

HIGH COURT OF JHARKHAND, RANCHI

Notice for supply of Stationery articles and Miscellaneous Housekeeping articles

Tender Notice No. 02/2025/Sty.

Dated: 21.08.2025

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. 2025-2026.

- 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 September 12, 2025.

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 the office of the undersigned on any working days during office timing (from 11 AM to 04 PM) on or before September 12, 2025.

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 : September 12, 2025
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 2025-2026.
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. 2020-2021 to 2024-2025.
 - 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 31.03.2026 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 thereof 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 aticles	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.	1250	
3.	Airwick Freshmatic Refill		Pc.	400	
4.	Eveready Battery 'AAA' size		Pc.	2000	
5.	Eveready Battery 'AA' size		Pc.	1500	
6.	Luxol 400gm (Bleaching powder)		Pc.	400	
7.	Colin (500ml)		Pc.	500	
8.	Hindol 500gm (Gamaxine powder)		Pc.	300	
9.	Good Knight Gold Flash Machine with Refill (Combo pack)		Pc.	500	
10.	Good Knight Gold Flash Refill		Pc.	3000	
11.	Harpic (1000ml)		Pc.	600	
12.	Hit Black (625ml)		Pc.	6000	
13.	Hit Red (625ml)		Pc.	1200	
14.	Pears Soap (100gm)		Pc.	7000	
15.	Fiama Soap (125gm)		Pc.	400	
16.	Dove Soap (125g)		Pc.	600	
17.	Lifebuoy Soap (small)		Pc.	300	
18.	Nivea Shower Gel (250ml)		Pc.	100	
19.	Dettol Handwash liquid pump (200ml)		Pc.	1500	
20.	Dettol Handwash liquid pouch 175ml		Pc.	1000	
21.	Dettol Handwash liquid pouch 500ml		Pc.	500	
22.	Ujjala Napthalene Ball (100gm pack)		Pkt.	1000	
23.	Odonil (75gm)		Pkt.	500	
24.	Nemyl Neem Based Green Phenyl (1000ml)		Pc.	200	
25.	Scented Phenly Citro-500ml		Pc.	3000	
26.	Lizol (1000ml)		Pc.	800	
27.	Aer Room Freshner (Godrej)		Pc.	2000	
28.	Surf Excel (01kg) Quick wash		Pkt.	500	
29.	Vim Bar 300gm		Pc.	1200	
30.	Odopic Bar 500gm		Pc.	2000	
31.	Vim Liquid utensil cleaner (500ml)		Pc.	500	
32.	Ezee (1000ml)		Pc.	300	
33.	Shuttle Cock Yonex AS2		Pkt.	400	
34.	Bombay Dyeing Tulip Towel (150X75cm)		Pc.	850	
35.	Nayasa Cover Dustbin with basket		Pc.	120	
36.	Borosil Vision Glass large size		Pkt.	80	
37.	Yera Drinking Glass		Pc.	1000	
38.	Borosil Jug (1.25ltr.)		Pc.	100	

39.	Glass Jug (1.3ltr.)		Pc.	200	
40.	Freeze Bottle (1ltr. Of cello/milton)		Pc.	1200	
41.	Borosil Bottle with handle (1.3ltr)		Pc.	50	
42.	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 aticles	Name of Brand	Unit	Tentative annual requirement (which may vary)	Unit Price inclusive of GST
1.	DFC Paper (17" X 27")		Ream	200	
2.	Azurlaid Paper (17" X 27")		Ream	120	
3.	Cell Tape (1" Brown/Transparent)Brand-Premier/Wonder		Pc.	600	
4.	Cell Tape (2" Brown/Transparent)Brand-Premier/Wonder		Pc.	1000	
5.	Envelope Polynet (legal size) brand-Safety		Pc.	5000	
6.	Envelope Polynet (A4 size) brand-Safety		Pc.	4000	
7.	Envelope Polynet (16X 12) brand-Safety		Pc.	3000	
8.	Envelope Polynet (11X 5) brand-Safety		Pc.	1000	
9.	Envelope Craft brown (10X4.5) with printing brand-Tajmahal/Rachana		Pc.	60000	
10.	Envelope white (10X4.5) brand-Tajmahal/Rachana		Pc.	5000	
11.	Envelope white (6X3.5) brand-Tajmahal/Rachana		Pc.	5000	
12.	Envelope white (7X5) brand-Tajmahal/Rachana		Pc.	2000	
13.	File Board (brand-TWAVE/better quality)		Pc.	12000	
14.	Fevistick (15gm) (Brand-Kores/Luxor)		Pc.	1200	
15.	Pilot Hi-Tech V5/V7 Pen		Pc.	1000	
16.	Uniball pen (0.5)		Pc.	500	
17.	H.B. Pencil Extra Dark (Domes/Apsara)		Pc.	6000	
18.	Pencil Eraser (Brand-Apsara)		Pc.	2000	
19.	Pencil Sharpner (Brand-Apsara)		Pc.	500	
20.	Plastic L-folder file cover with printing (FS size) (Brand-TWAVE)		Pc.	4000	
21.	Short Hand Note Book (200pages) (Brand-TWAVE)		Pc.	3000	
22.	Sketch Pen-sign pen (Brand-Luxor)		Pc.	2000	
23.	Stapler-10 Nos (Brand-Kangaro)		Pc.	200	
24.	Stapler pin small size-10 No. (Brand-Kangaro)		Pkt.	2000	
25.	Cotton Lace		Mtr.	50000	
26.	White Tag (10")		Bunch	3000	
27.	Blue/Green Tag (18")		Bunch	500	
28.	Photocopy paper (A4size)75GSM J.K.Copier		Pkt.	5000	
29.	Photocopy paper (FS size)75GSM J.K.Copier		Pkt.	5000	
30.	Pink File Cover (with printing, lamination and 06repits) (Brand-TWAVE)		Pc.	40000	
31.	Yellow File cover with printing, lamination and 06repit (Brand-TWAVE)		Pc.	25000	
32.	Judgment Paper/Ledger paper (FS size) with printing 95GSM (Brand-TWAVE)		Pkt.	1200	
33.	Rule Register 8No.		Pc.	200	
34.	Rule Register 16No.		Pc.	800	

35.	Re-sticky flag-04 colour (Brand-Oddy)		Pad	3000	
36.	Gum paste tube -20gm (Brand-Fevicol)		Tube	2500	
37.	Water sponge/damper (Brand-Oddy)		Pc.	400	
38.	Highlighter (Brand-Faber Castle)		Pc.	300	
39.	Whitner-Kores/Luxor (7gm/ml)		Pc.	300	
40.	Pentonic Ball Pen		Pc.	2000	
41.	Pentonic Ball Pen Refill		Pc.	2000	
42.	Scissors-8" (Brand-Oddy/Kangaro)		Pc.	150	
43.	Sutli Brown Rope		Kg	200	
44.	Gum Bottle 700ml (Brand-Kores/Camel)		Bottle	60	
45.	Plastic Clip File Cover (Brand-Kea)		Pc.	100	
46.	Wooden Bodkin		Pc.	600	
47.	Paper Cutting Knife (Brand-Premier)		Pc.	1000	
48.	Pen stand 2poke (Brand-Kabica)		Pc.	100	
49.	Punching machine one hole (Kangaro-FP20)		Pc.	100	
50.	Waterman Hemisphere Mars Black GT BP or Similar pen		Pc.	15	
51.	Parker Ambient Black GT BP or similar pen		Pc.	15	
52.	Parker Fusion Full Gold GT BP or similar pen		Pc.	06	
53.	Parker Fusion Deluxe Black GT BP or similar pen		Pc.	06	
54.	Parker Frontier Matte Black or Similar pen		Pc.	20	
54.	Parker Frontier Steel RB or similar pen		Pc.	142	
55.	Parker Vector Standard BP or similar pen		Pc.	301	
56.	Parker Folio Ball Pen or Similar pen		Pc.	595	
57.	Reynolds Trimax Gold Pen or Similar pen		Pc.	416	
58.	Reynolds Jetter Metallica FX Pen or Similar Pen		Pc.	358	

Date.....

Place.....

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(Authorized Signatory)

Seal of the Firm/Agency