

HIGH COURT OF JHARKHAND, RANCHI

Notice for supply of stationery articles/miscellaneous housekeeping articles/ cartridges & toners and pens.

Dated : 08th January, 2019.

Four separate sealed quotations are invited from the bonafide reputed local firms/shops/supplier bearing valid GST registration and have requisite experience for supply of following categories of articles for the period of one year.

1. Stationery articles (details are at tabular chart 'A').
2. Miscellaneous housekeeping articles (details are at tabular chart 'B').
3. Cartridges & Toners (details are at tabular chart 'C').
4. Pens (details are at tabular chart 'D').

The quotations alongwith samples must be submitted before the office of the undersigned on any working days during office timing (i.e. 10 AM to 05 PM) on or before 23rd January, 2019.

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

Terms & condition

1. Quoted rate will remain valid for the period of one year.
2. Price quoted must be inclusive of all taxes and delivery charges.
3. No quotation will be entertained after due date.
4. No quotation will be accepted without samples.
5. Delivery of articles must be completed within 15 days from date of order.
6. The court reserves the right to accept or reject any or all tenders without assigning any reason.
7. The material should be in good condition of specified specification having the original packing intact.
8. Only authorized dealer/retailer/partner of H.P. are required to submit the quotation for the supply of cartridges and toners and they have to submit their authorization letter with quotation.
9. Any clarifications may be obtained from the Stationery department of the Court during 10:00 am to 5:00 pm on any working days.

Tabular Chart- A

| Sl.No. | Stationery Articles | Unit price including GST |
|--------|---|--------------------------|
| 1. | Azurlaid Paper(17" X 27") | ₹ per ream |
| 2. | D.F.C. Paper (17" X 27") | ₹ per ream |
| 3. | Cello Tape premier (1" Brown and Transparent) | ₹ per pc |
| 4. | Cello Tape premier (2" Brown and Transparent) | ₹ per pc |
| 5. | Dot Pen Holder (Linc -631 or any other similar pen for pen stand) | ₹ per pc |
| 6. | Envelope Cloth Lined (Legal Size) | ₹ per 100 pcs |
| 7. | Envelope Cloth Lined (A4 Size) | ₹ per 100 pcs |
| 8. | Envelope Craft (Legal Size) | ₹ per 100 pcs |
| 9. | Envelope Craft (A4 Size) | ₹ per 100 pcs |
| 10. | Envelope Craft(10x 4.5) with printing | ₹ per 1000 pcs |
| 11. | Envelope White (6x3.5) | ₹ per 100 pcs |
| 12. | File Board | ₹ per pc |
| 13. | Fevi Stic (08gm or larger size) | ₹ per pc |
| 14. | Hi-Tech Pilot Pen (Luxar) | ₹ per pc |
| 15. | Hi-tech Pilot Pen Ink | ₹ per pc |
| 16. | Jotter Refill (Linc/Camlin/Win) | ₹ per pc |
| 17. | Jetter Refill (Reynolds/Rorito) | ₹ per pc |
| 18. | Paper Pin (T-pin, Oddy – 40 gm) | ₹ per pkt |
| 19. | H.B.Pencil (in different Shades) | ₹ per pc |
| 20. | Pencil Eraser(Apsara) | ₹ per pc |
| 21. | Plastic File Cover (L-Folder) (with printing) (FS Size) | ₹ per pc |
| 22. | Short Hand Note Book (200 pages) | ₹ per pc |
| 23. | Sketch Pen (luxar -sign pen) | ₹ per pkt (10 pcs) |
| 24. | Stapler pin Big Size (Kangaro- 45) | ₹ per pkt |
| 25. | Stapler Pin Small size (Kangaroo – 10No.) | ₹ per pkt |
| 26. | Cotton Lace | ₹ per mtr |
| 27. | Tag (8") (Best quality) | ₹ per bunch |
| 28. | Tag (12") | ₹ per bunch |
| 29. | J.K. Xerox Paper (A4 Size -75GSM) | ₹ per pkt |
| 30. | J.K. Xerox Paper (F.S Size- 75 GSM) | ₹ per pkt |
| 31. | Pink File Cover (with Printing, lamination and 06 repits) | ₹ per pc |
| 32. | Yellow File Cover (with Printing, lamination and 06 repits) | ₹ per pc |
| 33. | Special Yellow File Cover (with Printing, four flap and board) | ₹ per pc |
| 34. | Re-sticky Colour Flag (Oddy/Claro) 03 or 04 colour | ₹ per pad |
| 35. | Ruled Register (16 No.) | ₹ per pc |
| 36. | Pen Stand 04 poke | ₹ per pc |
| 37. | Marker Pen | ₹ per pc |
| 38. | Camel/ Kores/ Camlin Gum Paste tube. | ₹ per tube |
| 39. | Oddy Water Sponge | ₹ per pc |
| 40. | Oddy Sticker Paper (A4 size) | ₹ per pkt (100 sheets) |
| 41. | Sutli | ₹ per kg |
| 42. | Ink for Seal (Kores Duplicating Ink) | ₹ per pc |
| 43. | Sealing Lac | ₹ per pkt |
| 44. | Uniball Pen (.57) | ₹ per pc |
| 45. | Highlighter (Faber Castle) | ₹ per pc |

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| 46. | Conference Pad Oddy/Neelgagan (Size 14x21 cm, 10 sheet, Ruled/Plain) | ₹ | per pc |
| 47. | Notebook (size 14X 21 cm, 10 sheets, Single colour printing, Plain/Ruled, 68 gsm) | ₹ | per pc |
| 48. | Slipbook (size 13.5X 21.5 cm, 50 sheets, Single colour printing, Plain/Ruled) | ₹ | per pc |
| 49. | Slipbook (Size 10.5 X 17 cm, 50 sheets, singly colour printing, plain, 55 gsm) | ₹ | per pc |
| 50. | Tracing Paper (90/95 GSM)(Size- 210mm X297mm) | ₹ | per pkt (250 sheets) |

Tabular Chart- B

| Sl. No. | Miscellaneous Housekeeping Articles | Unit price including GST | |
|---------|---|--------------------------|---------|
| 1. | Agarbatti (100gm) Bharat Darshan | ₹ | per pkt |
| 2. | Agarbatti (100gm) Mangaldeep | ₹ | per pkt |
| 3. | Airwick Freshmatic Refill with Machine | ₹ | per pc |
| 4. | Airwick Freshmatic Refill | ₹ | per pc |
| 5. | Battery 'AAA' Size (Eveready - Red) | ₹ | per pc |
| 6. | Pencil Battery 'AA' Size (Eveready- Red) | ₹ | per pc |
| 7. | Bleaching Powder (Luxol- 500 gm) | ₹ | per pkt |
| 8. | Candle (Kiran) (06 pcs Pack) | ₹ | per pc |
| 9. | Colin (500 ml) | ₹ | per pc |
| 10. | Nyasa Dustbin (WP Basket) | ₹ | per pc |
| 11. | Gamaxine Powder (500gm-packet) | ₹ | per pkt |
| 12. | Good Knight Xpress Machine (Combo pack) | ₹ | per pc |
| 13. | Good Knight Xpress Refill | ₹ | per pc |
| 14. | Good Knight Coil (Active Neem / Low Smoke) | ₹ | per pkt |
| 15. | Good Knight Mat | ₹ | per pkt |
| 16. | Good Knight Mat Disc Machine | ₹ | per pc |
| 17. | Harpic (500ml) | ₹ | per pc |
| 18. | Hit Black (625ml) | ₹ | per pc |
| 19. | Hit Red (625ml) | ₹ | per pc |
| 20. | Markin Cloth | ₹ | per mtr |
| 21. | Pears Soap | ₹ | per pc |
| 22. | Medimix Soap | ₹ | per pc |
| 23. | Fiama Di-wills Soap | ₹ | per pc |
| 24. | Nivea Crème Soap | ₹ | per pc |
| 25. | Nivea Shower Gel | ₹ | per pc |
| 26. | Lifebuoy care (small) Soap | ₹ | per pc |
| 27. | Dettol/Godrej Hand Wash liquid pump 215ml | ₹ | per pc |
| 28. | Dettol/Godrej Hand wash liquid pouch 180 ml | ₹ | per pc |
| 29. | Naphthalene Ball (100gm- pack) | ₹ | per pkt |
| 30. | Odonil (75 gm) | ₹ | per pkt |
| 31. | Nemyl Neem Based Green Phenyl (1000ml) | ₹ | per pc |
| 32. | Scented Phenyl (Citro - 500ml) | ₹ | per pc |
| 33. | Lizol (500ml) | ₹ | per pc |
| 34. | Rat Killer (Rodenticide) HIT | ₹ | per pc |

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| 35. | Room Fresher (Premium/Godrej) | ₹ | per pc |
| 36. | Surf Excel / Ariel (01 Kg pack) | ₹ | per pkt |
| 37. | Toilet Acid (Radiant) | ₹ | per pc |
| 38. | Vim Bar / Odopic Bartan Bar | ₹ | per pc |
| 39. | Vim Powder (01kg) | ₹ | per pkt |
| 40. | Harpic Flushmatic | ₹ | per pc |
| 41. | Dettol liquid utensil cleaner (400ml) | ₹ | per pc |
| 42. | Glass (Yera - T10C) | ₹ | per pc |
| 43. | Glass (Borosil) | ₹ | per pkt (06 pcs) |
| 44. | Plastic Jug (1.25 ltr and above) | ₹ | per pc |
| 45. | Freeze Bottle | ₹ | per pc |
| 46. | Pearlpet Freeze Bottle (Better quality) | ₹ | per pc |
| 47. | Shuttle Cock (Yonex - Aerosena-02) | ₹ | per pc |
| 48. | Bombay Dyeing /Raymonds/S.Kumar Towel (150cm X 75cm) | ₹ | per pc |
| 49. | Bombay Dyeing/Raymonds Towel/S.kumar (120cm X 60cm) | ₹ | per pc |

Tabular Chart- C

| Sl. No. | Cartridges & Toners | Unit price including GST | |
|---------|---------------------------------|--------------------------|--------|
| 1. | H.P. 88A Toner | ₹ | per pc |
| 2. | H.P. 78A Toner | ₹ | per pc |
| 3. | H.P. 79A Black Toner Cartridge | ₹ | per pc |
| 4. | H.P. 12A Toner | ₹ | per pc |
| 5. | H.P. 802 Black Ink Cartridge | ₹ | per pc |
| 6. | H.P. GT 51/52 Deskjet Cartridge | ₹ | per pc |

Tabular Chart- D

| Sl. No. | Description of Pen | Unit price including GST | |
|---------|--|--------------------------|--------|
| 1 | Parker Ambient Black & Gold GT RB or similar pen | ₹ | per pc |
| 2 | Parker Insignia (Slim) Shiny Chrome GT BP Or Similar pen | ₹ | per pc |
| 3 | Parker Fusion Full Gold GT BP or similar pen | ₹ | per pc |
| 4 | Parker Fusion Deluxe Black GT BP or similar pen | ₹ | per pc |
| 5 | Parker Frontier Steel RB or similar pen | ₹ | per pc |
| 6 | Parker Vector Standard BP or similar pen | ₹ | per pc |
| 7 | Perrie Cardin V-King BP or similar pen | ₹ | per pc |
| 8 | Reynolds/Rorito Trimax Gold or similar pen | ₹ | per pc |
| 9. | Reynolds Jetter Metallica FX or similar pen | ₹ | per pc |