

संक्षिप्त निविदा का प्रारूप
उच्च न्यायालय छत्तीसगढ़, बिलासपुर

परिशिष्ट-2

[नियम 4.4.2]

(निविदा सूचना का प्रारूप)

निविदा विज्ञापन क्र. 3024...

दिनांक 17/3/22

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/जी.एस.टी.पंजीयन प्रमाणपत्र सहित) रु. 200/- (दो सौ रुपये मात्र) नगद भुगतान कर दिनांक 28/03/2022 के पूर्व कार्यालयीन दिवस में प्राप्त किये जा सकते हैं।

विस्तृत विवरण हेतु कृपया छोगो उच्च न्यायालय की अधिकारिक वेबसाइट

<http://www.cghighcourt.nic.in> देखें।

निविदा आवेदन बिक्री की अंतिम तिथि	28/03/2022	समय	5:00 शाम
निविदा आवेदन जमा करने की अंतिम तिथि	19/04/2022	समय	3:00 शाम
निविदा आवेदन खोलने की तिथि	19/04/2022	समय	4:00 शाम

स्थान: उच्च न्यायालय छत्तीसगढ़, बिलासपुर रजिस्ट्रार जनरल का कक्ष

sd/-
रजिस्ट्रार जनरल

HIGH COURT OF CHHATTISGARH

“Tender Notice”

Tender Enquiry No. 3024

dated 17/03/2022

Dear Sir,

Subject: **TENDER FOR : Stationery Items**

DUE ON:-0 -2022

I invite your offer for the supply of Stationery items "during the period from 01/04/2022 to 31/03/2023, 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	50 Pkt.
02	Attendance Register (164 Page)	JaiShri	20 Piece
03	Box File (Full Size) (Superior Quality)	Sample	200 Piece
04	Brown Paper Full Size (Superior Quality)	"	1500 Sheets
05	Carbon (Blue) (Superior Quality)	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 Paper (80 Column) (part -I)(for use in dmp printer	Sample	12 Pkt.
10	Computer Printer Ribbon EPSON FX-10 a complete set (for 136 Column 9/24 pin)	Superior Quality	50 Piece
11	Computer Sticker (Size A-4) (ST 1 – 100 Size)	Desmat	1000 Pkt.
12	Cello Tape 1"	Sample	All Tapes Approx. 1000 Piece
13	Cello Tape ½"	"	
14	Cello Tape (Small Size 125 cm.)	"	
15	Cello Tape 2"	Sample	
16	Cello Tape Brown 2"	Sample	
17	Calculators -12 Digits -0T-400T	ORPAT -12 Digits Good Quality	50 Piece
18	CD Cover Pouch	Sample	500 Piece
19	Duster (White Board Superior Quality)	Sample	As per demand

20	Envelope Laminated (Size 18X14)	Sample	All size Envelopes Approx. 50,000 Pieces
21	Envelope Laminated (Size 12X16)	"	
22	Envelope Laminated (Size 12X14)	"	
23	Envelope Laminated (Size 12X10)	"	
24	Envelope Laminated (Size 12X6)	"	
25	Envelope Laminated (Size 11X5)	"	
26	Envelope Laminated (Size 10X8)	"	
27	Envelope Polynet (Size 18X14)	"	
28	Envelope Polynet (Size 12X16)	"	
29	Envelope White (Size 11 X 5) 70 Gsm	"	
30	Envelope White (Size 10 X4.5) 70 Gsm	"	
31	Envelope White (Size 9 X4) 70 Gsm	"	
32	Envelope White (Size 11 X 5) 100 Gsm	"	
33	Envelope White (Size 10 X4.5) 100 Gsm	"	
34	Envelope White (Size 9 X4) 100 Gsm	"	
35	Fevi stik super 8 Gm.	Pidllite Ind.	500 Piece
36	Fevi Kwik	Pidllite Ind.	100 Piece
37	Eraser	NATRAJ	300 Piece
38	Eraser (Non Dust)	Apsara	300 Piece
39	Fevicol 500Gm.	Pidllite Ind.	As Per Demand
40	Flag Yellow Colour(76m X 76mm)	Claro	100 Pkt.
41	Flag Four Colour (Big Size) (20mm X 50 mm)	CLARO	As per demand
42	Flag Three Colour (Big Size) (25mm X 75 mm)	CLARO	1500 Pkt.
43	File Pad (Superior Quality)	Sample	50,000 Piece
44	File Cover (Four Folder) Size F.S. Superior Quality	Sangam	As per demand
45	Gum Tube 18 ml.	Navneet	100 Piece
46	Gum Pest 150 ml.	Kores	100 Piece
47	Gum Pest 700 ml.	Kores	100 Piece
48	High Lighter Pen (All Colour)	Luxor	300 Piece
49	Laser Jet Cartridge No. - 12 A (New sealed Pack)	HP	
50	Laser Jet Cartridge No. - 78 A (New sealed Pack)	HP	
51	Laser Jet Cartridge No. - 88 A (New sealed Pack)	HP	
52	Laser Jet Cartridge No. - 79 A (New sealed Pack)	HP	

53	Laser Jet Cartridge No. - 30 A (for use in printer no. M203dw) (New sealed Pack)	HP	All Cartridge Approx. 1500 Pieces	
54	HP Drum No. - 32 A (Use in Laser Printer Model No. HP 203)	HP		
55	Laser Jet Cartridge 925 (New sealed Pack)(no. f158200)	CANON		
56	Laser Jet Cartridge 925 (New sealed Pack)(no. f158200)	Lipi		
57	Laser Jet Cartridge 925 (New sealed Pack)(no. f158200)	NPTECH Premium Quality		
58	Laser Jet Cartridge No. - 12 -A (Only New sealed Pack)	NPTECH Premium Quality		
59	Laser Jet Cartridge No. - 12 -A (Only New sealed Pack)	LIPI		
60	Laser Jet Cartridge No. - 78 -A (Only New sealed Pack)	NPTECH Premium Quality		
61	Laser Jet Cartridge No. - 78 -A (Only New sealed Pack)	LIPI		
62	Laser Jet Cartridge No. - 88 -A (Only New sealed Pack)	NPTECH Premium Quality		
63	Laser Jet Cartridge No. - 88 -A (Only New sealed Pack)	LIPI		
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	1,200 Pkt.	
68	Photo Copy Paper A-3 Per Pkt. 500 Sheet	J.K.Copier - Red Pkt. 75 GSM	All size paper approx. 20,000 Pkt.	
69	Photo Copy Paper F-S Per Pkt. 500 Sheet	J.K. Copier- Red Pkt. 75 GSM		
70	Photo Copy Paper A-4 Per Pkt. 500 Sheet	J.K. Copier- Red Pkt. 75 GSM		
71	Photo Copy Paper FS Per Pkt. 500 Sheet	J.K. Easy Copier -Green Pkt. 70 GSM		
72	Photo Copy Paper A4 Per Pkt. 500 Sheet	J.K. Easy Copier -Green Pkt. 70 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	Photo Paper inkjet ID A-4 Per Pkt. 50 Sheets (180 GSM) Glossy Paper	ID A-4	
76	Pencil Steno	Apsara	All type pencils Approx. 1,500 Piece
77	Pencil (Platinum Extra Dark)	Apsara	
78	Pencil Checking (Blue & Red) Good Quality	Polo/Natraj Good Quality Sample	
79	Pencils Rubber Tipped Graphite HB/2	DOMS	
80	Pad Ink (Blue) 100 ml.	Mohini	100 Bottle
81	Pen Uniball	As per Sample	As per Demand
82	Pen ADD Gel (Blue/Black/Red/Green)	Achiever	250 Piece
83	Pen – 045 (Blue, Black, Red)	Reynold	All types of pens approx. 3,000 piece
84	Pen Holder (Blue/ Red)	Line	
85	Pen (Use and Throw Superior Quality)	Claro	
86	Pen (Blue/Black/Red)	Reynold TERAMAX	
87	Pen Bold Marker	Camlin/Luxor	
88	Pen CD Marker	Camlin/Luxor	
89	Pen Cello Pin Point XS (Ball Pen) (Blue/Black/Red)	As per Sample	As per Demand
90	Pen Stand (Superior Quality) (Small Size)	Sample	As per demand
91	Paper Cutter (Small)	Sample	300 Piece
92	Paper Cutter Blade (Small Size)	Sample	200 Piece
93	Plastic Scale	Camlin	100 Piece
94	Plastic File Cover With Steel Clip (Superior Quality) (Size F.S.)	CLARO-303	
95	Plastic Cover (Clip File) (Size F.S.)	Nikon	All Files Approx. 300 Pieces
96	Plastic File Stick (Size F.S.)	WORLDONE RF013F	
97	Plastic File Stick (Size A-4)	WORLDONE RF013	
98	Plastic File Cover (L Folder) Size F.S.	Sangam	
99	Punching Machine No.- HDP- 2320	Kangaro	As per demand
100	Punching Machine No.- DP-600	"	50 Piece
101	Pin Cushion (Superior Quality)	Sample	25 Piece
102	Push Pin (Superior Quality) Plastic	"	As per demand

103	Poker (Plastic) (Superior Quality)	Sample	50 Piece
104	Poker Wooden (Big Size)	Sample	50 Piece
105	Paper Weight (Superior Quality)	Sample	50 Piece
106	Punch Blade Replacements (For Use in Punching Machine No.- 2320)	Kangaro	100 Piece
107	Punch Black Disc Replacements (For Use in Punching Machine No.- 2320)	"	25 Piece
108	P.V.C. Leaf (Plastic Envelope)(Size F.S.)	Sample	250 Piece
109	P.V.C. Leaf (Plastic Envelope) (Size A4)	Sample	250 Piece
110	Register 72 Page	Eagle	All Size Register Approx. 1,000 Piece
111	Register 216 Page	Eagle	
112	Register 432 Page	Eagle	
113	Register 506 Page	Eagle	
114	Register 164 Page	Jaishri	
115	Register 244 Page	Jaishri	
116	Register 800 Page	Superior Quality	
117	Refill Gel (R-20) (Blue/Black/Red/Green)	ADD	All Refill Approx. 4,000 Pieces
118	Refill Gel (Blue/Black/Red/Green)	Rorito	
119	Refill Jotter (Blue/Red/ Black)	MONTER /LUXOR	
120	Reynolds Refill -045 (Blue/ Red/ Black)	Reynolds	
121	Refill – Roller (R-50) (Blue/Black)	ADD	
122	Refill (Blue/Black/Red/Green)	Reynold TERAMAX	
123	Rope (Plastic) (Superior Quality)	Sample	10 Kg
124	Slip Pad No. 11 (Page 160)	Neelgagan	All size Register Approx. 1,000 Piece
125	Slip Pad No. 33 (Page 160)	"	
126	Slip Pad No. 40 (Page 160)	Neelgagan	
127	Slip Pad No.06(Page 160)	NeelSagar	
128	Stapler- No. 10	Kangaro	
129	Stapler- No. 555	"	All size Stepler Approx. 200 Piece
130	Stapler- No. HP-45	"	
131	Stapler- No. HD 23S24	"	
132	Stapler Pin – No. 10	"	All size Stepler Approx. 2,000 Pkt.
133	Stapler Pin – No. 24/6	"	
134	Stapler Pin – No. 23/17	"	
135	Sticky Notes (Arrow)(13 X45mm,25 X5=125 sheets)	As per Sample	As per Demand
136	Sealing wax	Kores	As per Demand

137	Stamp Pad (Blue Colour) Size 160 mm X 97 mm	Kores	50 Piece
138	Stamp Pad (Blue) Size 110 mm X 70 mm	"	50 Piece
139	Scissors Size 21.5 Cms. (Superior Quality)	Sample	75 Piece
140	Steno Book (Page 160)	Neelgagan	1,200 Piece
141	Sharpner	Apsara	250 Piece
142	Stock Register Page 450	Alankar	06 Piece
143	Steel Scale	Sample	75 Piece
144	Table Glass (Size 2 X 3 Feet- 5mm.) Superior Quality	Superior Quality	As per demand
145	Tag 8" (Per Bunch 50 no.) (8" Size) (Superior Quality)	Sample	1,500 Bunch
146	Table Top Plastic	Sample	As per demand
147	T-Pin Steel(50 gm. Small Pkt.)	Sample	As per demand
148	U – Pin (Plastic Small Pkt.)	Sample	50 Pkt.
149	Water Sponge	Sample	350 Piece
150	White Board Marker	Camlin	24 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 or exemption certification thereto. Tenderers should be submitted a copy of certificate regarding Registration of GST.

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/sample 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, 2023 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 Section 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.

Tend 1

13. **Tender form can download from the website of HighCourt of Chhattisgarh.**

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

Thanking you,

Sd/- 2

(Awadh Kishore)

Additional Registrar (Admn.)
High Court of Chhattisgarh,
Bilaspur.

HIGH COURT OF CHHATTISGARH, BILASPUR

Application for Tender

Tender Enquiry No.3024.....

Dated ...17/03/2022.....

DUE ON: -2022

To,

**The Registrar General,
High Court of Chhattisgarh,
BILASPUR (C.G.).**

Subject: TENDER FOR : Stationery Items

Dear Sir,

I would like to submit my Tender Application for supply of stationery items, as per your requirement, in your office. I have read all the terms and conditions as mentioned in the Annexure-I of the Tender Application. I will be able to supply the following stationery items on the rates as mentioned below during the period 01-04-2022 to 31-03-2023 :-

A S. No	B Particulars	C Quality	D Rate	E G.S.T %	F Total Rs. Include GST D+E=F
01	All Pin 70 Gm.	Sample			
02	Attendance Register (164 Page)	JaiShri			
03	Box File (Full Size) (Superior Quality)	Sample			
04	Brown Paper Full Size (Superior Quality)	"			
05	Carbon (Blue) (Superior Quality)	Kores			
06	Clip Board (दबती) (Superior Quality)	Sample			
07	Computer CD	Sony			
08	Computer DVD	Sony			
09	Computer Paper (80 Column) (part -I)(for use in dmp printer	Sample			
10	Computer Printer Ribbon EPSON FX-10 a complete set (for 136 Column 9/24 pin)	Superior Quality			
11	Computer Sticker (Size A-4) (ST 1 – 100 Size)	Desmat			
12	Cello Tape 1"	Sample			
13	Cello Tape ½"	"			

14	Cello Tape (Small Size 125 cm.)	"			
15	Cello Tape 2"	Sample			
16	Cello Tape Brown 2"	Sample			
17	Calculators -12 Digits -0T-400T	ORPAT -12 Digits Good Quality			
18	CD Cover Pouch	Sample			
19	Duster (White Board Superior Quality)	Sample			
20	Envelope Laminated (Size 18X14)	Sample			
21	Envelope Laminated (Size 12X16)	"			
22	Envelope Laminated (Size 12X14)	"			
23	Envelope Laminated (Size 12X10)	"			
24	Envelope Laminated (Size 12X6)	"			
25	Envelope Laminated (Size 11X5)	"			
26	Envelope Laminated (Size 10X8)	"			
27	Envelope Polynet (Size 18X14)	"			
28	Envelope Polynet (Size 12X16)	"			
29	Envelope White (Size 11 X 5) 70 Gsm	"			
30	Envelope White (Size 10 X4.5) 70 Gsm	"			
31	Envelope White (Size 9 X4) 70 Gsm	"			
32	Envelope White (Size 11 X 5) 100 Gsm	"			
33	Envelope White (Size 10 X4.5) 100 Gsm	"			
34	Envelope White (Size 9 X4) 100 Gsm	"			
35	Fevi stik super 8 Gm.	Pidllite Ind.			
36	Fevi Kwik	Pidllite Ind.			
37	Eraser	NATRAJ			
38	Eraser (Non Dust)	Apsara			
39	Fevicol 500Gm.	Pidllite Ind.			
40	Flag Yellow Colour(76m X 76mm)	Claro			
41	Flag Four Colour (Big Size) (20mm X 50 mm)	CLARO			
42	Flag Three Colour (Big Size) (25mm X 75 mm)	CLARO			
43	File Pad (Superior Quality)	Sample			
44	File Cover (Four Folder) Size F.S. Superior Quality	Sangam			
45	Gum Tube 18 ml.	Navneet			
46	Gum Pest 150 ml.	Kores			

47	Gum Pest 700 ml.	Kores			
48	High Lighter Pen (All Colour)	Luxor			
49	Laser Jet Cartridge No. - 12 A (New sealed Pack)	HP			
50	Laser Jet Cartridge No. - 78 A (New sealed Pack)	HP			
51	Laser Jet Cartridge No. - 88 A (New sealed Pack)	HP			
52	Laser Jet Cartridge No. - 79 A (New sealed Pack)	HP			
53	Laser Jet Cartridge No. - 30 A (for use in printer no. M203dw) (New sealed Pack)	HP			
54	HP Drum No. - 32 A (Use in Laser Printer Model No. HP 203)	HP			
55	Laser Jet Cartridge 925 (New sealed Pack)(no. f158200)	CANON			
56	Laser Jet Cartridge 925 (New sealed Pack)(no. f158200)	Lipi			
57	Laser Jet Cartridge 925 (New sealed Pack)(no. f158200)	NPTECH Premium Quality			
58	Laser Jet Cartridge No. - 12 -A (Only New sealed Pack)	NPTECH Premium Quality			
59	Laser Jet Cartridge No. - 12 -A (Only New sealed Pack)	LIPI			
60	Laser Jet Cartridge No. - 78 -A (Only New sealed Pack)	NPTECH Premium Quality			
61	Laser Jet Cartridge No. - 78 -A (Only New sealed Pack)	LIPI			
62	Laser Jet Cartridge No. - 88 -A (Only New sealed Pack)	NPTECH Premium Quality			
63	Laser Jet Cartridge No. - 88 -A (Only New sealed Pack)	LIPI			
64	Ledger Paper (Superior Quality) (Pkt. 500 Sheet <u>90 gsm</u>) with printing as per sample	Sample given By me.			
65	Laminated File Cover (Pink / Yellow Colour) with Printing good quality	Sample given by me.			
66	Lace 36" (Superior Quality) (Per Pkt. 100 Piece)	Sample			
67	Lace 24" (Superior Quality) (Per Pkt. 100 Piece)	Sample			
68	Photo Copy Paper A-3 Per Pkt. 500	J.K.Copier -			

	Sheet	Red Pkt. 75 GSM		
69	Photo Copy Paper F-S Per Pkt. 500 Sheet	J.K. Copier- Red Pkt. 75 GSM		
70	Photo Copy Paper A-4 Per Pkt. 500 Sheet	J.K. Copier- Red Pkt. 75 GSM		
71	Photo Copy Paper FS Per Pkt. 500 Sheet	J.K. Easy Copier -Green Pkt. 70 GSM		
72	Photo Copy Paper A4 Per Pkt. 500 Sheet	J.K. Easy Copier -Green Pkt. 70 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	Photo Paper inkjet ID A-4 Per Pkt. 50 Sheets (180 GSM)Glossy Paper	ID A-4		
76	Pencil Steno	Apsara		
77	Pencil (Platinum Extra Dark)	Apsara		
78	Pencil Checking (Blue & Red) Good Quality	Polo/Natraj Good Quality Sample		
79	Pencils Rubber Tipped Graphite HB/2	DOMS		
80	Pad Ink (Blue) 100 ml.	Mohini		
81	Pen Uniball	As per Sample		
82	Pen ADD Gel (Blue/Black/Red/Green)	Achiever		
83	Pen – 045 (Blue, Black, Red)	Reynold		
84	Pen Holder (Blue/ Red)	Line		
85	Pen (Use and Throw Superior Quality)	Claro		
86	Pen (Blue/Black/Red)	Reynold TERAMAX		
87	Pen Bold Marker	Camlin/Luxor		
88	Pen CD Marker	Camlin/Luxor		
89	Pen Cello Pin Point XS (Ball Pen) (Blue/Black/Red)	As per Sample		
90	Pen Stand (Superior Quality) (Small Size)	Sample		
91	Paper Cutter (Small)	Sample		
92	Paper Cutter Blade (Small Size)	Sample		
93	Plastic Scale	Camlin		
94	Plastic File Cover With Steel Clip (Superior Quality) (Size F.S.)	CLARO-303		

95	Plastic Cover (Clip File) (Size F.S.)	Nikon			
96	Plastic File Stick (Size F.S.)	WORLDONE RF013F			
97	Plastic File Stick (Size A-4)	WORLDONE RF013			
98	Plastic File Cover (L Folder) Size F.S.	Sangam			
99	Punching Machine No.- HDP- 2320	Kangaro			
100	Punching Machine No.- DP-600	"			
101	Pin Cushion (Superior Quality)	Sample			
102	Push Pin (Superior Quality) Plastic	"			
103	Poker (Plastic) (Superior Quality)	Sample			
104	Poker Wooden (Big Size)	Sample			
105	Paper Weight (Superior Quality)	Sample			
106	Punch Blade Replacements (For Use in Punching Machine No.- 2320)	Kangaro			
107	Punch Black Disc Replacements (For Use in Punching Machine No.- 2320)	"			
108	P.V.C. Leaf (Plastic Envelope)(Size F.S.)	Sample			
109	P.V.C. Leaf (Plastic Envelope) (Size A4)	Sample			
110	Register 72 Page	Eagle			
111	Register 216 Page	Eagle			
112	Register 432 Page	Eagle			
113	Register 506 Page	Eagle			
114	Register 164 Page	Jaishri			
115	Register 244 Page	Jaishri			
116	Register 800 Page	Superior Quality			
117	Refill Gel (R-20) (Blue/Black/Red/Green)	ADD			
118	Refill Gel (Blue/Black/Red/Green)	Rorito			
119	Refill Jotter (Blue/Red/ Black)	MONTER /LUXOR			
120	Reynolds Refill -045 (Blue/ Red/ Black)	Reynolds			
121	Refill – Roller (R-50) (Blue/Black)	ADD			
122	Refill (Blue/Black/Red/Green)	Reynold TERAMAX			
123	Rope (Plastic) (Superior Quality)	Sample			
124	Slip Pad No. 11 (Page 160)	Neelgagan			
125	Slip Pad No. 33 (Page 160)	"			
126	Slip Pad No. 40 (Page 160)	Neelgagan			

127	Slip Pad No.06(Page 160)	NeelSagar			
128	Stapler- No. 10	Kangaro			
129	Stapler- No. 555	"			
130	Stapler- No. HP-45	"			
131	Stapler- No. HD 23S24	"			
132	Stapler Pin – No. 10	"			
133	Stapler Pin – No. 24/6	"			
134	Stapler Pin – No. 23/17	"			
135	Sticky Notes (Arrow)(13 X45mm,25 X5=125 sheeets)	As per Sample			
136	Sealing wax	Kores			
137	Stamp Pad (Blue Colour) Size160 mm X 97 mm	Kores			
138	Stamp Pad (Blue) Size 110 mm X 70 mm	"			
139	Scissors Size 21.5 Cms. (Superior Quality)	Sample			
140	Steno Book (Page 160)	Neelgagan			
141	Sharpner	Apsara			
142	Stock Register Page 450	Alankar			
143	Steel Scale	Sample			
144	Table Glass (Size 2 X 3 Feet- 5mm.) Superior Quality	Superior Quality			
145	Tag 8" (Per Bunch 50 no.) (8" Size) (Superior Quality)	Sample			
146	Table Top Plastic	Sample			
147	T-Pin Steel(50 gm. Small Pkt.)	Sample			
148	U – Pin (Plastic Small Pkt.)	Sample			
149	Water Sponge	Sample			
150	White Board Marker	Camlin			

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 or exemption certification thereto. Tenderers should be submitted a copy of certificate regarding Registration of GST.
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/sample 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, 2023 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 Section 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 can download from the website of High Court of Chhattisgarh.**

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

Thanking you,

Sd/-

(Awadh Kishore)
Additional Registrar (Admn.)
High Court of Chhattisgarh,
Bilaspur