

HIGH COURT OF JHARKHAND, RANCHI

Notice for supply of Stationery articles and Miscellaneous housekeeping articles

Tender Notice No. 08/2022/Sty

Date : 16th August, 2022

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. 2022-2023.

- 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 07th September, 2022.

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** : 07th September, 2022.
2. **Opening date of Tender:**
 - a. Technical bid : On next working day in the chamber of the Registrar (Establishment).
 - b. 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. **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, Jharkhand High Court" payable at Ranchi. The Security Deposit would be returned after the completion of financial year 2022-2023.
5. **Eligibility Criteria for bidder:**
 - a. **Experience** : 05 years experience in supply of Goods to Government/PSU/Corporation/Board etc.
 - b. **Financial Turnover** : Rs. 20,00,000/- (Rupees twenty lakh only), which will be calculated on average of 05 consecutive financial years i.e. 2017-2018 to 2021-2022.
 - c. **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 / half-yearly/ 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 / 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 31/03/2023 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, 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 a week, failing which the legal action will be taken as deemed fit by the Hon'ble Court.
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 products.
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. quality of products etc.

Tender for supply of Miscellaneous Housekeeping Articles/ Stationery Articles

1. Name of the Agency/Firm
2. Address of the Agency/Firm
3. Name of the person/representative of agency entrusted for supply/communication with the Hon'ble Court.....
4. Contact Number and e-mail Id. of agency.....
5. GST No.
6. Turnover Certificate (Attach copy certified by chartered Accountant/Cost Accountant)
7. Experience in supply of Goods to Government/PSU/Corporation/Boards etc (in years).....
8. Small Scale Industry (SSI) /Micro, Small and Medium Enterprises (MSME) registration Certificate No. and Date of Registration
9. 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

10. 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 31/03/2023.

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

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	600	
2.	Bharat Darshan Agarbatti(100gm)		Pkt	800	
3.	Airwick Freshmatic Machine with Refill		Pc	80	
4.	Airwick Freshmatic Refill		Pc	400	
5.	Eveready Battery 'AAA' size		Pc	1000	
6.	Eveready Pencil Battery 'AA' Size		Pc	1500	
7.	Luxol 400gm		Pkt	1000	
8.	Kiran Candle		Pkt	200	
9.	Colin(500ml)		Pc	400	
10.	Hindol 500gm		Pkt	200	
11.	Good Knight Gold Flash Machine with Refill (Combo Pack)		Pc	600	
12.	Good Knight Gold Flash Refill		Pc	1700	
13.	Good Knight Coil(Active Neem)		Pkt	100	
14.	Good Knigh Mat Machine		Pc	60	
15.	Good Knight Mat		Pkt	300	
16.	Harpic(1000ml)		Pc	720	
17.	Hit Black(625ml)		Pc	5000	
18.	Hit Red(625ml)		Pc	1400	
19.	Markin cloth (Brand- Chetak)		Mtr	1200	
20.	Pears soap 75gm		Pc	6000	
21.	Medimix Soap(125gm)		Pc	30	
22.	Fiama Soap (125 gm)		Pc	400	
23.	Nivea Crème Soap (125 gm)		Pc	800	
24.	Nivea Shower Gel		Pc	360	
25.	Lifebuoy care soap(small)		Pc	600	
26.	Dettol Hand wash liquid pump (200 ml)		Pc	1000	
27.	Dettol Hand wash liquid pouch 175ml		Pc	800	

28.	Ujjala Napthalene Ball(100gm pack)		Pkt	1500	
29.	Odonil(75gm)		Pkt	800	
30.	Nemyl Neem Based Green Phenyl(1000ml)		Pc	400	
31.	Scented Phenyl (Citro-500ml)		Pc	3600	
32.	Lizol(1000ml)		Pc	800	
33.	Rat Killer (Rodenticide) HIT		Pc	200	
34.	Aer Room Freshner (Godrej)		Pc	1200	
35.	Surf Excel (01kg) Quick wash		Pkt	1000	
36.	Radiant Toilet Acid 500ml		Pc	100	
37.	Vim bar 300gm		Pc	1500	
38.	Odopic Bar 500gm		Pc	3000	
39.	Odopic Powder – 01 kg		Pc	100	
40.	Vim Liquid utensil cleaner (500ml)		Pc	600	
41.	Ezee (1000ml)		Pc	360	
42.	Dettol antiseptic Liquid (1000ml)		Pc	60	
43.	Shuttle Cock Yonex AS2		Pc	310	
44.	Bombay Dyeing Tulip Towel (150cm*75cm)		Pc	400	
45.	Bombay Dyeing Towel Flora (150cm*75cm)		Pc	360	
46.	Cover Dustbin with basket		Pc	60	
47.	Borosil Vision glass large size		Pkt	60	
48.	Yera Drinking Glass		Pkt	180	
49.	Borosil Jug (1.25 ltr)		Pc	50	
50.	Treo Jug (1.3 ltr)		Pc	130	
51.	Freeze Bottle (1.5 ltr)		Pc	850	
52.	Borosil Bottle (1000ml)		Pc	50	
53.	Harpic Flushmatic		Pc	120	

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

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	180	
2.	Azurlaid Paper (17" X 27")		Ream	120	
3.	Cello Tape (1" Transparent) (Brand- premier or other)		Pc	400	
4.	Cello Tape (2" Brown) (Brand- premier or other)		Pc	200	
5.	Cello Tape (2" Transparent) (Brand- premier or other)		Pc	200	
6.	Envelope Polynet (Legal Size) (Brand –Safety)		Pc	1500	
7.	Envelope Polynet (A4 Size) (Brand-Safety)		Pc	1000	
8.	Envelope Polynet (16 X12) (Brand-Safety)		Pc	2000	
9.	Envelope Craft (Legal Size) (Brand-Tajmahal)		Pc	500	
10.	Envelope Craft(A4 Size) (Brand-Rachna)		Pc	500	
11.	Envelope Craft(10X4.5) with printing (Brand-Rachna)		Pc	40000	
12.	Envelope White (6 X 3.5) (Brand-Tajmahal)		Pc	3000	
13.	File Board (Brand-TWAVE)		Pc	15000	
14.	Fevi Stick(15gm) (Brand-Kores)		Pc	600	
15(i).	Waterman Hemisphere Mars Black GT BP or similar pen		Pc	21	
15(ii).	Parker Ambient Black GT BP or similar pen		Pc	21	
15(iii).	Parker Fusion Full Gold GT BP or similar pen		Pc	06	
15(iv).	Parker Fusion Deluxe Black GT BP or similar pen		Pc	06	
15(v).	Parker Frontier Steel RB or similar pen		Pc	130	
15(vi).	Parker Vector Standard BP or similar pen		Pc	130	
15 (vii)	Parker Folio Ball Pen or similar pen		Pc	530	
15 (viii)	Reynolds Trimax Gold or similar pen		Pc	530	
15 (ix)	Reynolds Jetter Metalllica FX		Pc	360	
16.	HI-Tech Pilot Pen (Brand-Luxor)		Pc	1000	

17.	Jotter Refill (Brand-Luxor)	Pc	2500	
18.	Jetter Refill (Brand-Reynolds/Rorito)	Pc	4000	
19.	H.B.Pencil (Brand- Apsara Absolute Dark)	Pc	3000	
20.	Pencil Eraser (Brand-Apsara)	Pc	2000	
21.	Plastic File Cover (L-Folder) (with printing) (FS Size) (Brand-TWAVE)	Pc	6000	
22.	Short Hand Note Book (200 pages) (Brand-TWAVE)	Pc	2000	
23.	Sketch Pen - sign pen (Brand-Luxor)	Pc	2000	
24.	Stapler -10 Nos (Brand-Kangaro)	Pc	300	
25.	Stapler Pin Big Size -45 No. (Brand-Kangaro)	Pc	200	
26.	Stapler Pin Small size -10 No. (Brand-Kangaro)	Pkt	1500	
27.	Cotton Lace	Mtr	50000	
28.	White Tag (10") (Brand- Perfect)	Bunch	4000	
29.	Blue/Green Tag (18")	Bunch	500	
30.	Xerox paper (A4 size - 75 GSM) (Brand – J.K. Copier)	Pkt	3000	
31.	Xerox Paper (F.S. Size- 75 GSM) (Brand – J.K. Copier)	Pkt	4000	
32.	Pink File Cover (with Printing, lamination and 06 repits) (Brand-TWAVE)	Pc	45000	
33.	Yellow File Cover (with Printing, lamination and 06 repits) (Brand-TWAVE)	Pc	15000	
34.	Judgment/Ledger Paper (FS size) (Brand-TWAVE)	Pkt	1000	
35.	Re- sticky Colour Flag -04 colour (Brand- Oddy)	Pad	2000	
36.	Ruled Register (16 No.)	Pc	200	
37.	Ruled Register (08 No.)	Pc	200	
38.	Marker Pen (Brand- Luxor) (OHP/CD Marker)	Pc	500	
39.	Gum Paste tube (Fevicol)	Tube	2000	
40.	Water Sponge- Dumper (Brand-Oddy)	Pc	500	
41.	Uniball Pen (.57)	Pc	1000	
42.	Highlighter (Brand- Faber Castle)	Pc	600	
43.	Stapler Big Size 45No. (Brand- Kangaro)	Pkt	200	
44.	Stamp Pad (Small) (Brand-Faber Castle)	Pc	50	
45.	Stamp Pad (Big) (Brand-Camlin/Ashoka)	Pc	50	

46.	Sharpner (Brand-Apsara)		Pc	500	
47.	One hole Punching machine (Brand- Kangaro)		Pc	200	
48.	Two hole punching machine Brand- Kangaro)		Pc	50	
49.	Pen stand double pokes		Pc	50	
50.	Pen stand four pokes		Pc	50	
51.	Paper Cutter (Brand- Oddy/Premier)		Pc	1000	
52.	Wooden Poker (Botkin)		Pc	500	
53.	Scissors (8") (Brand- Kangaro/Oddy)		Pc	100	
54.	Arch Lever File		Pc	200	
55.	Stick File (FS size)		Pc	300	
56.	Paper weight glass		Pc	200	
57.	Paper weight acrylic (Designer)		Pc	100	
58.	Spring/Lever File		Pc	200	

Date

Place.....

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(Authorised Signatory)
Seal of the Firm/Agency