

# HIGH COURT OF CHHATTISGARH : BILASPUR

## TENDER NOTICE

Tender Enquiry No. 001/6705

dated 08/09/2009

Dear Sirs,

SUB : TENDER FOR : Stationary Items

DUE ON : \_\_\_\_\_

I would request you to kindly let us have your offer for the supply of Stationary Items during the period 01/11/2009 to 31/03/2011, listed below in-accordance with the terms and conditions given in the enclosed Annexure by the due date mentioned above :-

Sr.N.	Particulars
1.	All Pin 100 Gm
2.	Attendance Register 192 Page
3.	Box File (Full Size) Superior Quality
4.	Binding Thread
5.	Carbon Kores (Blue , Black)
6.	Computer Paper 80 Coloum Part- 1 (1000Sheet)
7.	Computer Paper 80 Coloum Part- 2 (500Sheet)
8.	Computer Paper 80 Coloum Part 3 (250Sheet)
9.	Computer Paper 132 Coloum Part 1(1000Sheet)
10.	Computer Paper 132 Coloum Part 2 (500Sheet)
11.	Computer Paper 132 Coloum Part-3 (250Sheet)
12.	Computer Floppy ( Sony)
13.	Computer Ribbon (Cartridge Abee) EPSON FX-10
14.	Cello Tape 1"
15.	Cello Tape ½"
16.	Clip Board (Superior Quality)
17.	Computer C.D. (Sony / Moserbaer)
18.	Computer DVD (Sony / Moserbaer)
19.	Computer C. D. Re-writeable (Sony)
20.	Dust Bin (Without Cover)
21.	Dust Bin (Foot Press)
22.	Eraz- Ex (Kores- Whitener)
23.	Envelop Brown (Size 12X16)
24.	Envelop Brown (Size 12X6)
25.	Envelop Brown (Size 11X5)
26.	Envelop Brown (Size 10X4.5)
27.	Envelop Brown (Size 9X4)
28.	Envelop White (Size 11X5)
29.	Envelop White (Size 10X4.5)
30.	Envelop White (Size 9X4)
31.	Envelop White (Size 6X3.5)
32.	Envelop Laminated (Size 12X16)
33.	Envelop Laminated (Size 12X10)
34.	Envelop Laminated (Size 10X8)
35.	Envelop Laminated (Size 12X6)
36.	Envelop Window (Size 10X4.5)
37.	Envelop Laminated With Cloth (Size 12X16)
38.	Envelop Laminated With Cloth (Size 12X10)
39.	Envelop Laminated With Cloth (Size 10X8)

Sr.N.	Particulars
40.	Fevi Stick 8 Gm.
41.	File Pad
42.	Gum Tube 30 M.L. (Camel)
43.	Gum Paste 150 M.L. (Mohni)
44.	Gum Paste 700 M.L. (Mohni)
45.	Highlighter Pen (All Colour) (Luxar)
46.	Ledger Paper (Green) Per Pkt.500 Sheet
47.	Log Book Page 192
48.	Lace 36" (Per Bunch 100 nos.)
49.	Photo Copy Paper A-4 Image
50.	Photo Copy Paper F-S Image
51.	Photo Copy Paper A-3 Image
52.	Pencil - HB (NATRAJ)
53.	Pad Ink 100ml (Blue, Red) (Mohni)
54.	Steno Pencil (Apsara)
55.	Checking Pencil (Blue & Red)
56.	Post it Flag Yellow- Small (Corporate)
57.	Post it Flag 3 Colour (Corporate)
58.	Pen Holder Blue & Red (Link)
59.	Add Gel Pen - Achiever (Blue, Red, Black, Green)
60.	Reynolds Pen - 045 (Blue, Black, Red)
61.	Pen (Use & Throw) Blue, Black, Red
62.	Pen Stand With Pen
63.	Pin Kushan
64.	Poker (Plastic)
65.	Paper Weight
67.	Plastic Clip File Cover (F.S.)
68.	Pencil Tray
69.	Paper Tray
70.	Paper Cutter (Big)
71.	Paper Cutter ( Small)
72.	Paper Cutter Blade (Big)
73.	Paper Cutter ( Small)
74.	Punching Machine No- DP-600 (Kangaro /Kores)
75.	Punching Machine No- DP- 52 (Kangaro /Kores)
76.	Plastic Scale (Camel)
77.	Register Eagle No.1- 72 Page
78.	Register Eagle No.1- 144 Page
79.	Register Eagle No.3- 216 Page
80.	Register Eagle No.4- 288 Page
81.	Register Eagle No.6- 432 Page
82.	Register 192 Page (Size 8X13)
83.	Register 288 Page (Size 8X13)
84.	Add Gel Refill Raser (Blue, Black, Red, Green)
85.	Reynolds 045 Refill (Blue, Black, Red)
86.	Jotter Refill (Blue, Black, Red)
87.	HP Laser Jet Cartridge 12A
88.	Rubber (NATRAJ)
89.	Rubber Non Dust (Apsara)
90.	Steno Book Neelgagan Page 160
91.	Slip Pad No.1 (Sangam)
92.	Slip Pad No. 0 ( Sangam)
93.	Stick File (FS & A4)
94.	Stamp Pad Size 160mmX97mm (Blue, Red)
95.	Stamp Pad Size 110mmX70mm (Blue, Red)
96.	Stapler- No.10 (Kores/Kangaro)
97.	Stapler- No.555 (Kores/Kangaro)

Sr.N.	Particulars
98.	Stapler HP-45 (Kores/Kangaro)
99.	Stapler Pin- No-10 (Kores/Kangaro)
100.	Stapler Pin- No. 24/6 (Kores/Kangaro)
101.	Fax Ink Cartridge – XEROX 170 (Black)
102.	Scissors Size 21.5 Cms.
103.	Stock Register Page 450
104.	Sketch Pen Set (All Colour )
105.	Sharpener (NATRAJ)
106.	Typing Paper Legal Size (Per Pkt. 500Sheet)
107.	Brown Cello Tape 2"
108.	Tag 8" (Per Bunch 50 no.)
109.	Table Glass Size 2'X3' - 5 mm
110.	Table Top Plastic
111.	Table Top Ply
112.	U – Pin (Plastic)
113.	Water Sponge (Superior Quality)
114.	Fax Roll Sharp Machine-650 (Cantronics) (Thermal Transfer Ribbon)

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

Thanking you,

### TERMS & CONDITIONS

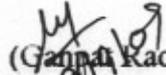
1. The offer should be properly sealed with wax along all joints in an envelope mentioning on the envelope " Tender Enquiry No. & Date, Due date of opening "along with the tenderer's address on the left hand side bottom of the envelope. Tenders received in envelope not properly sealed along all joints will be rejected straightaway.
2. Offer can be submitted personally in the Stationary 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 – 226030, 226040  
FAX: 07752 – 236925**

3. The offer must reach by the due date positively by 03.00 p.m.
3. Tenders will be opened at 04.00 pm. 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".
6. Tenderers must submit the specimen of the stationary 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 2011 from the due date.

- 8.2 valid for our acceptance for placement of order till 31<sup>st</sup> March 2011 from the due date.
- 8.3 valid even if the full quantity of stationary 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 clarifications 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,

  
(Ganpati Rao)  
Additional Registrar (Adm.)  
High Court of Chhattisgarh,  
BILASPUR