

HIGH COURT OF CHHATTISGARH, BILASPUR

"Tender Notice"

Tender Enquiry No. 907

dated 1.2.12

Dear Sir,

Subject: **TENDER FOR : Stationery Items**

DUE ON: 02-03-2012

I invite your offer for the supply of Stationery items during the period from 01/04/2012 to 31/03/2013, 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>	
1.	All Pin 75 Gm	Jingle Bell
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 (1000Sheet) 70 GSM	-Sample-
6.	Computer Paper 80 Column Part- 1 (1000Sheet) 70 GSM (6 Inch)	-Sample-
7.	Computer Paper 80 Column Part- 2 (500Sheet) 70 GSM	-Sample-
8.	Computer Paper 80 Column Part- 3 (250Sheet) 70 GSM	-Sample-
9.	Computer Paper 132 Column Part- 1 (1000Sheet) 70 GSM	-Sample-
10.	Computer Paper 132 Column Part- 2 (500Sheet) 70 GSM	-Sample-
11.	Computer Paper 132 Column Part- 3 (250Sheet) 70 GSM	-Sample-
12.	Carbon (Blue & Black) (Superior Quality)	Kores
13.	Computer Floppy	Sony
14.	Computer Ribbon EPSON FX-10	Abee Fill
15.	Clip Board (ढक्ती) (Superior Quality)	-Sample-
16.	Computer CD Re-Writeable	Sony
17.	Computer CD	Sony
18.	Computer DVD	Sony
19.	Computer DVD Re-Writeable	Sony
20.	CD Cover	-Sample-
21.	Cello Tap 1"	-Sample-
22.	Cello Tap ½"	-Sample-
23.	Cello Tap Brown 2"	-Sample-
24.	Calculators (CASIO -MJ-100T 10)	CASIO

<i>S.No</i>	<i>Particulars</i>	
25.	Calculators (CITIZEN –CT-680-II-12 Digit)	CITIZEN
26.	Calculators (CITIZEN –CT-555 N-II-12 Digit)	CITIZEN
27.	Dust Bin (Without Cover)	-Sample-
28.	Envelop Laminated (Size 18X14)	-Sample-
29.	Envelop Laminated (Size 12X16)	-Sample-
30.	Envelop Laminated (Size 12X10)	-Sample-
31.	Envelop Laminated (Size 10X8)	-Sample-
32.	Envelop Laminated (Size 12X6)	-Sample-
33.	Envelop Laminated With Cloth (Size 12X16)	-Sample-
34.	Envelop Laminated With Cloth (Size 12X10)	-Sample-
35.	Envelop White (Size 11X5) 70 Gm	-Sample-
36.	Envelop White (Size 10X4.5) 70 Gm	-Sample-
37.	Envelop White (Size 9X4) 70 Gm	-Sample-
38.	Envelop Brown (Size 11X5) 70 Gm	-Sample-
39.	Envelop Brown (Size 10 X4.5) 70 Gm	-Sample-
40.	Envelop Brown (Size 9X4) 70 Gm	-Sample-
41.	Envelop Window (Size 10X4.5)70 Gm	-Sample-
42.	Polythene Size 18X 14	-Sample-
43.	Eraz-EX	Kores
44.	Fivestik 8 Gm	Pidilite Ind.
45.	Fevikwik	Pidilite Ind.
46.	File Pad (Superior Quality)	-Sample-
47.	File cover	Kobra
48.	File cover (Four folder)	Neelgagan
49.	Fax roll (cantronics replacement film roll FO-600 FO-650)	Sharp
50.	Gum Tube 30 ml	Camel
51.	Gum Pest 150 ml	Mohni
52.	Gum Pest 700 ml	Mohni
53.	High Lighter Pen	Luxar
54.	Laser Jet Cartridge HP 12-A	HP
55.	Laser Jet Cartridge RETECH Q 2612-A	RETECH
56.	Laser Jet Cartridge SAMSUNG-MLT-D1065/X/IP	SAMSUNG
57.	Ledger Paper (Per Pkt. 500 Sheet) (Superior Quality)	-Sample-
58.	Log Book Page 192	-Sample-
59.	Lace 36" (Per Bunch 100 nos.) (Superior Quality)	-Sample-
60.	Lace 24" (Per Bunch 100 nos.) (Superior Quality)	-Sample-
61.	Photo Copy Paper A-4 Per Pkt. 500 Sheet	Image
62.	Photo Copy Paper F-S Per Pkt. 500 Sheet	Image
63.	Photo Copy Paper A-3 Per Pkt. 500 Sheet	Image
64.	Pencil Steno	Apsara
65.	Pencil HB	Apsara
66.	Pencil Checking (Blue & Red)	Natraj
67.	Pad Ink (Blue) 100 ml	Mohni
68.	Pad Ink (Red) 25, 50, 100 ml	Mohni

<i>S.No</i>	<i>Particulars</i>	
69.	Fountain pen Ink	Camel
70.	Post it Flag Yellow- Big	Corporate
71.	Post it Flag Yellow- Small	Corporate
72.	Post it Flag 3 Colour	Corporate
73.	Parker Pen	Parker
74.	ADD Gel Pen	ACHIEVER
75.	Pen – 045 (Blue, Black, Red)	Reynolds
76.	Pen Holder - (Blue & Red)	Lin
77.	Pen Holder - (Blue & Red both)	
78.	Bold Marker Pen	Camlin
79.	CD Marker Pen	Camlin
80.	Pen Stand & Pen with Jotter Refill (Superior Quality)	-Sample-
81.	Paper Tray (Superior Quality)	-Sample-
82.	Pencil Tray (Superior Quality)	-Sample-
83.	Paper Cutter (Small)	-Sample-
84.	Paper cutter blade (Small)	-Sample-
85.	Plastic Scale	Camel
86.	Plastic Clip File Cover Size (F.S. & A-4)	-Sample-
87.	Plastic File Cover “L” Type	-Sample-
88.	Plastic Stick File Cover Size (F.S. & A-4)	-Sample-
89.	Plastic File Cover Steel Clip	-Sample-
90.	Punching Machine No-DP-600	Kangaro
91.	Punching Machine No- DP-800	Kangaro
92.	Pin Cushion (Superior Quality)	-Sample-
93.	Poker (Plastic) (Superior Quality)	-Sample-
94.	Paper Weight	-Sample-
95.	Register 72Page	Eagle
96.	Register 144 Page	Eagle
97.	Register 216 Page	Eagle
98.	Register 432 Page	Eagle
99.	Register 192 Page Size 8X13 (Superior Quality)	-Sample-
100.	Register 288 Page Size 8X13 (Superior Quality)	-Sample-
101.	Gel Refill	Reynolds Racer
102.	Gel Refill R-20	Add Gel
103.	Refill – Roller	Add
104.	Refill Jotter (Lin & Other) (Blue, Red, Black)	-Sample-
105.	Refill (Dot & Gel)	Parker
106.	Reynolds Refill -045 (Blue, Red, Black)	Reynolds
107.	Rubber	NATRAJ
108.	Rubber Non Dust	Apsara
109.	Fevicol 100 Gm	Pidilite Ind.
110.	Slip Pad No. 0	Sangam
111.	Sealing wax	Kores
112.	Slip Pad No. 1	Sangam
113.	Slip Pad No. 44	Sangam

<i>S.No</i>	<i>Particulars</i>	
114.	Slip Pad – spiral (210 mm X 148mm)	-Sample-
115.	Stapler- No.10	Kangaro
116.	Stapler- No.555	Kangaro
117.	Stapler- No.HP-45	Kangaro
118.	Stapler- No.DS-12 S/17	Kangaro
119.	Stapler- Pin No.10	Kangaro
120.	Stapler- Pin No.24/6	Kangaro
121.	Stapler- Pin No.23/17	Kangaro
122.	Stock Register No-8 Page 540	NEEL SAGAR
123.	Stamp Pad (Blue Colour) Size 160mmX97mm	-Sample-
124.	Stamp Pad (Blue Colour Size 110mmX) 70mm	-Sample-
125.	Stamp Pad (Red Colour) Size 160mmX97mm	-Sample-
126.	Scissors Size 21.5 Cms.	-Sample-
127.	Scissors Size Small	-Sample-
128.	Steno Book Page 160	Neelgagan
129.	Sketch Pen Set (All Colour)	Camlin
130.	Sharpener	NATRAJ
131.	Typing Paper Legal Size (Per Pkt. 500Sheet)	-Sample-
132.	Typing Ribbon (Black)	Kores
133.	Tag 8" (Per Bunch 50 no.) (8"Size)	-Sample-
134.	Table Top Plastic	-Sample-
135.	Table Glass Size 2X3 - 5 mm	-Sample-
136.	U – Pin (Plastic)	-Sample-
137.	Computer Sticker (Gumming)	-Sample-
138.	Pen & Refill	JETSTREAM
139.	Laser Jet Cartridge & Refilling	--
140.	Sutali (Superior Quality)	-Sample-
141.	Sutali – plastic (Superior Quality)	-Sample-
142.	Q Pad Colour	-Sample-
143.	Water Sponge	-Sample-

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

ANNEXURE – 1

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: -

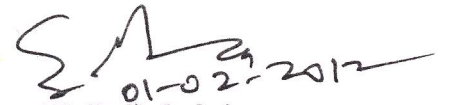
**The Registrar General,
High Court of Chhattisgarh,
BILASPUR
PHONE: 07752 – 241021,**

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 **31st March, 2013** 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,


(B.S. Saluja)

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