

HIGH COURT OF JHARKHAND, RANCHI

Notice for supply of Stationery articles and Miscellaneous housekeeping articles

Tender Notice No. 01/2023/Sty

Dated : 22nd June, 2023.

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. 2023-2024.

- 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 13th July, 2023.

The tender documents of the aforesaid categories with the detail descriptions of goods & 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 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** : 13th July, 2023.
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 2023-2024.
5. **Eligibility Criteria** :
 - Experience** : 05 years experience in supply of Goods to Government/PSU/ Corporation/Board etc.
 - Turnover** : Rs.25,00,000/- (Rupees twenty five lakh only), which will be calculated on average of 05 consecutive financial years i.e. 2018-2019 to 2022-2023.
 - 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 the goods may increase or decrease depending upon demand.
8. The successful bidders are bond to supply articles on quarterly/annually 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 31/03/2024 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 goods and delivery to 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. 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. If the successful bidders fails to supply of goods/articles as per the terms & condition within the stipulated time, the security deposited will be forfeited.
16. Payment will be made through Bank Account, not in cash after delivery and inspection of goods.
17. The Court reserves the right to reject or to accept any tender, in whole or in part without assigning any reason thereof and the tender fees will be forfeited.
18. Tender will not be accepted without tender fees, self attested relevant documents showing eligibility criteria and samples of the product.
19. Colour and essence of the items (wherever applicable) may be exchanged as per requirement.
20. 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 / Miscellaneous Housekeeping Articles.

1. Name of the Agency/Firm
2. Address of the Agency/Firm
3. Name of the person/representative of Agency/firm entrusted for supply/communication with the Hon'ble Court
4. Contact Number and e-mail Id. of agency/firm.....
5. GST No.
6. Turnover (Certificate to be attached certified by Chartered Accountant/Cost Accountant).....
7. Experience in supply of Goods to Gvernment/PSU/Corporation/Board etc. (in years).....
8. Small Scale Industry (SSI) /Micro, Small and Medium Enterprises (MSME) registration Certificate No. and Date of Registration
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 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 proprietor/partner/Director 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 31/03/2024.

Date:.....

Place:.....

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(Signature of Director/Proprietor/Partner)

Seal of Company/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	Name of Brand	Unit	Tentative annual Requirement (Which may vary)	Unit Price including GST
1.	Mangaldeep Agarbatti (100gm)		Pkt	700	
2.	Bharat Darshan Agarbatti(100gm)		Pkt	700	
3.	Airwick Freshmatic Machine with Refill		Pc	60	
4.	Airwick Freshmatic Refill		Pc	350	
5.	Eveready Battery 'AAA' size		Pc	200	
6.	Eveready Pencil Battery 'AA' Size		Pc	3500	
7.	Luxol 400gm		Pkt	2400	
8.	Colin(500ml)		Pc	360	
9.	Hindol 500gm		Pkt	160	
10.	Good Knight Gold Flash Machine with Refill (Combo Pack)		Pc	600	
11.	Good Knight Gold Flash Refill		Pc	3000	
12.	Harpic(1000ml)		Pc	900	
13.	Hit Black(625ml)		Pc	5000	
14.	Hit Red(625ml)		Pc	1000	
15.	Markin cloth (Brand- Chetak)		Mtr	1800	
16.	Pears soap		Pc	4000	
17.	Fiama Soap (125 gm)		Pc	250	
18.	Nivea Crème Soap (125 gm)		Pc	750	
19.	Nivea Shower Gel (250ml)		Pc	200	
20.	Lifebuoy care soap(small)		Pc	100	
21.	Dettol Hand wash liquid pump (200 ml)		Pc	1800	
22.	Dettol Hand wash liquid pouch 500 ml		Pc	300	
23.	Ujjala Napthalene Ball(100gm pack)		Pkt	1500	
24.	Odonil(75gm)		Pkt	1700	
25.	Nemyl Neem Based Green Phenyl(1000ml)		Pc	200	
26.	Scented Phenyl (Citro-500ml)		Pc	4200	
27.	Lizol(1000ml)		Pc	900	

28.	Aer Room Freshner (Godrej)		Pc	2100	
29.	Surf Excel (01kg) Quick wash		Pkt	1000	
30.	Radiant Toilet Acid 500ml		Pc	10	
31.	Vim bar big size		Pc	900	
32.	Odopic Bar 500gm		Pc	3000	
33.	Vim Liquid utensil cleaner (500ml)		Pc	700	
34.	Ezee (1000ml)		Pc	200	
35.	Shuttle Cock Yonex AS2		Pc	200	
36.	Bombay Dyeing Tulip Towel (150cm*75cm)		Pc	600	
37.	Black Phenyl (Eagle -1000ml)		Pc	50	
38.	Nayasa Cover Dustbin with basket		Pc	60	
39.	Borosil Vision glass large size		Pkt	70	
40.	Yera Drinking Glass		Pcs	800	
41.	Borosil Jug (1.25 ltr)		Pc	60	
42.	Glass Jug (1.3 ltr)		Pc	140	
43.	Freeze Bottle (1.5 ltr)		Pc	850	
44.	Borosil Bottle (1000ml)		Pc	50	
45.	Red Harpic (1000ml)		Pc	144	

Date

Place.....

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 (Authorised 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 Stationery articles	Name of Brand	Unit	Tentative annual Requirement (Which may vary)	Unit Price including GST
1.	DFC Paper (17" X 27")		Ream	175	
2.	Azurlaid Paper (17" X 27")		Ream	40	
3.	Cello Tape (1" Brwon/Transparent) (Brand-premier/wonder)		Pc	400	
4.	Cello Tape (2" Brwon/Transparent) (Brand-premier/wonder)		Pc	600	
5.	Envelope White (6X3½) (Brand-Rachna/Tajmahal)		Pc	2000	
6.	Envelope Polynet (Legal Size) (Brand –Safety)		Pc	5000	
7.	Envelope Polynet (A4 Size) (Brand-Safety)		Pc	2000	
8.	Envelope Polynet (16 X12) (Brand-Safety)		Pc	4000	
9.	Envelope Craft(10X4.5) with printing (Brand-Rachna)		Pc	50000	
10.	Envelope White (10 X 4.5) (Brand-Tajmahal/Rachna)		Pc	1200	
11.	File Board (Brand-TWAVE)		Pc	10000	
12.	Fevi Stick(15gm) (Brand-Kores)		Pc	650	
13.	HI-Tech Pilot Pen (Brand-Luxor) (V-5 / V7)		Pc	300	
14.	Uniball Pen (.57)		Pc	100	
15.	Jotter Refill (Brand-Luxor/Linc)		Pc	1500	
16.	H.B.Pencil (Brand- Apsara/Camlin/Natraj)		Pc	3500	
17.	Pencil Eraser (Brand-Apsara)		Pc	1000	
18.	Sharpner (Brand-Apsara)		Pc	500	
19.	Plastic File Cover (L-Folder) (with printing) (FS Size) (Brand-TWAVE)		Pc	3500	
20.	Short Hand Note Book (200 pages) (Brand-TWAVE)		Pc	1200	
21.	Sketch Pen - sign pen (Brand-Luxor)		Pc	1500	
22.	Stapler -10 Nos (Brand-Kangaro)		Pc	250	
23.	Stapler Pin Small size -10 No. (Brand-Kangaro)		Pkt	1000	
24.	Stapler Pin Big Size -45 No. (Brand-Kangaro)		Pkt	80	
25.	Cotton Lace		Mtr	46000	
26.	White Tag (10")		Bunch	5500	

27.	Blue/Green Tag (18")		Bunch	750	
28.	Xerox paper (A4 size - 75 GSM) (Brand – J.K. Copier)		Pkt	4000	
29.	Xerox Paper (F.S. Size- 75 GSM) (Brand – J.K. Copier)		Pkt	4000	
30.	Pink File Cover (with Printing, lamination and 06 repits) (Brand-TWAVE)		Pc	34000	
31.	Yellow File Cover (with Printing, lamination and 06 repits) (Brand-TWAVE)		Pc	17000	
32.	Judgment/Ledger Paper (FS size) (Brand-TWAVE)		Pkt	150	
33.	Re- sticky Colour Flag -04 colour (Brand- Oddy)		Pad	2500	
34.	Ruled Register (16 No.)		Pc	350	
35.	Ruled Register (08 No.)		Pc	300	
36.	Gum Paste tube (Fevicol- MRP 10/-)		Tube	1500	
37.	Water Sponge- Dumper (Brand-Oddy)		Pc	400	
38.	Highlighter (Brand- Faber Castle)		Pc	100	
39.	Assorted Pin (Oddy)		Pkt	1200	
40.	Brown Paper (Big Size)		Sheets	1000	
41.	Dot Pen Holder		Pc	200	
42.	Whitner Kores		Pc	200	
43.	Pentonics Pen		Pc	1000	
44.	Kangaroo DP 800 Punching Machine		Pc	20	
45.	Plastic Button Folder File		Pc	300	
46.	Scissors (8") (Brand- Kangaro/Oddy)		Pc	30	
47.	Waterman Hemisphere Mars Black GT BP or similar pen.		Pc	20	
48.	Parker Ambient Black GT BP or similar pen.		Pc	20	
49.	Parker Fusion Full Gold GT BP or similar pen.		Pc	05	
50.	Parker Fusion Deluxe Black GT BP or similar pen.		Pc	05	
51.	Parker Frontier Steel RB or similar pen.		Pc	146	
52.	Parker Vector Standard BP or similar pen.		Pc	146	
53.	Parker Folio Ball Pen or similar pen.		Pc	540	
54.	Reynolds Trimax Gold or similar pen.		Pc	540	
55.	Reynolds Jetter Metallaiica FX or similar pen.		Pc	320	

Date

Place.....

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 (Authorised Signatory)
 Seal of the Firm/Agency