## IN THE HIGH COURT AT CALCUTTA Appellate Side

# NOTICE INVITING TENDER [ PPC/04/STATIONERY/N.I.Q/16-17 ]

Sealed Quotations are invited by the Deputy Registrar (Accounts), Appellate Side, Calcutta High Court from reputed & interested suppliers, dealers, whole-sellers (including all registered Cooperative Societies) for supply of all types of stationery articles for official use of the Appellate Side of this Hon'ble Court.

Willing participants must carefully read the Terms & Conditions of the instant Notice. Submission of Quotation by a participant will be construed as its acceptance of all such Terms & Conditions.

*The last date for submission of Quotations is 12.08.2016.* 

01.08.2016

Deputy Registrar (Accounts), A.S.

#### TERMS & CONDITIONS

#### A. SUBMISSION & ELIGIBILITY:

- 1. Quotations must be submitted in gala sealed envelopes with PPC/02/STATIONERY/NIQ/2016-17 super scribed on it (not stapled or taped)
- 2. Quotations must be submitted in the office of Assistant Registrar-VI, A.S on the working days only between 11.30 am to 4.30 p.m from 01.08.2016 to 12.08.2016. No Quotations, whether hand-delivered or sent by courier/post etc, will be received after 4.30p.m of 07.05.2016.
- 3. Quotations must be accompanied with (a) copy of PAN of the participant, (b) copy of VAT registration. (c) Quotation should be properly signed and stamped. (d) Quotation must contain Profession Tax Challan showing up to date payment of the same. (e) Quotation must be accompanied with copy of valid Trade Licence & IT Return for AY-2015-16 with proper acknowledgement of the IT Deptt.
- 4. Rates should be quoted freshly in English Type Written Form, No erasing or over writing will be allowed and rates should be inclusive of all taxes, charges, levies, vat if any, etc.

#### **B. PAYMENT**

5. This office shall make payment to the selected Supplier within 90(ninety) working days subject to the availability of fund and approval.

#### C. GENERAL

- 6. Canvassing, in any form, will render disqualification.
- 7. Address and Contact Number(s) of the participants must be clearly mentioned in the Quotation.

- 8. The Competent Authority of this Hon'ble Court may cancel the process at any time without ascribing any reason whatsoever. Further, the Hon'ble Court is not bound to accept the lowest quote, and may award contract to any such participant whose offer will reasonably be held to be substantially responsive.
- 9. In case the Hon'ble Court deems it necessary to publish any communication in this regard, the same shall be notified in the Official Website & Notice Boards of the A.S Establishment.
- 10. Quotation Form with total list of misc. stationery articles will be available at the Office of the Assistant Registrar -VI, Appellate Side, High Court Calcutta on the working days only between 11am to 2pm from 01.08.2016 to 06.08.2016.
- 11. The quoted rates in the tender shall be valid for the period 01.09.2016 to 31.08.2017. It may be extended for further period if considered necessary by the decision of Ld. Purchase Committee.
- 12. Rate will be quoted against each item as per item list in English in figures. No erasing or overwriting will be allowed.
- 13. All the items quoted should be of reputed make or brand.
- 14. After selection, sample of each article should be kept in the custody of the Forms & Stationery Branch of the Accounts Department.
- 15. Ordered articles should be delivered within 48 hours of the receipt of supply order and the supply should be made as per sample kept in the custody of the Deptt.
- 16.(i) In case of Registered Dealer who has submitted Sales Tax Return regularly 3% STDS or TCS will be deducted at the time of making payment of bills, (ii) In case of Unregistered Firms/ Registered Firms who have not submitted Sales Tax Return regularly 5% STDS or TCS will be deducted at the time of making payment of bills as per relevant rules.

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### **STATIONERY ARTICLES**

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### SL. NO.NAME DESCRIPTION

1	ARCH FILE BIG SIZE WITH STEEL LEVER	
2	AUTO CLIP FILE	
3	BATTERY DRY CELL	AA
4	BATTERY DRY CELL	AAA
5	BATTERY DRY CELL	Chargeable
6	BINDER'S CLIP	
7	BOARD PIN	
8	BOX FILE	
9	BRIEF COVER	
10	BRIEF CASE	18" LARGE, 45x36x14, EBT XL

12 x 12

BASKET (FOR TIFFIN)

12	CALCULATOR 12 DIGIT WITH DUAL POWER & 120 STEPS CHECK & CORRECT	
13	CARBON PAPERA4 & FS (BOTH BLACK & BLUE)	
14	CD-R (WITH BOX)	80/700 MB/52X (50PACKS)
15	CD-RW (WITH BOX)	80/700 MB/52X (50PACKS)
16	CELLO TAPE	LARGE 1", 60MTRS
17	CELLO TAPE	SMALL 0.5", 60MTRS
18	CELLO TAPE	BROWN 2", 60MTRS
19	CHANNEL FILE	TRANSPARENT PLASTIC (A4)
20	CHANNEL FILE	TRANSPARENT PLASTIC (FS)
21	CLIP FILE	FS WITH METAL CLIP
22	COAT HANGER	WOODEN
23	CLEANING LIQUID	500ML WITH DISPENSER (COLLINS)
24	CORRECTION FLUID	WITH DILUTER 15ML
25	CORRECTION PEN	7ML PRECISION METAL TIP

26 COTTON TAGBUNDLE OF 100PCS WITH 9" YARN & 20MM METAL ENDS 27 **COVER FILE** POLY COATED 16"x12" CROCODILE TRACING 28 CUP & DISH 6+6 IN BOXES (BONE CHINA) 29 **CLOTH DUSTER** 3x3 (COTTON) 30 **DESK MEMO STAND** 31 **DESK MEMO REFILL** 32 **FLASK** 1LITRE 33 **FAX ROLL ORIGINAL THERMAL ROLL 30MTS FEVI KWIK** 34 35 **FORK STEEL** 36 **FILE TRAY FS SIZE** 37 FLAT FILE **FOOT MAT** 38 39 **FOUNTAIN PEN** 

40	FOUNTAIN PEN INK	
41	GEL PEN	0.5 FINE (BLUE & BLACK)
42	GEL REFILL	0.5 FINE (BLUE & BLACK)
43	GEMS CLIP	PLASTIC COATED 26MM
44	GLASS	FOR DRINKING WATER
45	GLASS LID & MAT	
46	GLASS MARKER	
47	GUARD FILE	
48	GLUE STICK	15GMS STICK
49	GUM TUBE	20ML TUBE
50	GUM JAR	5KGS JAR
51	HIGHLIGHTER PEN	70ML
52	HIGH TECH PEN	
53	HIGH TECH PEN INK	

- 54 JOTTER PEN
- 55 JOTTER REFILL
- JUTE THREAD BALL 1KG = 15BALLS
- 57 KNIFE BIG WITH WOODEN HANDLE
- 58 KNIFE SMALL WITH WOODEN HANDLE
- 59 LETTER WRITING PAD
- 60 LOCK & KEYS 8 LEVERS
- 61 MAGNETIC BOARD PIN 6" PLASTIC MADE
- 62 MAGNECTIC PIN CUSHION
- 63 METAL CLIP
- 64 MOSQUITO REPELLANT OIL 45ML, GOOD KNIGHT
- 65 MOSQUITO REPELLANT MACHINE GOOD KNIGHT FOR 45ML
- 66 MOSQUITO REPLLANT SPRAY BOTTLE 400ML (RED & BLACK)
- 67 MARKER PEN

68	NAPTHALENE 20	OOGMS PACKET
69	PAPER CLIP	
70	PAPER WEIGHT GLASS	5
71	PEN STAND WITH CARD HOLDER PLA	ASTIC
72	PENCIL (HB) BOX OF 10 PENCILS	APSARA PLATINUM
73	PENCIL SHARPNER	
74	PEN DRIVE	8GB PLASTIC BODY
75	PEN DRIVE 16GB PLASTIC BO	ODY
76	PEN DRIVE 32GB PLASTIC BOD	DY
77	PIN NICKEL PLATED WITH PERFECT SOLID H	HEADS & NEEDLE POINTS
78	PIN CUSHION	
79	POKER WITH WOODEN HANDLE	
80	PUNCHING MACHINE DOUBLE 22 S	HEET CAPACITY
81	PUNCHING MACHINE SINGLE 22 SH	IEET CAPACITY

82	PLASTIC SCALE	12"
83	PLASTIC SCALE	06"
84	PLATE	BIG & SMALL
85	REFILL	RED -BLUE — BLACK
86	ROOM FRESHNER	125ML
87	RUBBER ERASER	NON-DUST
88	RIBBON PRINTER	LQDSI 5235
89	RIBBON PRINTER	MSP 455
90	SPOON	SIZE TABLE, STEEL
91	SPOON	SIZE TEA, STEEL
92	SCISSORS (OFFICE)	MEDIUM
93	SELF ADHESIVE PAGE M	IARKERS
94	SHORT HAND NOTE BO	OK 200 PAGES
95	STAMP PAD	110MMX 69MM(BLUE & BLACK)

96	STAMP PAD INK	50ML(BLUE & BLACK)
97	STAPLER	NO.10 15 SHEET CAPACITY
98	STAPLER	NO.45 30 SHEET CAPACITY
99	STAPLER	NO.23 140 SHEET CAPACITY
100	STAPLER PIN	FOR NO.10
101	STAPLER PIN	24/6 SIZE
102	STAPLER PIN	23/17-H
103	SOFT WRITE PEN	CELLO
104	SCOTCH BRITE S SHAPE	
105	TAPE	RED, 12MM
106	TAPE	WHITE, 12MM
107	TEA TRAY	18"X12"
108	TOILET CLEANER	HARPIC
109	TOILET AIR FRESHNER	ODOPIC WITH BOX

110	TOWEL B	OMBAY DYEING 150CMX75CM
111	TOWEL	GOOD QUALITY 150CMX75CM
112	TOWEL (HAND)	
113	TWO MOUTHED PEN	EXECUTIVE FINE TIP RED & BLUE
114	TYPE WRITING PAPER	FS SIZE
115	TYPE WRITER RIBBON	BLACK
116	USE & THROW PEN	FINE TIP (RED, BLUE, BLACK)
117	VIM LIQUID	200ML
118	WASTE PAPER BASKET	DURABLE PLASTIC 12"
119	TIFFIN BASKET	
120	Door Mat (various sizes)	
121	Coat Brush	
122	Water Pad	

- 123 TOILET BRUSH
- 124 JHOOL JHARU
- 125 PHOOL JHARU
- 126 RED THAN DUSTER
- 127 BROOM STICK
- 128 STICK DUSTER
- 129 WIPER
- 130 REVOLVING MOP
- 131 ROUND MOP
- 132 BLEACHING POWDER
- 133 PLASTIC DUSTBIN
- 134 LIQUID SOAP (5 LTR.)
- 135 UMBRELLA
- 136 VIM POWDER (1 KG.)

- 137 HOSE PIPE
- 138 LAGOON DUSTBIN BAG
- 139 NYLON MUG
- 140 NATHALENE (1 KG.)
- 141 PLASTIC BUCKET
- 142 IRON BUCKET