

High Court At Calcutta
In The Circuit Bench At Jalpaiguri

NOTICE INVITING QUOTATION

[PPC/CB/JPG/07/N/N.I.Q./25.04.2023]

The undersigned is directed to invite all the willing Govt. approved Wholesale Consumers' Co-operative Societies and General Order Suppliers to quote the rate of stationery articles, grocery, sanitary and other materials for supply of the same on request, to this office for the period from 1st June, 2023 to 31st December, 2023.

The rate so quoted should be exclusive of G.S.T.

The sealed cover will be opened on 15th May, 2023 at the Chamber of Ld. Registrar of this Hon'ble Court at 3.30 P.M.

The specific list of stationery articles (**ANNEXURE-A**) will be available on the website www.calcuttahighcourt.gov.in which can be downloaded from the respective website as stated. The representatives are advised to visit the Form & Stationary Section of the Circuit Bench Jalpaiguri to inspect the sample.

The supplier who will furnish the goods of superior quality at the lowest rates will be accepted and they are advised to supply goods against Orders on emergency basis and/or as per the requirement of the Hon'ble Court. Any subsequent detection of anomalies in quality, quantity or rates of the goods in part of the suppliers will be dealt with seriously.

TERMS & CONDITIONS

- Quotations should be submitted along with a copy of PAN and GST registration addressed to the "Deputy Registrar, Circuit Bench of Calcutta High Court at Jalpaiguri" on or before of 15.05.2023 between 11.30 a.m. to 3.00 p.m. on any working day and should be properly signed and stamped. The Hon'ble Court will not take responsibility for any delay, loss or non receipt of quotation sent by the post. The sealed envelopes will be opened on 15.04.2023 at 3.30 P.M.
- Rates should be quoted taking into account the description, make, type, specification and quantity of the articles for which quotations have been invited.
- Rates quoted should be inclusive of all applicable charges, taxes, duties and levies.

- If the quotation of any supplier, which is not enlisted with this Hon'ble Court, is selected, the concerned supplier may have to submit copies of documents such as Trade License and/or PAN etc. as and when the Deputy Registrar, Circuit Bench of Calcutta High Court at Jalpaiguri may direct.
- Conditional quotations will not be considered.
- Willing supplier submitting quotation should specify the address of its office and its Phone/Mobile number (and other contract numbers e.g. Fax, if available) for the purpose of quick communication in the event of urgency.
- Canvassing on the part of a supplier submitting quotation will render to cancellation of his quotation.
- This Hon'ble Court may award the contract to the supplier whose quotation has been determined to be substantially responsive and who has quoted the lowest evaluated price. However, the Hon'ble Court is not bound to accept the lowest bid. The Hon'ble Court reserves the right to accept or reject any or all quotations and to cancel the process at any time prior to the award of contract for any reason whatsoever.
- Willing suppliers submitting quotations should know that the articles supplied may have to be, delivered to the office of Circuit Bench of Calcutta High Court at Jalpaiguri as per instruction of the Deputy Registrar, Circuit Bench of Calcutta High Court at Jalpaiguri.
- Upon selection of quotation, concerned supplier would have to supply articles strictly according to the description / make / type / specification provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected supplier, the administration of this Hon'ble Court may take any or all such actions against the supplier as it may consider appropriate.



Deputy Registrar,
Circuit Bench of Calcutta High Court
at Jalpaiguri

ANNEXURE-A

| SL No | Items | Rates |
|--------------|--|--------------|
| 1. | JK COPIER 75 GSM A4 PAPER RIM | |
| 2. | PAGE MARKERS STICKY INDEX TABS/ FLAG | |
| 3. | BOMBAY DYEING COTTON TOWEL, 450 GSM (WHITE) 30 INCH X 60 INCH | |
| 4. | CELLO PLASTIC BUCKET (18 LITRES) | |
| 5. | CELLO PLASTIC MUG (1 LITRE) | |
| 6. | ADHESIVE CELLO TAPE WIDTH 2 INCH (48MM) LENGTH 100 METER (BROWN) | |
| 7. | ADHESIVE CELLO TAPE - 1/2 INCH (TRANSPARENT) | |
| 8. | CLOTH DUSTER (3FT X 3FT) | |
| 9. | COLIN GLASS AND SURFACE CLEANER LIQUID SPRAY - 500 ML | |
| 10. | CAMLIN WHITENER PEN, 15ML | |
| 11. | WOODEN COAT BRUSH | |
| 12. | CRIMINAL 6/PCS | |
| 13. | MILTON THERMOSTEEL FLIP LID FLASK, 1000 MILLILITERS | |
| 14. | LA OPALA CUP AND SAUCER SET - 6 PIECES OF CUP AND 6 PIECES OF SAUCER (CORAL CHARM) | |
| 15. | BROWN ENVELOPE 25X11, THICKNESS- 80GSM | |
| 16. | BROWN ENVELOPE 28X12, THICKNESS- 80GSM | |
| 17. | CLAY CRAFT BONECHINA DINNER SET 21 PCS | |
| 18. | LAOPALA BONECHINA DINNER SET 21 PCS | |
| 19. | GEM CLIPS 30MM, (150 PIECE) MULTI-COLOUR | |
| 20. | COASTER SET (PACK OF 6) | |
| 21. | FEVISTIK SUPER GLUE STICK 25G | |
| 22. | GOOD KNIGHT GOLD FLASH COMBO, (45ML) | |
| 23. | GOOD KNIGHT GOLD FLASH MOSQUITO REPELLENT REFILL (45ML) | |
| 24. | HARPIC POWER PLUS TOILET CLEANER - 500 ML | |
| 25. | CAMLIN HIGHLIGHTER PEN - PACK OF 5 ASSORTED COLOURS | |
| 26. | BLACK HIT SPRAY, 625ML | |
| 27. | REYNOLDS RACER GEL PEN | |
| 28. | JK COPIER 75 GSM LEGAL PAPER RIM | |
| 29. | LIFEBUOY GERM PROTECTION SOAP 40 G | |
| 30. | DETTOL LIQUID HAND WASH - 200ML BOTTLE | |
| 31. | LIZOL CITRUS DISINFECTANT SURFACE CLEANER 500 ML | |
| 32. | SNAP-OFF BLADE KNIFE 9 MM | |
| 33. | MAGNETIC BOARD PIN | |
| 34. | PIN CLIP MAGNETIC CUSHION | |
| 35. | CAMLIN BLACK PERMANENT MARKER PEN | |
| 36. | BENGAL CHEMICALS NAPHTHALENE BALL -200G | |
| 37. | PAPER CLIP | |
| 38. | ACRYLIC PAPER WEIGHT | |
| 39. | APSARA EXTRA DARK PENCIL | |
| 40. | EVEREADY RED AA PENCIL BATTERY | |
| 41. | EVEREADY RED AAA PENCIL BATTERY | |
| 42. | PEON BOOK SMALL 200PAGES | |
| 43. | CAMLIN EXAM SCALE - 12 INCHES | |
| 44. | KANGARO PUNCHING MACHINE (SINGLE) | |
| 45. | KANGARO PUNCHING MACHINE (DOUBLE) | |
| 46. | RED & BLUE PEN (MORISON) | |
| 47. | RED & BLUE PENCIL (ONE SIDE VERMILION, ONE SIDE PRUSSIAN BLUE) | |

ANNEXURE-A

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| 48. | JOTTER REFILL BLUE | |
| 49. | RECER REFILL GEL | |
| 50. | GODREJ AIR FRESHENER (240 ML,LAVENDER) | |
| 51. | APSARA NON DUST ERASERS | |
| 52. | SHORTHAND KHATA (EAGLE) - 200PAGES | |
| 53. | FABER-CASTELL STAMP PAD, 110 X 69 MM | |
| 54. | FABER-CASTELL STAMP PAD INK | |
| 55. | KANGARO NO.45 STAPLER | |
| 56. | KANGARO NO.10 STAPLER | |
| 57. | KANGARO NO.45 STAPLER PIN | |
| 58. | KANGARO NO.10 STAPLER PIN | |
| 59. | WHITE TAPE (12MM) | |
| 60. | TABLE TOP TRAY, PLASTIC (12" X 18") | |
| 61. | ODONIL BATHROOM AIR FRESHENER BLOCK (48G) | |
| 62. | RAYMOND 380 GSM 100% COTTON HAND TOWEL (40CM X 60CM) | |
| 63. | AGNI ICY GEL BALL POINT USE & THROW PEN | |
| 64. | PLASTIC MESH WASTE PAPER BIN | |
| 65. | BOROSIL GLASS (TRANSPARENT, 350ML) | |
| 66. | MILTON WATER BOTTLE (1000ML) | |
| 67. | DAMPER PAD/ COUNTING SPONGE | |
| 68. | UNI SIGNO PEN | |
| 69. | SANDISK/ HP PEN DRIVE - 32GB/16GM/ 8GB | |
| 70. | GODREJ LOCKS NAVTAL 7 LEVERS 12.5 X 8.5 X 3.1 CENTIMETERS 9.4 X 6.5 X 2.4 CENTIMETERS 1.5 X 4.0 X 5.8 CENTIMETERS | |
| 71. | LAOPALA LUNCH PLATE, 11 INCH | |
| 72. | LAOPALA TIFFIN PLATE, 7.5 INCH | |
| 73. | SCOTCH-BRITE S-SHAPE SCRUB PAD | |
| 74. | TEA SPOON | |
| 75. | UMBRELLA 2 FOLD (K.C. DAS & SONS) | |
| 76. | UMBRELLA SINGLE FOLD (K.C. DAS & SONS) | |
| 77. | VIM LIQUID 200ML | |
| 78. | AJANTA OFFICE ANALOG WALL CLOCK 28CM X 28CM | |
| 79. | ELECTRIC KETTLE - 1.5 LTR HAVELLS | |

ANNEXURE-A

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| 80. | ATTENDANCE REGISTER 50 PAGES | |
| 81. | RAYMOND DOUBLE BED SHEETS | |
| 82. | RAYMOND SINGLE BED SHEETS | |
| 83. | RAYMOND SYNTHETIC PILLOW WITH COVER | |
| 84. | DOORMAT ANTI SLIP 40CM X60CM X1.5CM | |
| 85. | WRITING PAD 50 PAGES | |
| 86. | REYNOLDS JETTER AEROSOFT BALL PEN | |
| 87. | BINDER CLIP (SMALL/BIG) 19MM & 32MM | |
| 88. | TISSUE PAPER 100PCS PACKET | |
| 89. | ACRYLIC SOAP CASE | |
| 90. | LA OPALA COFFEE MUG | |
| 91. | MICRO BOWL 1000ML WITH FLEXI LID | |
| 92. | GODREJ AER TWIST - CAR AIR FRESHENER (45G) | |
| 93. | GODREJ AER POCKET (10G) | |
| 94. | JK COPIER 75 GSM A4 PAPER RIM | |
| 95. | PAGE MARKERS STICKY INDEX TABS/ FLAG | |
| 96. | BOMBAY DYEING COTTON TOWEL, 450 GSM (WHITE) 30 INCH X 60 INCH | |