

## HIGH COURT OF CHHATTISGARH, BILASPUR

### "Tender Notice"

Tender Enquiry No. 3541.....

dated 7/5/13.....

Dear Sir,

Subject: TENDER FOR : Stationery Items

DUE ON: .....-0 -2013

I invite your offer for the supply of Stationery items during the period from 01/04/2013 to 31/03/2014, listed below in accordance with the terms and conditions given in the enclosed annexure by the due date mentioned above:-

S.No.	Particulars	Quality
01	All Pin 70 Gm	Nakode
02	Attendance Register Page 192 & 92 Page	Jaishri
03	Box File (Full Size) (Superior Quality)	-Sample-
04	Brown Paper Full Size (Superior Quality)	-Sample-
05	Computer Paper 80 Column Part- 1 (1000 Sheet) 70 GSM 6 INCH	-Sample-
06	Computer Paper 80 Column Part- 1 (1000 Sheet) 70 GSM	-Sample-
07	Computer Paper 80 Column Part- 2 (500 Sheet) 70 GSM	-Sample-
08	Computer Paper 80 Column Part- 3 (250 Sheet) 70 GSM	-Sample-
09	Carbon (Blue & Black) (Superior Quality )	Kores
10	Computer Ribbon EPSON FX-10	Abee Fill
11	Clip Board (दफती) (Superior Quality)	-Sample-
12	Computer CD Re-Writeable (Sony)	Sony
13	Computer CD (Sony)	Sony
14	Computer DVD (Sony)	Sony
15	Computer DVD Re-Writeable (Sony)	Sony
16	CD Cover	-Sample-
17	C.D. Mailer ( Handle With Care)	-Sample-
18	Cello Tap 1"	-Sample-
19	Cello Tap ½"	-Sample-
20	Cello Tap Brown 2"	-sample-



21	Cello Tap Brown 3''	-Sample-
22	Calculators ( CASIO -MJ-100T 10 & CT-555 N-11-12 Digit )	CASIO
23	Envelop Laminated (Size 18X14)	-Sample-
24	Envelop Laminated (Size 12X16)	-Sample-
25	Envelop Laminated (Size 12X14)	-Sample-
26	Envelop Laminated (Size 12X10)	-Sample-
27	Envelop Laminated (Size 12X6)	-Sample-
28	Envelop Laminated (Size 10X8)	-Sample-
29	Envelop Laminated With Cloth (Size 12X16)	-Sample-
30	Envelop White (Size 11 X5) 70 & 80 Gm	-Sample-
31	Envelop White (Size 10 X4.5)70 & 80 Gm	-Sample-
32	Envelop White (Size 9 X4) 70 & 80 Gm	-Sample-
33	Envelop Brown (Size 10 X4.5)70& 80 Gm	-Sample-
34	Envelop Window (Size 10X4.5)70& 80 Gm	-Sample-
35	Polythene Size 18X 14 (Superior Quality)	-Sample-
36	Five stik 8 Gm	Pidilite Ind.
37	Fevi Kwik	Pidilite Ind.
38	Favi Coal 200 gm & 500 Gm.	Pidilite Ind.
39	File Pad (Superior Quality)	-Sample-
40	Fax roll ( film roll FO-600 Fo- 650)	Sharp
41	Gum Tube 30 ml	Camel
42	Gum Pest 150 ml	Mohni & Koers
43	Gum Pest 700 ml	Mohni & Koers
44	High Lighter Pen	Luxar/Cores
45	Laser Jet Cartridge HP 12-A (HP)	HP
46	Laser Jet Cartridge RETECH Q 2612 A	RETECH
47	Laser Jet Cartridge SAMSUNG-MLT-D1065/X/IP	SAMSUNG
48	Ledger Paper(Superior Quality)( Pkt 500 Sheet)	-Sample-
49	Log Book Page 192	-Sample-
50	Lace 36 ''(Superior Quality)(Per Pkt 100 )	-Sample-
51	Lace 24 ''(Superior Quality)(Per Pkt 100 )	-Sample-
52	Photo Copy Paper F-S Per (Image)	Image
53	Photo Copy Paper A-4 Per (Image)	Image
54	Photo Copy Paper A-3 Per (Image)	Image
55	Pencil Steno	Apsara
56	Pencil HB	Apsara



57	Pencil Checking ( Blue & Red)	<b>NATRAJ</b>
58	Pad Ink (Blue) 100 ml	<b>Mohni</b>
59	Pad Ink (Red) 50, 100 ml	<b>Mohni</b>
60	Fountain pen Ink	<b>Camel</b>
61	Post it Flag Yellow- Big	<b>Corporate</b>
62	Post it Flag Yellow- Small	<b>Corporate</b>
63	Post it Flag 3 Colour	<b>Corporate</b>
64	ADD Gel Pen (ACHIEVER) (Blue/Black/Red/Green)	<b>ACHIEVER</b>
65	Reynold Pen – 045 (Blue, Black, Red)	<b>Reynolds</b>
66	Pen Holder, Pen with Jotter Refill (Blue & Red)	<b>Sample-</b>
67	Pen Stand & Pen with Jotter Refill (Superior Quality) ( Big Size )	<b>Sample-</b>
68	Pen Stand & Pen with Jotter Refill (Superior Quality) ( Small Size)	<b>Sample-</b>
69	Bold Marker Pen	<b>Camlin</b>
70	CD Marker Pen	<b>Camlin</b>
71	Paper Cutter ( Big)	<b>-Sample-</b>
72	Paper cutter blade (Big)	<b>-Sample-</b>
73	Paper Cutter (Small)	<b>-Sample-</b>
74	Paper cutter blade (Small)	<b>-Sample-</b>
75	Plastic Scale	<b>Camlin</b>
76	Plastic Clip File Cover Size (F.S. & A-4)	<b>-Sample-</b>
77	Plastic File Cover “L” Type	<b>Sangam</b>
78	Plastic Stick File Cover Size (F.S. & A-4)	<b>-Sample-</b>
79	Plastic File Cover Steel Clip	<b>-Sample-</b>
80	File Cover ( Kobra)	<b>-Sample-</b>
81	File Cover (Four Folder)	<b>-Sample-</b>
82	File Cover ( Worldone – DG 210 F)	<b>-Sample-</b>
83	Punching Machine No-DP-600	<b>Kangaro</b>
84	Pin Cushion (Superior Quality)	<b>-Sample-</b>
85	Poker (Plastic) (Superior Quality)	<b>-Sample-</b>
86	Paper Weight	<b>-Sample-</b>
87	Paper Tray (Superior Quality)	<b>-Sample-</b>
88	Pencil Tray (Superior Quality)	<b>-Sample-</b>
89	Register 72Page (Eagle)	<b>Eagle</b>
90	Register 216 Page (Eagle)	<b>Eagle</b>
91	Register 432 Page (Eagle)	<b>Eagle</b>



92	Register 192 Page Size 8X13 (Superior Quality)	-Sample-
93	Register 288 Page Size 8X13 (Superior Quality)	-Sample-
94	Gel Refill ( Reynolds Racer) (Blue/Black/Red/Green)	Reynolds Racer
95	Gel Refill R-20 (ADD) (Blue/Black/Red/Green)	Add Gel
96	Jotter Refill ( Lin & Other ) (Blue, Red, Black)	-Sample-
97	Reynolds Refill -045 ( Blue, Red, Black)	Reynolds
98	Refill – Roller (ADD) (Blue/Black)	Add
99	Rubber (NATRAJ)	NATRAJ
100	Rubber (Non Dust – Apsara)	Apsara
101	Slip Pad No. 0 (Sangam )	Sangam
102	Slip Pad No. 1 (Sangam )	Sangam
103	Slip Pad No. 02 (Sangam )	Sangam
104	Slip Pad - spiral (210 mm x 148 mm)	-Sample-
105	Stapler- No.10 ( Kangaro)	Kangaro
106	Stapler- No.555 ( Kangaro)	Kangaro
107	Stapler- No.HP-45 ( Kangaro)	Kangaro
108	Stapler- No.DS-12 S/17 ( Kangaro)	Kangaro
109	Stapler Pin – No.10 ( Kangaro)	Kangaro
110	Stapler Pin – No.24/6 ( Kangaro)	Kangaro
110	Stapler Pin – No.23/17 ( Kangaro)	Kangaro
111	Sealing wax ( Kores)	Kores
112	Stamp Pad (Blue Colour) Size 160mmX97mm	Kores
113	Stamp Pad (Blue) Size 110mmX 70mm	Kores
114	Stamp Pad ( Red Colour) Size 160mmX97mm	Kores
115	Scissors Size 21.5 Cms.	-Sample-
116	Steno Book Page 160	Neelgagan
117	Sketch Pen Set (All Colour )	Camlin
118	Sharpener	NATRAJ
119	Stock Register Page 500 ( NEEL SAGAR)	Neel Sagar
120	Typing Paper Legal Size(P.Pkt. 500 Sheet)	-Sample-
121	Tag 8" (Per Bunch 50 no.) (8"Size)	-Sample-
122	Table Top Plastic	-Sample-
123	Table Glass Size 2X3 – 5 mm	-Sample-
124	P.V.C. Leave	-Sample-
125	Computer Sticker (Gumming)	-Sample-
126	Laser Jet Cartridge & Refilling	--



127	Laser Jet Cartridge की Re- conditioning	--
128	Sutali (Superior Quality)	-Sample-
129	Sutali ( Plastic Superior Quality)	-Sample-
130	Q Pad Colour	-Sample-
131	Water Sponge	-Sample-
132	U – Pin (Plastic)	-Sample-

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

### TERMS & CONDITIONS

### ANNEXURE-1

1. The offer should be properly Sealed with wax 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, 2014 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,*

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