

3219 date:- 29/02/2020

उच्च न्यायालय छत्तीसगढ़, बिलासपुर

परिशिष्ट-2

[नियम 4.4.2]

(निविदा सूचना का प्रारूप)

निविदा विज्ञापित क्र. 3191

दिनांक 27/02/2020

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) रु. 200/- (दो सौ रुपये मात्र) नगद भुगतान कर दिनांक 05/03/2020 के पूर्व कार्यालयीन दिवस में प्राप्त किये जा सकते हैं। निविदा आवेदन कार्यालय से कय किये जाने पर ही मान्य होगा।

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

निविदा आवेदन बिक्री की अंतिम तिथि 05/03/2020 समय 5.00 P.M.
निविदा आवेदन जमा करने की अंतिम तिथि 28/03/2020 समय 3.00 P.M.
निविदा आवेदन खोलने की तिथि 28/03/2020 समय 4.00 P.M.
स्थान : उच्च न्यायालय छत्तीसगढ़, बिलासपुर रजिस्ट्रार जनरल का कक्ष

रजिस्ट्रार जनरल

HIGH COURT OF CHHATTISGARH

“Tender Notice”

Tender Enquiry No. 3219

dated 29/02/2020

Dear Sir,

Subject: **TENDER FOR : Stationery Items**

DUE ON:-0 -2020

I invite your offer for the supply of Stationery items "during the period from 01/04/2020 to 31/03/2021, listed below in accordance with the terms and conditions given in the enclosed annexure by the due date mentioned above: -

S.No.	Particulars	Quality	Quantity (Approx.)
01	All Pin 70 Gm.	Sample	100 Pkt.
02	Attendance Register (164 Page)	JaiShri	30 Piece
03	Box File (Full Size) (Superior Quality)	Sample	400 Piece
04	Brown Paper Full Size (Superior Quality)	"	05 Rim
05	Carbon (Blue) (Superior Quality) Kores	(Kores)	10 Pkt.
06	Clip Board (दबती) (Superior Quality)	Sample	24 Piece
07	Computer CD	Sony	300 Piece
08	Computer DVD	Sony	300 Piece
09	Computer Sticker (Size A-4) (ST 1 – 100 Size)	Desmat	400 Pkt.
10	Cello Tape 1"	Sample	600 Piece
11	Cello Tape ½"	"	200 Piece
12	Cello Tape (Small Size 125 cm.)	"	300 Piece
13	Cello Tape 2"	Sample	50 Piece
14	Cello Tape Brown 2"	Sample	50 Piece
15	Calculators (ORPAT) ORPAT -12 Digits -0T-400T	ORPAT -12 Digits Good Quality	50 Piece
16	CD Cover Pouch	Sample	500 Piece
17	CD Cover Plastic Double sided	Sample	500 piece
18	CD Cover Plastic Single (Round Shape)	Sample	50 Piece
19	Envelope Laminated (Size 18X14)	Sample	300 Piece
20	Envelope Laminated (Size 12X16)	Sample	1,000 Piece
21	Envelope Laminated (Size 12X14)	Sample	1,000 Piece

22	Envelope Laminated (Size 12X10)	Sample	1,000 Piece
23	Envelope Laminated (Size 12X6)	Sample	2,000 Piece
24	Envelope Laminated (Size 10X8)	"	500 Piece
25	Envelope Polynet (Size 18X14)	"	500 Piece
26	Envelope Polynet (Size 12X16)	"	10,000 Piece
27	Envelope White (Size 11 X 5) 70 Gm.	"	10,000 Piece
28	Envelope White (Size 10 X4.5) 70 Gm.	"	10,000 Piece
29	Envelope White (Size 9 X4) 70 Gm.	"	2,000 Piece
30	Envelope White (Size 11 X 5) 100 Gm.	"	2,000 Piece
31	Envelope White (Size 10 X4.5) 100 Gm.	"	2,000 Piece
32	Envelope White (Size 9 X4) 100 Gm.	"	2,000 Piece
33	Envelope White (Size 7 X4) 100 Gm.	"	2,000 Piece
34	Envelope Window (Size 10X4.5) 70 Gm.	"	500 Piece
35	Fevi stik super 8 Gm.	Pidllite Ind.	500 Piece
36	Fevi Kwik	Pidllite Ind.	100 Piece
37	Eraser	NATRAJ	300 Piece
38	Eraser (Non Dust)	Apsara	300 Piece
39	Executive File with Clip	Pearl	20 Piece
40	Fevicol 50Gm.	Pidllite Ind.	As per demand
41	Fevicol 500Gm.	Pidllite Ind.	"
42	Flag Yellow Colour - (Big Size) (76mm X 76mm)	CHROME	"
43	Flag Four Colour - (Medium Size) (20mm X 50 mm)	CLARO	600 Pkt.
44	Flag Three Colour (Big Size) (25mm X 75 mm)	CLARO	600 Pkt.
45	Flag Three Colour (Big Size) (25mm X 75 mm)	Other Superior Quality	600 Pkt.
46	File Pad (Superior Quality)	Sample	50,000 Piece
47	File Cover (Four Folder) Size F.S. Superior Quality	Sangam	As per demand
48	Gum Tube 18 ml.	Navneet	100 Piece
49	Gum Pest 150 ml.	Kores	100 Piece
50	Gum Pest 700 ml.	Kores	100 Piece
51	High Lighter Pen (All Colour)	Luxor	300 Piece
52	Laser Jet Cartridge No. - 12 A (New sealed Pack)	HP	20 Piece
53	Laser Jet Cartridge No. - 78 A (New sealed Pack)	HP	20 Piece
54	Laser Jet Cartridge No. - 88 A (New	HP	20 Piece

	sealed Pack)		
55	Laser Jet Cartridge No. - 30 A (for use in printer no. M203dw) (New sealed Pack)	HP	150 Piece
56	Laser Jet Cartridge No. - 30 A (for use in printer no. M203dw) (New sealed Pack)	LIPI	150 piece
57	Laser Jet Cartridge No. - 79 A (New sealed Pack)	HP	10 Piece
58	HP Drum No. - 32 A (Use in Laser Printer Model No. HP 203)	HP	60 Piece
59	Laser Jet Cartridge 925 (New sealed Pack)	CANON	10 Piece
60	Laser Jet Cartridge No. - 12 -A (Only New sealed Pack)	NPTECH Premium Quality	100 Piece
61	Laser Jet Cartridge No. - 78 -A (Only New sealed Pack)	NPTECH Premium Quality	100 Piece
62	Laser Jet Cartridge No. - 88 -A (Only New sealed Pack)	NPTECH Premium Quality	1,000 Piece
63	Laser Jet Cartridge No. - 925 (Only New sealed Pack)	NPTECH Premium Quality	100 Piece
64	Ledger Paper (Superior Quality) (Pkt. 500 Sheet <u>80 gsm</u>) with printing as per sample	Sample	150 Pkt.
65	Ledger Paper (Superior Quality) (Pkt. 500 Sheet <u>90 gsm</u>) with printing as per sample	Sample given By me.	150 Pkt.
66	Laminated File Cover (Pink / Yellow Colour) with Printing good quality	Sample given by me.	50,000 Piece
	Log Book (Page 164)	Jai Shri	50 Piece
67	Lace 36" (Superior Quality) (Per Pkt. 100 Piece)	Sample	700 Pkt.
68	Lace 24" (Superior Quality) (Per Pkt. 100 Piece)	Sample	1,200 Pkt.
69	Dot Pen (Use & throw superior quality) Crom 8.8 m	Claro	1,000 Piece
70	Photo Copy Paper A-3 Per Pkt. 500 Sheet	J.K.Copier - Red Pkt. 75 GSM	100 Pkt.
71	Photo Copy Paper A4 Per Pkt. 500 Sheet	J.K. Easy Copier -Green Pkt. 70 GSM	2,000 Pkt.
72	Photo Copy Paper FS Per Pkt. 500 Sheet	J.K. Easy Copier -Green Pkt. 70 GSM	1,500 Pkt.
73	Photo Copy Paper F-S Per Pkt. 500 Sheet	J.K. Copier- Red Pkt. 75 GSM	2,000 Pkt.
74	Photo Copy Paper A-4 Per Pkt. 500	J.K. Copier- Red Pkt.	1,200 Pkt.

	Sheet	75 GSM	
75	Photo Copy Paper A-4 Per Pkt. 500 Sheet	J.K. MAX 67 GSM	200 Pkt.
76	Photo Copy Paper Size F.S. Per Pkt. 500 sheet (White Colour)	J.K. Bond 100 GSM	05 Pkt.
77	Pencil Steno	Apsara	1,000 Piece
78	Pencil (Apsara Platinum Extra Dark)	ACHIEVER Apsara	1,000 Piece
79	Pencil Checking (Blue & Red) Good Quality	Good Quality Sample	200 Piece
80	Pencils Rubber Tipped Graphite HB/2 DOMS	DOMS	As Per demand
81	Pad Ink (Blue) 100 ml.	Mohini	200 Bottle
82	Pen ADD Gel (Blue/Black/Red/Green)	Achiever	300 Piece
83	Pen – 045 (Blue, Black, Red)	Reynold	2,000 Piece
84	Pen Holder (Blue/ Red)	Line	100 Piece
85	Pen Reynolds (Blue/Black/Red) TERAMAX Roller	TERAMAX	300 Piece
86	Pen Reynolds (Blue/Black/Red) TERAMAX	TERAMAX	300 Piece
87	Pen Bold Marker	Camlin/Luxor	100 Piece
88	Pen CD Marker	Camlin/Luxor	200 Piece
89	Pen Stand (Superior Quality) (Small Size)	Sample	As per demand
90	Paper Cutter (Small)	Kangaro	300 Piece
91	Paper Cutter Blade (Small Size)	Kangaro	300 Piece
92	Plastic Scale	Camlin	100 Piece
93	Plastic File Cover Ring Binder (Size F.S. & A-4)	WORLDONE	As per demand
94	Plastic File Cover With Steel Clip (Superior Quality) (Size F.S.)(CLARO-303)	CLARO	100 Piece
95	Plastic Cover (Clip File) (Size F.S.)	Nikon	200 Piece
96	Plastic File Stick (Size F.S.)	WORLDONE RF013F	500 Piece
97	Plastic File Stick (Size A-4)	WORLDONE RF013F	500 Piece
98	Plastic File Cover (L Folder) Size F.S.	Sangam	As per demand
99	Plastic File Cover (Bag Pattern) Size F.S.	WORLDONE DC217	As per demand
100	Plastic File Cover (Bag Pattern) Size A4	WORLDONE DC217	As per demand
101	Plastic Report File WORLDONE (FC	WORLDONE	100 Piece

	SKU No. SRF001F)		
102	Plastic Report File WORLDONE (A4 SKU No. SRF001)	WORLDONE	100 Piece
103	Punching Machine No.- HDP- 2320	Kangaro	As per demand
104	Punching Machine No.- DP-600	"	100 Piece
105	Pin Cushion (Superior Quality)	Sample	As per demand
106	Poker (Plastic) (Superior Quality)	Sample	100 Piece
107	Poker Wooden (Big Size)	Sample	100 Piece
108	Paper Weight (Superior Quality)	Sample	50 Piece
109	Punch Blade Replacements (For Use in Punching Machine No.- 2320)	Kangaro	100 Piece
110	Punch Black Disc Replacements (For Use in Punching Machine No.- 2320)	"	100 Piece
111	P.V.C. Leaf (Plastic Envelope)(Size F.S.)	Sample	300 Piece
112	P.V.C. Leaf (Plastic Envelope) (Size A4)	Sample	300 Piece
113	Register 72 Page	Eagle	100 Piece
114	Register 216 Page	Eagle	300 Piece
115	Register 432 Page	Eagle	200 Piece
116	Register 506 Page	Eagle	200 Piece
117	Register 164 Page	Jaishri	300 Piece
118	Register 244 Page	Jaishri	100 Piece
119	Refill Gel (R-20) (Blue/Black/Red/Green)	ADD	500 Piece
120	Refill Gel (Blue/Black/Red/Green)	Rorito	200 Piece
121	Refill Jotter (Blue/Red/ Black)	MONTER /LUXOR	200 Piece
122	Reynolds Refill -045 (Blue/ Red/ Black)	Reynolds	2,000 Piece
123	Refill – Roller (R-50) (Blue/Black)	ADD	50 Piece
124	Refill (Blue/Black/Red/Green) <u>Roller</u>	TERAMAX	500 Piece
125	Refill (Blue/Black/Red/Green)	TERAMAX	500 Piece
126	Rope (Plastic) (Superior Quality)	Sample	30 Kg
127	Slip Pad No. 11 (Page 160) Neelgagan	Neelgagan	200 Piece
128	Slip Pad No. 33 (Page 160) Neelgagan	"	200 Piece
129	Slip Pad No. 40 (Page 160) Neelgagan	Neelgagan	100 Piece
130	Slip Pad No.06(Page 160) NeelSagar	NeelSagar	50 Piece
131	Stapler- No. 10	Kangaro	200 Piece
132	Stapler- No. 555	"	50 Piece

133	Stapler- No. HP-45	"	100 Piece
134	Stapler- No. HD 23S24	"	As per demand
135	Stapler Pin – No. 10	"	1,000 Piece
136	Stapler Pin – No. 24/6	"	200 Piece
137	Stapler Pin – No. 23/17	"	200 Piece
138	Sealing wax	Kores	As per demand
139	Stamp Pad (Blue Colour) Size160 mm X 97 mm (Kores)	Kores	100 Piece
140	Stamp Pad (Blue) Size 110 mm X 70 mm	"	50 Piece
141	Scissors Size 21.5 Cms. (Superior Quality)	Sample	100 Piece
142	Sticky Notes (Plastic flag Five Colour Item no. P01-2)	JinXin	100 Piece
143	Steno Book (Page 160)	Neelgagan	1,200 Piece
144	Sketch Pen Set (All Colour)	Camlin	100 Piece
145	Sharpner	Apsara	200 Piece
146	Stock Register Page 500	Neel Sagar	10 Piece
147	Steel Scale	Sample	100 Piece
148	Table Glass (Size 2 X 3 Feet- 5mm.) Superior Quality	Superior Quality	50 Piece
149	Tag 8" (Per Bunch 50 no.) (8" Size) (Superior Quality)	Sample	2,000 Bunch
150	Table Top Plastic	Sample	As per demand
151	T-Pin Steel(50 gm. Small Pkt.)	Sample	10 Pkt.
152	U – Pin (Plastic Small Pkt.)	Sample	50 Pkt.
153	Water Sponge	Sample	300 Piece

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-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 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, 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.

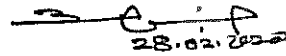
11. In case of any clarification required by the tenderer before quoting, he can contact the Accounts Officer, High Court of Chhattisgarh, Bilaspur (C.G.).

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.

13. Tender Form Down load from internet is not valid. Only original tender form is valid.

14. The quantity of the above stationery articles will be variable.

Thanking you,



(Atul Kumar Shrivastava)

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