

# HIGH COURT OF CHHATTISGARH

## **“Tender Notice”**

Tender Enquiry No. 2187.....

dated 21/02/19

Dear Sir,

Subject: **TENDER FOR : Stationery Items**

DUE ON: .....-0 -2019

I invite your offer for the supply of Stationery items "during the period from 01/04/2019 to 31/03/2020, 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.	Sample
02	Attendance Register ( 164 Page)	JaiShri
03	Box File (Full Size) (Superior Quality)	Sample
04	Brown Paper Full Size (Superior Quality)	"
05	Bold Marker Pen	"
06	Carbon (Blue) (Superior Quality)	(Kores)
07	Computer Printer Ribbon EPSON FX-10 a complete set (for 136 Column 9/24 pin)	TVS & A bee Company Genuine
08	Clip Board (दबती) (Superior Quality)	Sample
09	Computer CD	Sony
10	Computer DVD	Sony
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"	"
16	Cello Tape Brown 2"	"
17	Calculators ( CASIO & ORPAT )	ORPAT -12 Digits -0T-400T & Claro CL-500 C & Other Good Quality
18	CD Cover Pouch	Sample
19	CD Cover Plastic Single ( Round Shape)	Sample
20	CD Cover Plastic Double Sided	Sample

21	Dot Pen (Use and throw ) ( CLARO Crom 0.8 mm)	Sample
22	Envelope Laminated (Size 18X14)	Sample
23	Envelope Laminated (Size 12X16)	''
24	Envelope Laminated (Size 12X14)	''
25	Envelope Laminated (Size 12X10)	''
26	Envelope Laminated (Size 12X6)	''
27	Envelope Laminated (Size 10X8)	''
28	Envelope Polynet (Size 18X14)	''
29	Envelope Polynet (Size 12X16)	''
30	Envelope White (Size 11 X 5 ) 70 Gm.	''
31	Envelope White (Size 10 X4.5 ) 70 Gm.	''
32	Envelope White (Size 9 X4) 70 Gm.	''
33	Envelope White (Size 11 X 5 ) 100 Gm.	''
34	Envelope White ( Size 10 X4.5 ) 100 Gm.	''
35	Envelope White (Size 9 X4) 100 Gm.	''
36	Envelope White (Size 7 X4) 100 Gm.	''
37	Envelope Window (Size 10X4.5) 70 Gm.	''
38	Fevi stik super 8 Gm.	Pidllite Ind.
39	Fevi Kwik	Pidllite Ind.
40	Eraser	NATRAJ
41	Eraser (Non Dust)	Apsara
42	Executive File with Clip	Pearl
43	Fevicol 50Gm.	Pidllite Ind.
44	Fevicol 500Gm.	Pidllite Ind.
45	Flag Yellow Colour - (Big Size) ( 76mm X 76mm)	CHROME
46	Flag Four Colour - (Big Size) (20mm X 50 mm)	CLARO
47	Flag Three Colour (Big Size) (25mm X 75 mm)	CLARO
48	File Pad (Superior Quality)	Sample
49	File Cover (Four Folder ) Size F.S. Superior Quality	Sample Sangam
50	Gum Tube 18 ml.	Navneet
51	Gum Pest 150 ml.	Kores
52	Gum Pest 700 ml.	Kores
53	High Lighter Pen (All Colour)	Luxor
54	Laser Jet Cartridge No. - 12 A ( New sealed Pack)	HP
55	Laser Jet Cartridge No. - 78 A ( New sealed Pack)	HP
56	Laser Jet Cartridge No. - 88 A ( New sealed Pack)	HP
57	Laser Jet Cartridge No. - 30 A ( for use in printer no. M203dw) ( New sealed Pack)	HP
58	Laser Jet Cartridge No. - 79 A ( New sealed Pack)	HP
59	HP Drum No. - 32 A ( Use in Laser Printer Model No.	HP

	HP 203)	
60	Laser Jet Cartridge 925	CANON
61	Laser Jet Cartridge No. - 12 -A ( Other Co.)	NPTECH Premium Quality
62	Laser Jet Cartridge No. - 78 -A ( Other Co.)	NPTECH Premium Quality
63	Laser Jet Cartridge No. - 88 -A ( Other Co.)	NPTECH Premium Quality
64	Laser Jet Cartridge No. - 925 ( Other Co.)	NPTECH Premium Quality
65	Ledger Paper (Superior Quality) ( Pkt. 500 Sheet 80 gsm) with printing as per sample	Sample
66	Laminated File Cover ( Pink / Yellow Colour) with Printing good quality	Sample given By me.
67	Log Book (Page 164)	Jai Shri
68	Lace 36" (Superior Quality) (Per Pkt. 100 )	Sample
69	Lace 24" (Superior Quality) (Per Pkt. 100 )	"
70	Photo Copy Paper A-3 Per Pkt. 500 Sheet	J.K. Easy Copier -Green Pkt. 70 GSM
71	Photo Copy Paper A4 Per Pkt. 500 Sheet	J.K. Easy Copier -Green Pkt. 70 GSM
72	Photo Copy Paper FS Per Pkt. 500 Sheet	J.K. Easy Copier -Green Pkt. 70 GSM
73	Photo Copy Paper F-S Per Pkt. 500 Sheet	J.K. Copier- Red Pkt. 75 GSM
74	Photo Copy Paper A-4 Per Pkt. 500 Sheet	J.K. Copier- Red Pkt. 75 GSM
75	Photo Copy Paper A-4 Per Pkt. 500 Sheet	J.K. MAX 67 GSM
76	Photo Copy Paper Size F.S. Per Pkt. 500 sheet (White Colour)	J.K. Bond 100 GSM
77	Pencil Steno	Apsara
78	Pencil ( Apasara Platinum Extra Dark )	ACHIEVER Apsara
79	Pencil Checking ( Blue & Red)	Good Quality Sample
80	Pad Ink (Blue) 100 ml.	Mohini
81	ADD Gel Pen (ACHIEVER) (Blue/Black/Red/Green)	Achiever
82	Pen – 045 (Blue, Black, Red)	Reynold
83	Pen Holder ( Blue/ Red)	Line

84	Pen Reynolds (Blue/Black/Red)	TERAMAX
85	Pen Bold Marker	Camlin/Luxor
86	Pen CD Marker	Camlin/Luxor
87	Pen Stand (Superior Quality) ( Small Size)	Sample
88	Paper Cutter ( Small )	Kangaro
89	Paper Cutter Blade ( Small Size )	"
90	Plastic Scale	Camlin
91	Plastic File Cover Ring Binder (Size F.S. & A-4)	WORLDONE
92	Plastic File Cover With Steel Clip (Superior Quality) (Size F.S.) ( CLARO-303)	CLARO
93	Plastic Cover (Clip File ) (Nikon) (Size F.S.)	Sample
94	Plastic File (Stick) (Size F.S.)	WORLDONE RF013F
95	Plastic File (Stick) (Size A-4)	WORLDONE RF013F
96	Plastic File Cover (L Folder ) Size F.S.	Sangam
97	Plastic File Cover (Bag Pattern) Size F.S.	WORLDONE DC217
98	Plastic File Cover (Bag Pattern) Size A4	WORLDONE DC217
99	Punching Machine No.- HDP- 2320	Kangaro
100	Punching Machine No.- DP-600	"
101	Pin Cushion (Superior Quality)	Sample
102	Poker (Plastic) (Superior Quality)	Sample
103	Poker Wooden ( Big Size)	Sample
104	Paper Weight (Superior Quality)	Sample
105	Punch Blade Replacements ( For Use in Punching Machine No.- 2320 )	Kangaro
106	Punch Black Disc Replacements ( For Use in Punching Machine No.- 2320 )	Kangaro
107	P.V.C. Leave ( Plastic Envelope) (Size F.S. )	Sample
108	P.V.C. Leave ( Plastic Envelope) (Size A-4 )	Sample
109	Register 72 Page	Eagle
110	Register 216 Page	Eagle
111	Register 432 Page	Eagle
112	Register 506 Page	Eagle
113	Register 164 Page	Jaishri
114	Register 244 Page	Jaishri
115	Refill Gel ( R-20 ) (Blue/Black/Red/Green)	ADD
116	Refill Gel (Blue/Black/Red/Green)	Rorito
117	Refill Jotter (Blue/Red/ Black)	MONTER / LUXOR
118	Reynolds Refill -045 ( Blue/ Red/ Black)	Reynolds

119	Refill – Roller (Blue/Black)	ADD
120	Refill (Blue/Black/Red/Green)	TERAMAX
121	Rope (Plastic) (Superior Quality)	Sample
122	Slip Pad No. 11 ( Page 160)	Neelgagan
123	Slip Pad No. 33 ( Page 160)	"
124	Slip Pad No. 40 ( Page 160)	"
125	Slip Pad No. 06 ( Page 160)(Choice of Today)	NeelSagar
126	Stapler- No. 10	Kangaro
127	Stapler- No. 555	"
128	Stapler- No. HP-45	"
129	Stapler Pin – No. 10	"
130	Stapler Pin – No. 24/6	"
131	Stapler Pin – No. 23/17	"
132	Sealing wax	Kores
133	Stamp Pad ( Blue Colour ) Size 160 mm X 97 mm	Kores
134	Stamp Pad ( Blue ) Size 110 mm X 70 mm	"
135	Scissors Size 21.5 Cms. (Superior Quality)	Sample
136	Steno Book (Page 160)	Neelgagan
137	Sketch Pen Set (All Colour )	Camlin
138	Sharpener	Apsara
139	Stock Register Page 500	Neel Sagar
140	Steel Scale	Sample
141	Table Glass (Size 2 X 3 Feet- 5mm.)	Superior Quality
142	Tag 8" (Per Bunch 50 no.) (8" Size) (Superior Quality)	Sample
143	Table Top Plastic	Sample
144	T-Pin Steel( 50 gm. Small Pkt.)	Sample
145	U – Pin (Plastic Small Pkt.)	Sample
146	Water Sponge	Sample

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 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-प्रतिमूति" or submit a Demand Draft in the favour of **Registrar General, High Court of Chhattisgarh, Bilaspur (C.G.)**.

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 31<sup>st</sup> March, 2019 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

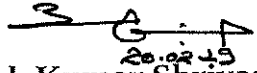
default, we reserve the right to levy liquidated damages as per our standard terms and / or cancel the order or procure the material from the open market at the risk and cost of the defaulting tenderer.

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 (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.

*Thanking you,*

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

उच्च न्यायालय छत्तीसगढ़, बिलासपुर

परिशिष्ट-2

[नियम 4.4.2]

(निविदा सूचना का प्रारूप)

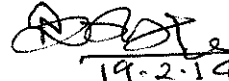
निविदा विज्ञापित क्र. 2070-A

दिनांक 19.2.19

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 रुपये मात्र) नगद भुगतान कर दिनांक 27/02/2019 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 अंतिम तिथि 27/02/2019. समय 5.00 P.M.  
निविदा आवेदन जमा करने की अंतिम तिथि 12/03/2019. समय 3.00 P.M.  
निविदा आवेदन खोलने की तिथि 12/03/2019 समय 4.00 P.M.  
स्थान : उच्च न्यायालय छत्तीसगढ़, बिलासपुर रजिस्ट्रार जनरल का कक्ष

  
19.2.19  
रजिस्ट्रार जनरल