

**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.

The Tenderers shall submit their tenders in the formats as per Annexure-I & III enclosed herewith.

**1. CONDITIONS FOR SUPPLY OF STATIONERY ARTICLES:-**

- i) Rates of Stationery Articles to be quoted, samples to be brought at the time of negotiation. The samples so brought shall be retained in the office in respect of tenderers whose tenders are accepted till completion of contract period, for verification of the same while supplying stationery articles.
- ii) The Tenderers will have to supply the Stationery Articles for a period of one year i.e., from the date of acceptance of the tender as and when indents are placed by the High Court at the rates to be accepted. The Stationery Articles have to be supplied within a Week from the date of receipt of the indents.
- iii) The approximate cost of materials to be procured for one year from the date of acceptance of the tender would be to the extent of ₹.5.00 Lakhs (Rupees Five Lakhs).
- iv) The Stationery articles to be supplied shall be as per the samples to be approved, while accepting the tenders. The Stationery Articles supplied other than the samples approved will be rejected. An Agreement has to be executed in this behalf.

## **2. PRICE:-**

Price quoted shall be inclusive of the charges of transportation to the High Court Premises and as per Annexure – III.

## **3. TENDER DOCUMENT CHARGES:-**

The Tender Documents may be collected from the High Court office on working days during office hours by paying an amount of ₹.200/- (Rupees Two Hundred Only) by **CASH** as Tender Document charges.

## **4. EARNEST MONEY DEPOSIT:-**

An E.M.D. of ₹.12,500/- (Rupees Twelve Thousand and Five Hundred Only) (2.5% of the tender amount) shall accompany the Tender in the form of Demand Draft in favour of the Registrar General, High Court of Karnataka, Bengaluru. The Tender without E.M.D. would be rejected. The E.M.D. amount in respect of Tenderers whose tender is accepted will be retained till the period of contract as Security Deposit. EMD amount in respect of unsuccessful bidders will be returned.

## **5. INSTRUCTIONS REGARDING PREPARATION OF TENDER:-**

Printed Terms and Conditions of the Tenderer will not be considered as forming part of their Tender. In case, Terms and Conditions applicable to this Invitation to tender are not acceptable to any Tenderer, he should clearly specify the deviation in its tender. The Purchaser reserves the right to accept or reject them. The Purchaser shall not be bound to give reasons for his refusal to consider the tender with much deviations. The tender is liable to be ignored if complete information as called for in the invitation to tender is not given therein.

- 3 -

## **6. ATTENDING NEGOTIATION COMMITTEE MEETING:-**

Cost of preparation of offers, attending the tender opening and appearing before the Committee for negotiation/clarification shall be borne by the Tenderer.

**7. REGISTRATION CERTIFICATE:**

The tenderers shall furnish the Registration Certificate of his Firm/Company (Xerox Copies to be enclosed).

**8. INCOME TAX CLEARANCE CERTIFICATE:-**

The Tenderers shall furnish copies of Income Tax Clearance Certificate for the previous 3 (Three) years & 3 years I.T. Statement (2015-16, 2016-17, 2017-18).

**9. ANNUAL TURNOVER CERTIFICATE:-**

The Tenderers shall furnish copies of Annual Turnover for the previous 3 (Three) years (2015-16, 2016-17, 2017-18) of Company/Firm.

**10. CHARTERED ACCOUNTANT AUDITED CERTIFICATE:**

The Tenderers shall furnish copies of Chartered Accountant audited certificate for the previous 3 (Three) years (Xerox Copies to be enclosed) .

**11. GST CERTIFICATE:-**

The Tenderers shall furnish GST Registration Certificate as well as GST Clearance certificate till up to date.

**12. EXPERIENCE CERTIFICATE:-**

The Tenderers shall furnish recent experience of similar supplies to the Government organization.

- 4 -

**13. SIGNING OF TENDER:-**

The Tenderer shall indicate its Status (Company/Firm/Proprietary Concern)Persons signing the Tender or other document in connection with the contract shall specify, whether he signs as:-

- i) A Sole Proprietor or Constituted Attorney, in the case of Sole Proprietary Concern.
- ii) A Partner of the firm in the case of partnership, in which case the partner must have authority to make offer and settles claims and disputes. Concerning the business of partnership either by virtue of the Partnership Deed or a Power of Attorney.
- iii) Constituted Attorney in the case of a Company.

**(NOTE:** The Authority of the person signing the Tender if called for, shall be produced).

#### **14. DELIVERY OF TENDERS:-**

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 STATIONERY ARTICLES”.**

The cover should also indicate clearly the name and address of the Tenderer. The 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 acknowledgement be obtained. It is the responsibility of the Tenderer to see that his Tender offer is delivered at the above address by the specified date and time.

All further communications should be addressed to the Officer named above.

**15. LAST DATE FOR RECEIPT OF TENDER:-**

The Tender should reach the **REGISTRAR GENERAL, HIGH COURT OF KARNATAKA, BENGALURU - 560001, not later than 20/10/2018 at 04.00 PM.**

**16. OPENING OF TENDER:-**

The Tender documents will be opened **on 22/10/2018 at 4.00 PM.**

**17. RIGHT OF ACCEPTANCE:-**

The High Court does not bind itself to accept the lowest tender or any tender and reserve itself the right of accepting the whole or any part of the tender or portion of the quantity offered. The Tenderer shall supply the same at the rate quoted. The entire Tender process may be cancelled without assigning any reasons.

**18. RESULTS OF TENDER:-**

Acceptance of Tender by the High Court will be communicated by letter or any other decided mode.

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

**HIGH COURT OF KARNATAKA, BENGALURU**

**No. HC/STY/03/2018**

**DATED : 20/09/ 2018**

**BRIEF TENDER NOTIFICATION**

Sealed Tenders are invited for purchase of Stationery Articles is upto a limit ₹ 5.00 Lakhs (Rupees Five Lakhs only). The Tenderers 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.

The Tender Document may be collected from the Stationery Branch, High Court of Karnataka, during office hours with in **17.10.2018** by paying an amount of ₹ 200.00 (Rupees Two Hundred Only) by Cash towards Tender Document charges.

The last date for receipt of Tender is fixed on **20.10.2018** **at 4.00 PM** and opening of Tender on **22.10.2018 at 4.00 PM**. For more details visit High Court website: [www.karnatakajudiciary.kar.nic.in](http://www.karnatakajudiciary.kar.nic.in)

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