

No.HC/STY/02/2021

**HIGH COURT OF KARNATAKA
HIGH COURT BUILDING
BENGALURU - 560 001
DATED: 21-01 - 2021**

TENDER NOTIFICATION

Sub:- Submission of sealed Tender for supply of Stationery Articles
from 01.04.2021 to 31.03.2022.

With reference to the subject cited above, it is hereby notified that this Office desires to purchase Stationery Articles for the use of this Office.

Sealed Tenders are invited for purchase of Stationery Articles as per the Karnataka Transparency in Public Procurement Act 2000 from 01.04.2021 to 31.03.2022 upto a limit of ` 5.00 Lakhs (Rupees Five Lakhs) only. **The authorized vendors in Bengaluru** will have to supply the Stationery Articles for a period of one year i.e., from the date of acceptance of the tender, at the accepted rates, as and when indents are placed by the High Court of Karnataka, Bengaluru.

Therefore, all authorized vendors, in Bengaluru may submit their sealed Tenders addressed to the Registrar General, High Court of Karnataka, Bengaluru for supply of Stationery Articles on or before **20.02.2021 at 1.00 P.M** with superscription on the envelope “**TENDER FOR SUPPLY OF STATIONERY ARTICLES**” by clearly

mentioning the High Court reference number and date in your Tender. Belated, unsealed Tender and cover without superscription will be rejected.

The sealed tenders may be tendered in the Tappal Branch of the High Court of Karnataka, Bengaluru. The sealed tenders will be opened on **22.02.2021 at 03.00 P.M** in the presence of the Registrar (Administration) during the office hours. The decision regarding acceptance of tender is reserved and final. No correspondence or enquiries either in person or over phone in this behalf will be entertained.

The Notification copy, Terms and Conditions, Annexure -I & Annexure - III are web hosted in the High Court website : www.karnatakajudiciary.kar.nic.in

Sd/-
(M.CHANDRASHEKAR REDDY)
REGISTRAR (ADMINISTRATION)

No.HC/STY/ 02 /2021

**High Court of Karnataka,
Bengaluru,
Dated: 21.01.2021**

TENDER NOTIFICATION

High Court of Karnataka proposes to purchase Stationery Articles as indicated in Annexure-III enclosed herewith, for day to day work of the High Court and therefore, sealed tenders are invited for the same, as per the KTPP Act 2000.

The authorized vendor shall submit their Tender in the formats as per Annexure-I & III enclosed herewith.

TERMS AND CONDITIONS FOR SUPPLY OF STATIONERY ARTICLES:-

1. The rates of Stationery Articles should be quoted/ indicated in relevant part against item wise individual fields at Annexure-III inclusive of all taxes, levies, freight, forwarding and other expenses. The grand total of all the articles (Sl.No.1 to 236) per unit inclusive of GST etc., shall be considered to determine the lowest rates.
2. The tender for supply of Stationery Articles for a period of one year from 01.04.2021 to 31.03.2022 and it is valid from the date of entering into an agreement with this office and the vendor should supply the Stationery Articles as and when indents are placed by this office within 3 days from the date of receipt of indents, without any increase in the price till the completion of the period of tender.
3. The approximate cost of Stationery Articles to be procured by this office for one year from the date of acceptance of the tender, would be to an extent of Rs. 5,00,000/-, as per the KTPP Act 2000.

4. The Stationery Articles to be supplied by the vendor shall be as per specification (Brand name) sought by this office. If the materials supplied are found damaged/not satisfactory, the same is liable to be rejected and payment due, if any towards supply of Stationery Articles may be withheld till the same are replaced with new one.
5. If the vendor fails to supply the Stationery Articles within the stipulated period, a penalty of 1% of the total cost of the Stationery Articles to be supplied will be charged per day, until the delivery is complete.
6. The vendor shall pay Rs.12,500/- (Rupees Twelve Thousand Five Hundred only) as the Earnest Money Deposit in the form of Demand Draft drawn in favour of "The Registrar General, High Court of Karnataka" payable at Bengaluru. The Tender without the EMD would be rejected outright.
7. The Earnest Money Deposit (EMD) may be forfeited, If the vendor withdraws the bid during the period of agreement.
8. Unsuccessful vendors Earnest Money Deposit (EMD) will be discharged as early as possible.
9. The authorized vendor shall furnish the Registration Certificate of his Firm/Company (Xerox Copies to be enclosed).
10. The authorized vendor shall furnish copies of annual turnover for the previous 3 years (2017-18, 2018-19, 2019-20) of the Company/Firm.
11. The authorized vendor shall furnish upto date GST Registration Certificate as well as GST Clearance certificate.
12. The authorized vendor shall furnish recent experience certificate of similar supplies to the Government organization.

13. Termination of the Vendor:-

High Court of Karnataka reserves the right to cancel the agreement of the vendor if:

- a) The vendor commits breach of any of the above said terms and conditions
- b) The vendor goes in to liquidation voluntarily or otherwise.
- c) The service is found unsatisfactory during the period of agreement.

SUBMISSION OF THE SEALED TENDER:-

The tender shall be submitted in a sealed cover addressed to the
REGISTRAR GENERAL, HIGH COURT OF KARNATAKA,
BENGALURU – 560 001, superscribed on the right hand side
“TENDER FOR SUPPLY OF STATIONERY ARTICLES”.

The cover should also indicate clearly the name and address of the vendor. The sealed tender should be sent by Registered Post A.D. or personally through Messenger. If the tender is sent through Messenger, the same has to be handed over at Tappal Branch, High Court Office and obtain an acknowledgement. It is the responsibility of the vendor to see that his tender is delivered at the above address by the messenger at the specified date and time.

LAST DATE FOR RECEIPT OF TENDER:-

The Tender should reach the REGISTRAR GENERAL, HIGH COURT OF KARNATAKA, BENGALURU – 560001, on or before **20.02.2021 by 01.00 P.M.**

OPENING OF TENDER:-

The sealed tender will be opened **on 22.02.2021 at 03.00 P.M.**

Sd/-
REGISTRAR (ADMINISTRATION)
High Court of Karnataka,
Bengaluru.

ANNEXURE - I

No. HC/STY/02/ 2021

Dated:

To

**The Registrar General,
High Court of Karnataka,
BENGALURU - 560 001.**

Dear Sir,

We hereby quote for the supply of Stationery Articles as per the Terms and Conditions prescribed by the Hon'ble High Court of Karnataka, Bengaluru and also agree to execute an Agreement. The rates quoted will be for a period of one year i.e., from 01.04.2021 to 31/03/2022.

| | | |
|---|---|--|
| 1 | Name of the Manufacturer or Supplier (in BLOCK LETTERS) | |
| 2 | Full Address | |
| | i) Telephone No. | |
| | ii) Mobile No. | |
| | iii) Fax No. | |
| | iv) E-mail Address: | |
| 3 | PAN Number (Xerox Copy to be enclosed) | |
| 4 | Income Tax Clearance Certificates for the last 3 years (Xerox copies to be enclosed) | |
| 5 | Annual Turnover for the last 3 years (Xerox copies to be enclosed) | |
| 6 | Experience Certificates of similar supplies to the organization/s (Xerox copies to be enclosed) | |
| 7 | Registration No. of the firm (Copy to be enclosed) | |

| | | |
|----|---|--|
| 8 | GST Registration Certificate (Xerox Copy to be enclosed) | |
| 9 | Chartered Accountant Audited Certificate for the last 3 years (Xerox copies to be enclosed) | |
| 10 | Self declaration of not black-listed any where. | |

**NAME AND SIGNATURE
OF THE PROPRIETOR WITH
SEAL OF THE FIRM**

PLACE :

DATE :

FROM

ANNEXURE – III

**FORM FOR SUBMISSION OF TENDER FOR SUPPLY OF STATIONERY ARTICLES TO THE
HIGH COURT OF KARNATAKA, BENGALURU**

| Sl. No. | Stationery Articles And Brand Name | Brand Name/ Specification | Unit | GST Rate (%) | Rate per Unit (Exclusiv GST) | | GST Amount | Total |
|---------|---|---------------------------|------|--------------|------------------------------|-----|------------|-------|
| | | | | | Rs. | Ps. | | |
| 1 | Binder Clip - 15 mm (D Core) | | | | | | | |
| 2 | Binder Clip - 19 mm D Core) | | | | | | | |
| 3 | Binder Clip - 25 mm (D Core) | | | | | | | |
| 4 | Binder Clip - 41 mm (D Core) | | | | | | | |
| 5 | Box Liver File (Nandi) | | | | | | | |
| 6 | Brown Cover 14 x 18 | | | | | | | |
| 7 | Brown Cover 13 x 10 | | | | | | | |
| 8 | Calico Blue Binding Cloth | | | | | | | |
| 9 | Calling Bell (Citizen) | | | | | | | |
| 10 | Carry Bag (18" x 18") | | | | | | | |
| 11 | CD Marker Pen | | | | | | | |
| 12 | CD/DVD Pouch | | | | | | | |
| 13 | CD/DVD Fiber Holder | | | | | | | |
| 14 | Cello Tape (Big) (1") | | | | | | | |
| 15 | Cello Tape (Small) (1/2") | | | | | | | |
| 16 | Cello Tape (3") | | | | | | | |
| 17 | Clear Sheet Protector | | | | | | | |
| 18 | Cloth line cover 12 x 10 (A4) | | | | | | | |
| 19 | Cloth line cover 18 x 14 | | | | | | | |
| 20 | Cloth line cover 14 x 10 | | | | | | | |
| 21 | Cloth line cover 16 x 12 | | | | | | | |
| 22 | Cloth line cover 14 x 10 (F/s) | | | | | | | |
| 23 | Cloth line cover 10.5 x 8 | | | | | | | |
| 24 | Computer Files (12 x 15) | | | | | | | |
| 25 | Documentary files (Plastic Folder) | | | | | | | |
| 26 | Elastic Thread (To tie luggage sticker for identification) | | | | | | | |
| 27 | Eraser (Big) (Apsara) | | | | | | | |
| 28 | Eraser (Small) (Apsara) | | | | | | | |
| 29 | Examination Board (Clip Board) (Wooden) | | | | | | | |
| 30 | Examination Board (Clip Board) (Plastic) | | | | | | | |
| 31 | Executive Bond Paper (A4) (JK Brand) | | | | | | | |
| 32 | Eye Let Punching Machine (Heavy Duty) | | | | | | | |
| 33 | Eye Let Punching Machine Buttons (Colour) | | | | | | | |
| 34 | Gatani (Metal Jumper) | | | | | | | |
| 35 | Glass Marker Pencil | | | | | | | |
| 36 | Glue Stick (Amo's) | | | | | | | |
| 37 | Green Baize Cloth | | | | | | | |
| 38 | Green Lace Tags | | | | | | | |
| 39 | Gum Paste (Camlin) | | | | | | | |
| 40 | Gum Bottle | | | | | | | |

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|----|---|--|--|--|--|--|--|
| 41 | Gunny Thread | | | | | | |
| 42 | Hammer (1 ½ LB) (Wooden Handle) | | | | | | |
| 43 | Hi-lighter Pen (Red) | | | | | | |
| 44 | Hi-lighter Pen (Yellow) | | | | | | |
| 45 | Hi-lighter Pen (Green) | | | | | | |
| 46 | Ink Eraser (Mikado) | | | | | | |
| 47 | ID Card Tag (Plain) | | | | | | |
| 48 | Jump Clips (Normal) | | | | | | |
| 49 | Jump Clips (Colour) | | | | | | |
| 50 | Knife | | | | | | |
| 51 | Kora Cloth | | | | | | |
| 52 | K.G. Card Board | | | | | | |
| 53 | Lamination Pouch | | | | | | |
| 54 | Ledger Book - One Quire | | | | | | |
| 55 | Ledger Book - Two Quire | | | | | | |
| 56 | Ledger Book - Three Quire | | | | | | |
| 57 | Ledger Book - Four Quire | | | | | | |
| 58 | Ledger Book - Five Quire | | | | | | |
| 59 | Ledger Book - Six Quire | | | | | | |
| 60 | Ledger Paper F/S (Green) (80 Gsm) | | | | | | |
| 61 | Letter Opener | | | | | | |
| 62 | L Shape Folder (A4) | | | | | | |
| 63 | L Shape Folder (F/s) | | | | | | |
| 64 | Magnifying Glass | | | | | | |
| 65 | Magazine Rack | | | | | | |
| 66 | Marker Tip Pen | | | | | | |
| 67 | Marble file | | | | | | |
| 68 | Marble File With Plastic Clips | | | | | | |
| 69 | Marker Pen Ink Bottle (Permanent) | | | | | | |
| 70 | Metallic Pen (Gold & Silver) | | | | | | |
| 71 | Montex Ball Pen | | | | | | |
| 72 | Needle (6" Inch) | | | | | | |
| 73 | Notice Board Pins (Colour, Plastic) | | | | | | |
| 74 | Numbering Machine | | | | | | |
| 75 | Numbering Machine Ink | | | | | | |
| 76 | Packing Paper (Brown) | | | | | | |
| 77 | Paper cutter (Big) | | | | | | |
| 78 | Paper Cutter (Small) | | | | | | |
| 79 | Paper cutter (special - Big) | | | | | | |
| 80 | Paper Cutter Machine (A3, Ream Cutter) | | | | | | |
| 81 | Paper Weight | | | | | | |
| 82 | Pen & Pencil Mug | | | | | | |
| 83 | Pencil (Apsara) | | | | | | |
| 84 | Pencil (Nataraj) | | | | | | |
| 85 | Pencil (Apsara Mat Magic) | | | | | | |
| 86 | Pencil (Camlin) | | | | | | |
| 87 | Pencil (Short Hand) | | | | | | |
| 88 | Pencil (Checking Pencil Red) (Nataraja) | | | | | | |
| 89 | Pencil (Checking Pencil Blue)(Nataraja) | | | | | | |
| 90 | Pen Stand (Big) (Cobra) | | | | | | |
| 91 | Pen Stand (Small) (Cobra) | | | | | | |
| 92 | Pen Stand Dates | | | | | | |

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|-----|---|--|--|--|--|--|--|
| 93 | Pen Stand Paper Roll (Big) | | | | | | |
| 94 | Pen Stand Paper Roll(Small) | | | | | | |
| 95 | Pen Stand with Clock (Cube Desk Stand) | | | | | | |
| 96 | Pen Stand pens with Jotter Refills (Red) | | | | | | |
| 97 | Pen Stand pens with Jotter Refills (Blue) | | | | | | |
| 98 | Pen (Ball Point -Blue) | | | | | | |
| 99 | Pen (Ball Point -Green) | | | | | | |
| 100 | Pen (Add Gel - Black) | | | | | | |
| 101 | Pen (Add Gel - Blue) | | | | | | |
| 102 | Pen (Add Gel - Green) | | | | | | |
| 103 | Pen (Add Gel - Red) | | | | | | |
| 104 | Pen (Achiever Gel Pen) | | | | | | |
| 105 | Pen (Reynolds -Blue) | | | | | | |
| 106 | Pen (Reynolds - Red) | | | | | | |
| 107 | Pen (Reynolds Gel Pen – Red) | | | | | | |
| 108 | Pen (Parker Beta Ball Pen) | | | | | | |
| 109 | Pin Cushion (Magnetic) | | | | | | |
| 110 | Permanent Marker Pen | | | | | | |
| 111 | Plastic Clip | | | | | | |
| 112 | Plastic File (Top Open) | | | | | | |
| 113 | Plastic Pouch F/S | | | | | | |
| 114 | Plastic Pouch A4 | | | | | | |
| 115 | Pocket Calendar | | | | | | |
| 116 | Poker (Wooden) | | | | | | |
| 117 | Poker (Metal) | | | | | | |
| 118 | Post - it -Pad (1" X 3") | | | | | | |
| 119 | Post - it - Pad (1" X 4") | | | | | | |
| 120 | Post - it -Pad (3" X 3") | | | | | | |
| 121 | Post - it - Pad (3" X 5") | | | | | | |
| 122 | Post-it-pad (Plastic Flag) (1.3 x 4.5 mm) | | | | | | |
| 123 | Post-it - pad (Plastic - Arrow type) | | | | | | |
| 124 | Punching Machine (Single Hole) | | | | | | |
| 125 | Punching Machine (Double Hole) | | | | | | |
| 126 | Punching Machine DP 600 | | | | | | |
| 127 | Punching Machine DP 800 | | | | | | |
| 128 | Punching Machine (Heavy Duty HDP 1320, Single Hole with extra needle) | | | | | | |
| 129 | Punching Machine - Heavy Duty (3 Hole) With Extra Needle | | | | | | |
| 130 | Punching Machine - Heavy Duty (Single Hole) With Extra Needle | | | | | | |
| 131 | Ring Binder (Box lever file type) (Plastic) | | | | | | |
| 132 | Rubber Bands (1") (Small) | | | | | | |
| 133 | Rubber Bands (3") (Big) | | | | | | |
| 134 | Scale (Metal) | | | | | | |
| 135 | Scissor (Big) (Kent) | | | | | | |
| 136 | Scissor (Small) (Kent) | | | | | | |
| 137 | Scissor (Tailoring) | | | | | | |
| 138 | Scribbling Pad- Ruled (1/8 th) Book Type | | | | | | |
| 139 | Scribbling Pad- Ruled (1/8 th) Spiral | | | | | | |
| 140 | Scribbling Pad - Unruled (1/8 th) Book Type | | | | | | |
| 141 | Scribbling Pad - Unruled (1/8 th) Spiral | | | | | | |

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|-----|---|--|--|--|--|--|--|
| 142 | Scribbling Pads - Ruled (A4) Book Type | | | | | | |
| 143 | Scribbling Pads - Unruled (A4) Book Type | | | | | | |
| 144 | Scribbling Pads - Ruled (A4) Spiral Type | | | | | | |
| 145 | Scribbling Pads - Unruled (A4) Spiral Type | | | | | | |
| 146 | Scribbling Pads - Ruled (A6) Note Book Type | | | | | | |
| 147 | Scribbling Pads - Unruled (A6) Note Book Type | | | | | | |
| 148 | Scribbling Pad - Ruled (A6) Spiral Type | | | | | | |
| 149 | Scribbling Pad - Unruled (A6) Spiral Type | | | | | | |
| 150 | Scribbling Pad with Perforation (1/4 Size or A4, Un-ruled - 50 Sheets) | | | | | | |
| 151 | Scribbling Pad with Perforation (13 1/2" x 5" Size, with spiral) | | | | | | |
| 152 | Self Ink Pad (Big) | | | | | | |
| 153 | Self Ink Pad Ink (Black) | | | | | | |
| 154 | Self Ink Pad Ink (Blue) | | | | | | |
| 155 | Self Ink Pad Ink (Red) | | | | | | |
| 156 | Shorthand Note Book | | | | | | |
| 157 | Sharpener | | | | | | |
| 158 | Sharpener No. 0635 (Table Sharpener) (Deli) | | | | | | |
| 159 | Sharpener Super ART No. 1743 (Table) (Omega) | | | | | | |
| 160 | Sketch Pens (All Colors) | | | | | | |
| 161 | Spiral Binding Machine | | | | | | |
| 162 | Spiral Spring | | | | | | |
| 163 | Spiral Binding - Rigid Sheet | | | | | | |
| 164 | Spring Clip File A4 (Plastic) | | | | | | |
| 165 | Spring Clip File F/S (Plastic) | | | | | | |
| 166 | Stapler Machine No. 10 (Small) | | | | | | |
| 167 | Stapler Machine No. 24/6 (Big) | | | | | | |
| 168 | Stapler Machine (HD) | | | | | | |
| 169 | Stapler Machine (Heavy) (H.B. 45) | | | | | | |
| 170 | Stapler Machine (HP - 45 Steel Folding) | | | | | | |
| 171 | Stapler Pin No. 10 (Small) | | | | | | |
| 172 | Stapler Pin No. 24/6 (Big) | | | | | | |
| 173 | Stapler Pin (8 mm 5/16") | | | | | | |
| 174 | Stapler Pin (10 mm 3/8") | | | | | | |
| 175 | Stapler Pin (15 mm 3/8") | | | | | | |
| 176 | Stapler Pin (17 mm 5/8") | | | | | | |
| 177 | Stapler Pin (20 mm 5/16") | | | | | | |
| 178 | Stapler Pin HB. 45 | | | | | | |
| 179 | Stapler Pin Remover | | | | | | |
| 180 | Stick File - A4 | | | | | | |
| 181 | Stick File - F/s | | | | | | |
| 182 | Sticker Sheet A4 (Oddy) | | | | | | |
| 183 | Sticker Sheet A4 (Novajet) | | | | | | |
| 184 | Sticker Sheet for Dot Matrix Printer A4 (Oddy) | | | | | | |

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|-----|--|--|--|--|--|--|--|
| 185 | Sticker Sheet (Coin Type) | | | | | | |
| 186 | Sticker Sheet - 2 Label, A4 (Oddy/ Novajet) | | | | | | |
| 187 | Sticker Sheet - 4 Label, A4 (Oddy/ Novajet) | | | | | | |
| 188 | Sticker Sheet - 6 Label, A4 (Oddy/ Novajet) | | | | | | |
| 189 | Sticker Sheet - 8 Label, A4 (Oddy/ Novajet) | | | | | | |
| 190 | Sticker Sheet - 9 Label, A4 (Oddy/ Novajet) | | | | | | |
| 191 | Sticker Sheet - 10 Label, A4 (Oddy/ Novajet) | | | | | | |
| 192 | Sticker Sheet - 12 Label, A4 (Oddy/ Novajet) | | | | | | |
| 193 | Sticker Sheet - 14 Label, A4 (Oddy/ Novajet) | | | | | | |
| 194 | Sticker Sheet -16 Label, A4 (Oddy/ Novajet) | | | | | | |
| 195 | Sticker Sheet - 18 Label, A4 (Oddy/ Novajet) | | | | | | |
| 196 | Sticker Sheet - 21 Label, A4 (Oddy/ Novajet) | | | | | | |
| 197 | Stitching Thread (Simco 112) | | | | | | |
| 198 | Steadtler Permanent Pen | | | | | | |
| 199 | Transparent Cover (Top Open) | | | | | | |
| 200 | Tape Dispenser Machine (Cello Tape) | | | | | | |
| 201 | Visiting Card Pouch | | | | | | |
| 202 | Visiting Card Album | | | | | | |
| 203 | Water Pad (With Lid) | | | | | | |
| 204 | Water Pad (Without Lid) | | | | | | |
| 205 | Water Sponge | | | | | | |
| 206 | White Board Marker Pen | | | | | | |
| 207 | White Board Marker Pen Ink | | | | | | |
| 208 | White Board Duster | | | | | | |
| 209 | White Paper (Cream 60 GSM) | | | | | | |
| 210 | White Paper (Cream 70 GSM) | | | | | | |
| 211 | White Paper (Cream 75 GSM) | | | | | | |
| 212 | White Tape | | | | | | |
| 213 | White Envelope Cover 5" x 11" (100 Gsm) | | | | | | |
| 214 | White Envelope Cover 4" x 9" (100 Gsm) | | | | | | |
| 215 | White Envelope Cover 9.5" x 4.5" (100 Gsm) | | | | | | |
| 216 | Whitener Pen | | | | | | |
| 217 | Whitener (Bottle) | | | | | | |
| 218 | Wonder Tape (2") | | | | | | |
| 219 | World One File (Side Button) | | | | | | |
| 220 | World One Marble File | | | | | | |
| 221 | World One File A4 - 10 leaves | | | | | | |
| 222 | World One File A4 -20 leaves | | | | | | |
| 223 | World One File A4 - 30 leaves | | | | | | |
| 224 | World One File A4 - 40 leaves | | | | | | |
| 225 | World One File F/s - 10 leaves | | | | | | |
| 226 | World One File F/s - 20 leaves | | | | | | |
| 227 | World One File F/s - 30 leaves | | | | | | |
| 228 | World One File F/s - 40 leaves | | | | | | |
| 229 | Writing Pad (Table Board) | | | | | | |
| 230 | Xerox Paper A4 (J.K.Bond) | | | | | | |

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|-----|-------------------------------|--|--|--|--|--|--|
| 231 | Xerox Paper A3 (J.K.Bond) | | | | | | |
| 232 | Xerox Paper F/S (J.K.Bond) | | | | | | |
| 233 | Zip Leather File | | | | | | |
| 234 | Zip Lock Cover | | | | | | |
| 235 | Nightingale Note Pad | | | | | | |
| 236 | Scale (Plastic – Transparent) | | | | | | |

**SIGNATURE OF THE PROPRIETOR
SEAL OF THE FIRM**

PLACE :

DATE :