar Shrivastava)
Additional Registrar (Admn.)
High Court of Chhattisgarh,
Bilaspur.