

HIGH COURT OF JHARKHAND, RANCHI

Notice for supply of Stationery articles and Miscellaneous housekeeping articles

Tender Notice No. 01/2020/Sty

Dated : 20th February, 2020.

Sealed tenders are invited from the bonafide reputed firms/shops/supplier bearing valid GST registration and have requisite experience for supply of following category of articles to this Hon'ble Court for the period of one year.

- 1) Stationery articles.
- 2) Miscellaneous housekeeping articles.

Separate tenders in the prescribed format alongwith tender fees and samples must be submitted before the office of the undersigned on any working days during office timing (i.e. 11 AM to 4:00 PM) on or before 17th March, 2020.

The tender documents of the aforesaid categories are available in the tender column of the official website (www.jharkhandhighcourt.nic.in) as well as in the Stationery department of the Hon'ble Court.

Any clarifications may be obtained from the Stationery department of the Court during 10:00 am to 5:00 pm on any working days.

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

Terms & Conditions of tender:

1. **Last date of submission of tender:** 17th March, 2020
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, Jharkhand High Court" payable at Ranchi.
4. **Earnest Money Deposit (EMD)** : The successful bidder will be asked to furnish EMD 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, Jharkhand High Court" payable at Ranchi. The EMD would be returned after the completion of financial year 2020-2021.

5. *Self attested copies of latest income tax return, GST registration certificate, GST clearance certificate, PAN and document for experience are to be furnished with the technical bid.*
6. *Bidder should submit tender/s for one or both categories with separate tender fees .*
7. *The cover containing technical and financial bid should be superscribed as "Tender for supply of Stationery / Miscellaneous Housekeeping articles".*
8. *The rate quoted in the tender should be inclusive of all taxes, freight charges etc.*
9. *The rate of the articles quoted in tender will remain valid till 31/03/2021 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.*
10. *The goods/articles shall be delivered to the Hon'ble High Court, Ranchi on Door Delivery basis. Unloading of the goods and delivery to store shall be responsibility of the firm.*
11. *The goods/articles should be in good condition of specified specification having the original packing intact.*
12. *The supplier will be liable to replace the rejected/damaged supply or articles not as per specification within 02 days , failing which the legal action will be taken as deemed fit by the Hon'ble Court.*
13. *Payment will be made through Bank Account, not in cash after delivery and inspection of goods.*
14. *The Court reserves the right to reject or to accept any tender, in whole or in part without assigning any reason thereof.*
15. *Tender will not be accepted without samples and tender fees will be forfeited.*
16. *Colour and essence of the items (wherever applicable) may be exchanged as per requirement.*
17. *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 products etc.*

Tender for supply of Stationery Articles .

1. Name of the Agency
2. Address of the Agency
3. Name of the proprietor of the Agency.....
4. Name of the person/representative of agency entrusted for supply/communication with the Hon'ble Court.....
5. Contact Number and e-mail Id. of agency.....
6. GST No. (attach copy).....
7. PAN No. (Attach copy)
8. Details of Department in which Agency had worked earlier as mention in this tender (if any)

Sl.No.	Name of the Department (Attach copy of work order)	Year	Name/Contact no. of the office of Department

9. Tender fee Bank Draft no., date and name of bank

This is to certified that the above facts are true, correct and complete to the best of my knowledge and belief. This is also certified that this firm/agency is not blacklisted by any Government Department nor any criminal case is registered/pending against the Agency/Firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of this Tender and will abide by them till 31/03/2021.

Dated:.....

Place:.....

.....
(Signature of Proprietor)
Seal of 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.	<u>Name of Stationery Articles</u>	<u>Unit</u>	<u>Name of Brand</u>	<u>Rate</u> <u>(Including GST)</u>
1.	Azurlaid Paper(17" X 27")	Ream		
2.	D.F.C. Paper (17" X 27")	Ream		
3.	Cello Tape premier (1'' Brown and Transparent)	Pc	Premier	
4.	Cello Tape premier (2'' Brown and Transparent)	Pc	Premier	
5.	Dot Pen Holder (Linc -631 or any other similar pen for pen stand)	Pc		
6.	Envelope Cloth Lined (Legal Size)	Pc		
7.	Envelope Cloth Lined (A4 Size)	Pc		
8.	Envelope Craft (Legal Size)	Pc		
9.	Envelope Craft (A4 Size)	Pc		
10.	Envelope Craft(10x 4.5) with printing	Pc		
11.	Envelope White (6x3.5)	Pc		
12.	File Board	Pc		
13.	Fevi Stic (15 gm)	Pc	Kores	
14.	Hi-Tech Pilot Pen (Luxar)	Pc	Luxar	
15.	Hi-tech Pilot Pen Ink	Pc	Luxar	
16.	Jotter Refill (Linc/Camlin/Win)	Pc		
17.	Jetter Refill (Reynolds/Rorito)	Pc	Reynolds	
18.	Paper Pin (T-pin, Oddy – 40 gm)	Pkt	Oddy	
19.	H.B.Pencil	Pc	Camlin/Apsara	
20.	Pencil Eraser(Apsara)	Pc	Apsara	
21.	Plastic File Cover (L-Folder) (with printing) (FS Size)	Pc		
22.	Short Hand Note Book (200 pages)	Pc		
23.	Sketch Pen (luxar -sign pen)	Pc	Luxar	
24.	Stapler (Kangaroo – 10 Nos.)	Pc	Kangaroo	
25.	Stapler pin Big Size (Kangaroo- 45)	Pkt	Kangaroo	
26.	I Stapler Pin Small size (Kangaroo – 10No.)	Pkt	Kangaroo	
27.	Cotton Lace	metre		
28.	Tag (8'') (Best quality)	bunch		
29.	Tag (12'')	bunch		
30.	Xerox Paper (A4 Size -75GSM)	pkt	J.K	
31.	Xerox Paper (F.S Size- 75 GSM)	pkt	J.K	
32.	Pink File Cover (with Printing, lamination and 06 repits)	Pc		
33.	Yellow File Cover (with Printing, lamination and 06 repits)	Pc		
34.	Special Yellow File Cover (with Printing, four flap and board)	Pc		
35.	Re-sticky Colour Flag (Oddy 04 colour)	Pad	Oddy	
36.	Ruled Register (16 No.)	Pc		

37.	Ruled Register (08 No.)	Pc		
38.	Marker Pen	Pc		
39.	Camel/ Kores/ Camlin Gum Paste tube.	tube		
40.	Oddy Water Sponge	Pc	Oddy	
41.	Oddy Sticker Paper (A4 size) (100 sheets)	Pkt	Oddy	
42.	Sutli	kg		
43.	Ink for Seal (Duplicating Ink)	pc		
44.	Sealing Lac	pkt		
45.	Uniball Pen (.57)	Pc	Linc	
46.	Highlighter	Pc	Faber Castle	
47.	Tracing Paper (100 sheets- Nova)	Pkt		
48.	Azurlaid Paper with logo (Legal Size) (500 sheets)	pkt		
49.	Parker Ambient Black & Gold GT RB or similar pen	Pc		
50.	Parker Insignia (Slim) Shiny Chrome GT BP Or Similar pen	Pc		
51.	Parker Fusion Full Gold GT BP or similar pen	Pc		
52.	Parker Fusion Deluxe Black GT BP or similar pen	Pc		
53.	Parker Frontier Steel RB or similar pen	Pc		
54.	Parker Vector Standard BP or similar pen	Pc		
55.	Perrie Cardin V-King BP or similar pen	Pc		
56.	Reynolds/Rorito Trimax Gold	Pc		
57.	Reynolds Jetter Metallica FX	Pc		

Date:.....

Place:.....

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 (Signature of Proprietor)
 Seal of firm/Agency

Tender for supply of Miscellaneous house keeping articles

1. Name of the Agency.....
2. Address of the Agency
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3. Name of the proprietor of the Agency.....
4. Name of the person/representative of agency entrusted for supply/communication with the Hon'ble Court.....
5. Contact Number and e-mail Id. of agency.....
6. GST No. (attach copy).....
7. PAN No. (Attach copy)
8. Details of Department in which Agency had worked earlier as mention in this tender (if any)

Sl.No.	Name of the Department (Attach copy of work order)	Year	Name/Contact no. of the office of Department

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Dated:.....

Place:.....

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(Signature of Proprietor)
Seal of firm/Agency

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.	Unit	Name of Brand	Rate (Including GST)
1.	Agarbatti (100gm)	Pkt	Bharat Darshan	
2.	Agarbatti (100gm)	Pkt	Mangaldeepn	
3.	Airwick Freshmatic Refill with Machine	pc		
4.	Airwick Freshmatic Refill	pc		
5.	Battery 'AAA' Size	pc	(Eveready – Red)	
6.	Pencil Battery 'AA' Size	pc	(Eveready – Red)	
7.	Bleaching Powder (500 gm)	Pkt		
8.	Candle (06 pcs Pack)	Pkt		
9.	Colin (500 ml)	Pc		
10.	Covered Dustbin (with Basket)	Pc		
11.	Gamaxine Powder (500gm-packet)	Pkt		
12.	Good Knight Xpress Machine (Combo pack)	pc	Godrej	
13.	Good Knight Xpress Refill	pc	Godrej	
14.	Good Knight Coil (Active Neem)	Pkt	Godrej	
15.	Good Knight Mat	Pkt	Godrej	
16.	Good Knight Mat Disc Machine	Pc	Godrej	
17.	Harpic (1000ml)	Pc		
18.	Hit Black (625ml)	Pc		
19.	Hit Red (625ml)	pc		
20.	Markin Cloth	Mtr		
21.	Pears Soap (Large Size)	pc		
22.	Medimix Soap (Large Size)	pc		
23.	Fiama Di-wills Soap (Large Size)	pc		
24.	Nivea Crème Soap (Large size)	pc		
25.	Dove Soap (Large size)	pc		
26.	Nivea Shower Gel	pc		
27.	Lifebuoy care (small) Soap	pc		
28.	Dettol Hand Wash liquid pump 215ml	pc		
29.	Godrej Hand Wash liquid pump 215ml	pc	Godrej	
30.	Dettol Hand wash liquid pouch 180 ml	pc		
31.	Godrej Hand wash liquid pouch 180 ml	pc	Godrej	
32.	Naphthalene Ball (100gm- pack)	pkt	Ujala	
33.	Odonil (75 gm)	pc	Dabur	
34.	Nemyl Neem Based Green Phenyl (1000ml)	pc	ITC	
35.	Scented Phenyl (Citro - 500ml)	pc	ITC	

36.	Lizol (1000ml)	pc		
37.	Rat Killer (Rodenticide) HIT	pc		
38.	Room Freshner	pc	Premium	
39.	Aer Room Freshner	Pc	Godrej	
40.	Surf Excel (01 kg)	pkt		
41.	Ariel (01 kg)	Pkt		
42.	Toilet Acid	pc	Radiant	
43.	Vim Bar / Odopic Bartan Bar	pc		
44.	Odopic Dishwash Powder (01kg)	pc		
45.	Harpic Flushmatic (single pack)	pc		
46.	Vim liquid utensil cleaner (500ml)	pc		
47.	Glass (Yera – T10C)	pc		
48.	Glass (Borosil Vision 330 ml)	Pkt		
49.	Borosil Jug (1.25 ltr and above)	pc		
50.	Plastic Jug (1.25 ltr and above)	pc		
51.	Cello/Nayasa/Milton/Pearlpet Freeze Bottle (1500 ml)	pc		
52.	Cello/Milton Freeze Bottle (1000 ml) premium quality	pc		
53.	Shuttle Cock (Yonex – Aerosena-02)	pkt	Yonex	
54.	Bombay Dyeing /Raymonds/S.Kumar Towel (150cm X 75cm) Superior quality	pc		
55.	Bombay Dyeing/Raymonds Towel/S.kumar (150cm X 75cm) (Lower quality)	pc		
56.	Ezee (1000 ml)	pc	Godrej	

Dated:.....

Place:.....

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(Signature of Proprietor)
Seal of firm/Agency