

HIGH COURT OF JHARKHAND, RANCHI

Notice for supply of Stationery articles and Miscellaneous Housekeeping articles

Tender Notice No. 01/2024/Sty.

Dated: 16.07.2024

Sealed tenders are invited from the bonafide reputed firms/shops/supplier bearing valid GST registration and have requisite eligibility criteria for supply of following category of articles to this Hon'ble Court for this financial year, i.e. 2024-2025.

- 1) Stationery articles
- 2) Miscellaneous Housekeeping articles

The tender documents of the aforesaid categories with the detail descriptions of goods and their tentative annual requirement (which may increase or decrease) are available on the official website (www.jharkhandhighcourt.nic.in) as well as in the Stationery department of the Hon'ble Court.

The tender alongwith samples must be submitted in the office of the undersigned on any working days during office timing (from 11 AM to 04 PM) on or before August 6, 2024.

Sd/-
Registrar (Establishment)
High Court of Jharkhand
Ranchi

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- 1) Stationery articles
- 2) Miscellaneous Housekeeping articles

Separate tenders in the prescribed format alongwith tender fees and samples must be submitted before submitted before the office of the undersigned on any working days during office timing (from 11 AM to 04 PM) on or before August 6, 2024.

The tender documents of the aforesaid categories with the detail descriptions of goods and their tentative annual requirement (which may increase or decrease) are enclosed herewith.

Any clarifications may be obtained from the Stationery department of the Court during office hour between 10 AM to 05 PM.

Sd/-
Registrar (Establishment)
High Court of Jharkhand, Ranchi

Terms and Conditions of Tender are as follows:-

1. Last date of submission of tender : August 6, 2024
2. Opening date of Tender
Technical Bid : On next working day in the chamber of the Registrar Establishment.
Financial/Price Bid : On next working day after the opening of Technical Bid, in the chamber of the Registrar Establishment
3. Tender fee (non refundable) : Rs. 500/- (Rupees Five Hundred Only) by way of Demand Draft drawn in favour of "Registrar General, High Court of Jharkhand" payable at Ranchi.
4. Security Deposit: The successful bidder will be asked to furnish Security Deposit of 3% of total value of work order, which is refundable. It is to be deposited by way of bank draft drawn in favour of "Registrar General, High Court of Jharkhand" payable at Ranchi. The Security Deposit would be returned after the completion of financial year 2024-2025.
5. Eligibility Criteria
 - i) Experience : 05 years experience in supply of Goods to Government/PSU/Corporation/Bond etc.
 - ii) Turnover : Rs. 25,00,000/- (Rupees Twenty Five Lakh Only), which will be calculated on average of 05 consecutive financial years, i.e. 2019-2020 to 2023-2024.
 - iii) SSI/MSME Registration etc. : Having Small Scale Industry (SSI)/Micro, Small and Medium Enterprises (MSME) registration at Jharkhand.
6. Self attested copies of the documents regarding eligibility criteria must be enclosed with the Technical Bids.
7. The tentative annual requirement of goods may increase or decrease depending upon demand.
8. The successful bidders are bond to supply articles on quarterly/annual basis or as and when required depending upon the requirement.
9. Bidder should submit tender/s for one or both categories with separate tender fees.
10. The cover containing technical and financial bid should be superscribed as "Tender for supply of Stationery articles/Miscellaneous Housekeeping articles".
11. The rate quoted in the tender should be inclusive of all taxes, freight charges, etc.
12. The rate of the articles quoted in tender will remain valid till 31.03.2025 or the finalization of the next tender. The successful bidder shall be bond to supply the articles at the approved rate for this period, which may be extended for further period, if agreed bilaterally.
13. The goods/articles shall be delivered to the Hon'ble High Court, Dhurwa, Ranchi on Door Delivery basis. Unloading of the the goods and delivery to the Stationery Store shall be responsibility of the firm.
14. The goods/articles should be in good condition of specified specification having the original packing intact.
15. Payment will be made through Bank Account, not in cash after delivery and inspection of goods.
16. The Hon'ble Court reserves the right to reject or to accept any tender, in whole or in part without assigning any reason therof and the tender fees will be forfeited.
17. Tender will not be accepted without tender fees, self attested relevant documents showing eligibility criteria and samples of the product.
18. Colour and essence of the items (wherever applicable) may be exchanged as per requirement.
19. The orders for supply of goods may be placed with one or more than one firms depending upon rates and other factors, viz. lowest rate, quality of product, etc.
20. The supplier will be liable to replace the rejected/damaged goods/articles not found as per specification within 02 days, failing which legal action will be taken as deemed fit by the Hon'ble Court. If the successful bidders fails to supply goods/articles as per the stipulated terms & condition within specified time, the security deposited will be forfeited.

Price Bid for supply of Miscellaneous Housekeeping Articles to the Hon'ble High Court of Jharkhand, Ranchi.

Name and Address of Firm /Agency

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Sl. No	Description/specification of Miscellaneous Housekeeping articles	Name of Brand	Unit	Tentative annual requirement (subject to varification)	Unit Price inclusive of GST
1.	Magaldeep Agarbatti (100gm)		Pkt.	1000	
2.	Bharat Darshan Agarbatti (100gm)		Pkt.	1000	
3.	Airwick Freshmatic Machine with Refill		Pc.	100	
4.	Airwick Freshmatic Refill		Pc.	400	
5.	Eveready Battery 'AAA' size		Pc.	2000	
6.	Eveready Battery 'AA' size		Pc.	1500	
7.	Luxol 400gm (Bleaching powder)		Pc.	1000	
8.	Colin (500ml)		Pc.	500	
9.	Hindol 500gm (Gamaxine powder)		Pc.	200	
10.	Good Knight Gold Flash Machine with Refill (Combo pack)		Pc.	400	
11.	Good Knight Gold Flash Refill		Pc.	3200	
12.	Harpic (1000ml)		Pc.	600	
13.	Red Harpic (1000ml)		Pc.	320	
14.	Hit Black (625ml)		Pc.	4000	
15.	Hit Red (625ml)		Pc.	1200	
16.	Markin cloth		Mtr.	7000	
17.	Pears Soap (100gm)		Pc.	6000	
18.	Fiama Soap (125gm)		Pc.	500	
19.	Dove Soap (125g)		Pc.	1200	
20.	Lifebuoy Soap (small)		Pc.	500	
21.	Nivea Shower Gel (250ml)		Pc.	500	
22.	Dettol Handwash liquid pump (200ml)		Pc.	1500	
23.	Dettol Handwash liquid pouch 500ml		Pc.	400	
24.	Ujjala Napthalene Ball (100gm pack)		Pkt.	1800	
25.	Odonil (75gm)		Pkt.	1800	
26.	Nemyl Neem Based Green Phenyl (1000ml)		Pc.	500	
27.	Scented Phenly Citro-500ml		Pc.	5000	
28.	Black Phenyl (Eagle-1000ml)		Pc.	50	
29.	Lizol (1000ml)		Pc.	1000	
30.	Aer Room Freshner (Godrej)		Pc.	1000	
31.	Surf Excel (01kg) Quick wash		Pc.	1200	
32.	Vim Bar 300gm		Pc.	1500	
33.	Odopic Bar 500gm		Pc.	2000	
34.	Vim Liquid utensil cleaner (500ml)		Pc.	800	
35.	Ezee (1000ml)		Pc.	400	
36.	Shuttle Cock Yonex AS2		Pkt.	200	
37.	Bombay Dyeing Tulip Towel (150X75cm)		Pc.	650	
38.	Nayasa Cover Dustbin with basket		Pc.	60	

39.	Borosil Vision Glass large size		Pkt.	70	
40.	Yera Drinking Glass		Pc.	900	
41.	Borosil Jug (1.3ltr.)		Pc.	100	
42.	Glass Jug (1.3ltr.)		Pc.	200	
43.	Freeze Bottle (1ltr. Of cello)		Pc.	1000	
44.	Borosil Bottle with handle (1.3ltr)		Pc.	70	
45.	Candle (Kiran brand)		Pc.	3000	

Date.....

Place.....

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(Authorized Signatory)

Seal of the Firm/Agency

Price Bid for supply of Stationery Articles to the Hon'ble High Court of Jharkhand, Ranchi.

Name and Address of Firm /Agency

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Sl. No.	Description/specification of Miscellaneous Housekeeping articles	Name of Brand	Unit	Tentative annual requirement (subject to varification)	Unit Price inclusive of GST
1.	Assorted Pin (Oddy)		Pkt.	1000	
2.	Cell Tape (1" Transparent)Brand-Premier/Wonder		Pc.	600	
3.	Cell Tape (2" Brown and Transparent)Brand-Premier/Wonder		Pc.	1200	
4.	Oddy Re-Stick Paper flag		Pads	3600	
5.	Envelope Polynet (legal size) brand-Safety		Pc.	2000	
6.	Envelope Polynet (A4 size) brand-Safety		Pc.	1800	
7.	Envelope Polynet (16X 12) brand-Safety		Pc.	2000	
8.	Envelope Craft (10X4.5)with printing brand-Tajmahal/Rachana		Pc.	65000	
9.	Whitener		Pc.	300	
10.	Gum paste tube (Fevicol)		Pc.	2500	
11.	Fevistick (Glue Stick)		Pc.	1200	
12.	H.B. Pencil (Apsara/Camlin/Natraj)		Pc.	6000	
13.	Paper Cutter		Pc.	1200	
14.	Pencil Sharpner		Pc.	1000	
15.	Punching machine (Kangaro FP-20)		Pc.	250	
16.	Punching Machine DP800		Pc.	40	
17.	Plastic L-folder file cover with printing (FS size)		Pc.	4000	
18.	Rule Register 8No.		Pc.	500	
19.	Rule Register 16No.		Pc.	500	
20.	Stamp pad Camel (15.7X9.6 cm)		Pc.	100	
21.	Stamp pad Faber-Castel (110X69mm)		Pc.	100	
22.	Stamp pad Ink Tube		Pc.	32	
23.	Sutli (Brown rope)		Kg	800	
24.	Stapler-10Nos. (Brand- Kangaro)		Pc.	500	
25.	Stapler Pin Small Size 10Nos.(Kangaro)		Pkt	2500	
26.	Stapler Big Size 45No.(Kangaro)		Pkt	160	
27.	Stapler Pin Big Size 24/6-1 M		Pkt	500	
28.	Scale Steel		Pc.	200	
29.	White Tag (10")		Bunch	2000	
30.	Blue/Green Tag (18")		Bunch	500	
31.	Cello Tape Dispencer		Pc.	100	
32.	Water Sponge Damper (Oddy)		Pc.	400	
33.	Stapler Pin Remover		Pc.	200	
34.	Judgement Paper with printing 95GSM		Pkt.	1200	
35.	Photocopy paper (A4size)75GSM J.K.Copier		Pkt.	4000	
36.	Photocopy paper (FS size)75GSM J.K.Copier		Pkt.	5000	
37.	File Board		Pc.	15000	
38.	Pink File Cover with Printing, lamination and 06repits		Pc.	35000	

39.	Yellow File cover with printing, lamination and 06repit		Pc.	22000	
40.	Highlighter Faber-Castell 05Set		Set	50	
41.	Highlighter Faber-Castell		Pc.	300	
42.	Sketch Pen		Pc.	2000	
43.	Pilot Hi-Tech 0.5		Pc.	2500	
44.	Pilot Hi-Tech V5Pen		Pc.	500	
45.	Pilot Hi-Tech V7Pen		Pc.	500	
46.	Uniball Pen		Pc.	500	
47.	Dot Pen Holder		Pc.	500	
48.	Pentonic Pen		Pc.	2000	
49.	Reynolds Jetter Ball Pen Refill		Pc.	8000	
50.	Luxor Softouch MX Refill		Pc.	2000	
51.	Short Hand Note Book		Pc.	3000	
52.	Cotton Lace		Mtr.	50000	
53.	Waterman Carene Black Sea GT or Similar pen		Pc.	19	
54.	Waterman Expert Stainless Steel GT or similar pen		Pc.	19	
55.	Cross-882-3-ATX Basalt Black Ballpoint pen or similar pen or similar pen		Pc.	05	
56.	Cross-AT0745-4 Bailey Light Blue Roller BP or similar pen		Pc.	05	
57.	Parker Fusion Deluxe Black GT or similar pen		Pc.	23	
58.	Parker Aster Lacque Black CT or similar pen		Pc.	23	
59.	Parker Frontier Sainless Steel Gold Trim Roller Pen or Similar pen		Pc.	311	
60.	Parker Vector Standard Chrome Trim Ball Pen or Similar pen		Pc.	311	
61.	Parker Folio Ball Pen or Similar pen		Pc.	338	
62.	Reynolds Trimax Pen or Similar pen		Pc.	338	
63.	Reynolds Jetter Metallica Pen or Similar Pen		Pc.	307	

Date.....

Place.....

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(Authorized Signatory)

Seal of the Firm/Agency