

संक्षिप्त निविदा का प्रारूप
उच्च न्यायालय छत्तीसगढ़, बिलासपुर

परिशिष्ट-2

[नियम 4.4.2]

(निविदा सूचना का प्रारूप)

निविदा विज्ञापित क्र. 11171

दिनांक 09/09/2022

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) रू. 200/- (दो सौ रूपये मात्र) नगद भुगतान कर **दिनांक 19/09/2022** के पूर्व कार्यालयीन दिवस में प्राप्त किये जा सकते हैं।

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

निविदा आवेदन बिक्री की तिथि

12/09/2022 समय 10:00 बजे

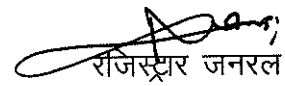
निविदा आवेदन जमा करने की अंतिम तिथि

11/10/2022 समय 3:00 बजे

निविदा आवेदन खोलने की तिथि

11/10/2022 समय 04:00 बजे

स्थान: उच्च न्यायालय छत्तीसगढ़, बिलासपुर रजिस्ट्रार जनरल का कक्ष


रजिस्ट्रार जनरल

HIGH COURT OF CHHATTISGARH, BILASPUR

Application for Tender

Tender Enquiry No. ...11172.....

Dated ...09/09/2022...

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 of only one time in this financial year :-

A	B	C	D	E	F
S. No	Particulars	Quality	Rate	G.S.T %	Total Rs. Include GST D+E=F
01	Photo Copy Paper A-3 Per Pkt. 500 Sheet (Red Pkt. 75 GSM)	J.K.Copier			
02	Photo Copy Paper F-S Per Pkt. 500 Sheet (Red Pkt. 75 GSM)	J.K.Copier			
03	Photo Copy Paper A-4 Per Pkt. 500 Sheet (Red Pkt. 75 GSM)	J.K.Copier			
04	Photo Copy Paper FS Per Pkt. 500 Sheet (Green Pkt. 70 GSM)	J.K. Easy Copier			
05	Photo Copy Paper A4 Per Pkt. 500 Sheet (Green Pkt. 70 GSM)	J.K. Easy Copier			
06	Photo Copy Paper A-4 Per Pkt. 500 Sheet (67 GSM)	J.K. MAX			
07	Ledger Paper (Superior Quality) (Pkt. 500 Sheet <u>90 gsm</u>) with printing as per sample	Sirpur Ledger			

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

Signature of Tenderer

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 3% of Total Approximate Cost of All Papers 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. Stationery Items must be Supplied with in 15 days of the order date. 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, stationery Section, 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,

Awadh Kishore
31/9/22

(Awadh Kishore)

Additional Registrar (Admn.)

High Court of Chhattisgarh,

Bilaspur

HIGH COURT OF CHHATTISGARH

“Tender Notice”

Tender Enquiry No. 11173.....

dated 09/09/2022

Dear Sir,

Subject: **TENDER FOR : Stationery Items**

DUE ON:-0 -2022

I invite your offer for the supply of Stationery items "during the period of only one time in this financial year", listed below in accordance with the terms and conditions given in the enclosed annexure by the due date mentioned above: -

S.No.	Particulars	Yearly Average Requirement
01	Photo Copy Paper A-3 Per Pkt. 500 Sheet (J.K.Copier - Red Pkt. 75 GSM)	50 Pkt.
02	Photo Copy Paper F-S Per Pkt. 500 Sheet (J.K. Copier- Red Pkt. 75 GSM)	2000 Pkt.
03	Photo Copy Paper A-4 Per Pkt. 500 Sheet (J.K. Copier- Red Pkt. 75 GSM)	1200 Pkt.
04	Photo Copy Paper FS Per Pkt. 500 Sheet (J.K. Easy Copier -Green Pkt. 70 GSM)	1200 Pkt.
05	Photo Copy Paper A4 Per Pkt. 500 Sheet (J.K. Easy Copier -Green Pkt. 70 GSM)	1800 Pkt.
06	Photo Copy Paper A-4 Per Pkt. 500 Sheet (J.K. MAX 67 GSM)	100 Pkt.
07	Ledger Paper (Superior Quality) (Pkt. 500 Sheet <u>90 gsm</u>) with printing as per sample	200 Pkt.

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

Signature of Tenderer

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 3% of Total Approximate Cost of All Papers 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. Stationery Items must be Supplied with in 15 days of the order date. 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, Stationery Section, 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 stationery articles will be variable.

Thanking you,

Awadh Kishore
9/9/22

(Awadh Kishore)

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