

उच्च न्यायालय छत्तीसगढ़, बिलासपुर<sup>०</sup>

परिशिष्ट-2

[नियम 4.4.2]

(निविदा सूचना का प्रारूप)

निविदा विज्ञप्ति क्र. 2157

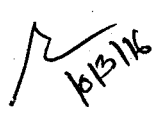
दिनांक 10/3/16

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 17.03.2016 के पूर्व कार्यालयीन दिवस में प्राप्त किये जा सकते हैं।

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

निविदा बिक्री की अंतिम तिथि	17.03.2016	समय	05.00 PM
निविदा जमा करने की अंतिम तिथि	31.03.2016	समय	03.00 PM
निविदा खोलने की तिथि	31.03.2016	समय	04.00 PM

स्थान- उच्च न्यायालय छत्तीसगढ़, बिलासपुर रजिस्ट्रार जनरल के कक्ष में

  
रजिस्ट्रार जनरल

**HIGH COURT OF CHHATTISGARH, BILASPUR**

**“Tender Notice”**

Tender Enquiry No. 2151.....

dated 10/03/2016

*Dear Sir,*

**Subject: TENDER FOR : Stationery Items**

**DUE ON: .....-0 -2016**

I invite your offer for the supply of Stationery items during the period from 01/04/2016 to 31/03/2017, 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 Page 192	Jaishri
03	Box File (Full Size) (Superior Quality)	-Sample-
04	Brown Paper Full Size (Superior Quality)	”
05	Bold Marker Pen	”
06	Computer Paper 80 Column Part- 1 (1000 Sheet) 70 GSM 6 INCH	”
07	Computer Paper 80 Column Part- 1 (1000 Sheet) 70 GSM	”
08	Computer Paper 80 Column Part- 2 (500 Sheet) 70 GSM	”
09	Computer Paper 80 Column Part- 3 (250 Sheet) 70 GSM	”
10	Carbon (Blue & Black) (Superior Quality)	Kores
11	Computer Ribbon EPSON FX-10	Abee Fill
12	Clip Board ¼nQrh½ (Superior Quality)	-Sample-
13	Computer CD	Sony
14	Computer DVD	”
15	C.D. Cover	-Sample-

16	Cello Tap 1"	"
17	Cello Tap ½"	"
18	Cello Tap Brown 2"	"
19	Calculators ( CL-500 C)	Claro
20	Envelop Laminated (Size 18X14)	-Sample-
21	Envelop Laminated (Size 12X16)	"
22	Envelop Laminated (Size 12X14)	"
23	Envelop Laminated (Size 12X10)	"
24	Envelop Laminated (Size 12X6)	"
25	Envelop Laminated (Size 10X8)	"
26	Envelop Laminated With Cloth (Size 12X16)	"
27	Envelop White (Size 11 X5) 70 Gm.	"
28	Envelop White (Size 10 X4.5)70 Gm.	"
29	Envelop White (Size 9 X4) 70 Gm.	"
30	Envelop Window (Size 10X4.5) 70 Gm.	"
31	Fevi stik 8 Gm	Pidllite Ind.
32	Fevi Kwik	Pidllite Ind.
33	Favi Coal 500 Gm.	Favi Coal
34	File Pad (Superior Quality) (File Pad में लगा लेस/रस्सी एक मीटर होना चाहिये)	Sample-
35	Gum Tube 30 ml	Camel
36	Gum Pest 150 ml	Kores
37	Gum Pest 700 ml	Kores
38	High Lighter Pen	Luxaar
39	HP Laser Jet Cartridge No-88A	HP
40	HP Laser Jet Cartridge No-12-A	HP
41	HP Laser Jet Cartridge No-78 A	HP
42	Laser Jet Cartridge No- 106 ( No- 2245)	SAMSUN
43	Laser Jet Cartridge No- 925	Canon
44	Ledger Paper(Superior Quality)(Per. Pkt 500 Sheet ) Ledger Paper ds izR;sd ist ij CHHATTISGARH HIGH COURT & yksxkas fizUV jgsxk]fizUVx pktZ lfgR dher nsosa ( layXu uewuk vuqlkj )	-Sample-
45	Log Book Page 192	Jaishri

46	Lace 36 ''(Superior Quality)(Per Pkt 100 )	-Sample-
47	Lace 24 ''(Superior Quality)(Per Pkt 100 )	''
48	Photo Copy Paper F-S Per Pkt 500 Sheet	Image
49	Photo Copy Paper A-4 Per Pkt 500 Sheet	''
50	Photo Copy Paper A-3 Per Pkt 500 Sheet	''
51	Photo Copy Paper F-S Per Pkt 500 Sheet (Red Pkt 75 GSM)	J.K.
52	Photo Copy Paper A-4 Per Pkt 500 Sheet (Red Pkt 75 GSM)	''
53	Pencil Steno	Apsara
54	Pencil HB	Apsara
55	Pencil Checking ( Blue & Red)	NATRAJ
56	Pad Ink (Blue) 100 ml	Mohni
57	Post it Flag Yellow- Big	CLARO(Write on)
58	Post it Flag 3 Colour	''
59	ADD Gel Pen (Blue/Black/Red/Green)	ACHIEVER
60	Pen – 045 (Blue, Black, Red)	Reynold
61	Pen Holder (Blue/Red)	Line
62	Pen Stand With Pen (Superior Quality) (Small Size)	Sample-
63	CD Marker Pen (Blue/Black/Red/Green)	Camlin
64	Paper Cutter (Superior Quality) ( Small)	Sample-
65	Paper Cutter Blade (Small)	''
66	Scale Plastic	Kores /Camlin
67	Scale Steel	Sample-
68	Plastic Clip File Cover Size (F.S.) (Superior Quality)	''
69	Plastic File Cover "L" Type	Sanmgam
70	Plastic Stick File Cover Size (F.S. & A-4) (Superior Quality)	Sample-
71	Plastic File Cover Steel Clip (Superior Quality) (Size F.S. & A-4)	''
72	Punching Machine No- HDP-2320	Kangaro
73	Punching Machine No- DP-600	''
74	Pin Cushion (Superior Quality)	-Sample-

75	Poker (Plastic) (Superior Quality Big Size)	''
76	Paper Weight (Superior Quality)	''
77	Register 72 Page	Eagle
78	Register 216 Page	''
79	Register 432 Page	''
80	Register 180 Page Size 8X13 (Superior Quality) (Small Size)	-Sample-
81	Register 280 Page Size 8X13 (Superior Quality) (Small Size)	''
82	Gel Refill (Blue/Black/Red/Green)	Reynolds Racer & Cello
83	Gel Refill ( R.20 ) (Blue/Black/Red/Green)	ADD
84	Jotter Refill (Blue/Red/ Black)	Line
85	Refill -045 ( Blue, Red, Black)	Reynolds
86	Refill – Roller (Blue/Black)	ADD
87	Refill (Dot & Gel)	Parker
88	Rubber	NATRAJ
89	Rubber (Non Dust)	Apsara
90	Slip Pad No- 0	Sangam
91	Slip Pad No. 1	Sangam
92	Slip Pad No. 02	''
93	Stapler- No.10	Kangaro
94	Stapler- No.555	''
95	Stapler- No.HP-45	''
96	Stapler Pin – No.10	''
97	Stapler Pin – No.24/6	''
98	Stapler Pin – No.23/17	''
99	Sealing wax	Kores
100	Stamp Pad (Blue Colour) Size 160mm X97 mm	''
101	Stamp Pad (Blue/ Red) Size 110mm X 70 mm	''
102	Dust Bin	Sample-
103	Scissors Size 21.5 Cms. (Superior Quality)	''
104	Steno Book Page 160	Neelgagan

105	Sketch Pen Set (All Colour )	Camlin
106	Sharpener	Apsara
107	Stock Register Page 500	Neelgagan
108	Typing Paper Size A-4 (P.Pkt. 500 Sheet)	Sample-
109	Tag 8" (Per Bunch 50 no.) (8"Size) (Superior Quality)	"
110	Table Top Plastic	"
111	Push Pin ( uksfVl cksMZ ds mi;ksx gsrq)	"
112	P.V.C. Leave (Plastic Envelop)	"
113	Computer Sticker (Gumming)(Desmat) Size A-4	"
114	Trangle Pencil	Apsara
115	Laser Jet Cartridge es aRefilling & recondising (With Drom)	
116	Sutali (Plastic) Superior Quality)	Sample-
117	Water Sponge	"

*Note - All Articles must be in Superior Quality with Sample.*

## **ANNEXURE -**

### **ITERMS & 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 31<sup>st</sup> March, 2017 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,*

*ds*  
11/3/16  
(Mansoor Ahmed)

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