

ANNEXURE - A

No.HC/STY/ 1 /2025

**HIGH COURT OF KARNATAKA
BENGALURU - 560 001
DATED: 12-02-2025**

NOTIFICATION

Sub:- Submission of sealed quotation for supply of Stationery Articles-Reg.

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 Quotations are invited for purchase of Stationery Articles for the use of this office as per Karnataka Transparency in Public Procurement Amendment Act 2020 with not exceeding ` 5.00 Lakhs (Rupees Five Lakhs) only. The authorized vendors in Bengaluru will have to supply the Stationery Articles in time, from the date of acceptance of the quotation, as and when indents are placed by this office.

Therefore, all the authorized vendors, in Bengaluru may submit sealed quotation and to be addressed to The Registrar General, High Court of Karnataka, Bengaluru for supply of Stationery Articles on or before **28-02-2025 at 4.00 P.M** with superscription on the envelope

“QUOTATION FOR SUPPLY OF STATIONERY ARTICLES” by clearly mentioning the High Court reference number and date in your quotation. Belated, unsealed quotation and cover without superscription will be rejected.

The said sealed quotation should be submitted in the Tappal Branch of the High Court. The sealed quotation will be opened on **01-03-2025 at 12.30 P.M** in presence of the Registrar (Administration). The decision regarding acceptance of quotation is reserved and final. No correspondence or enquiries either in person or over phone in this behalf will be entertained.

The Annexure- A to Annexure-C and Notification copy along with terms and condition are web hosted in the High Court official website: www.karnatakajudiciary.kar.nic.in

By order

Sd/-
(V. NAGARAJA)
REGISTRAR (ADMINISTRATION)

No.HC/STY/01/2025

**High Court of Karnataka,
Bengaluru,
Dated: 12-02-2025**

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 Quotations are invited for the same, as per the KTPP Amendment Act 2020.

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

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 (from Sl.No.1 to 247) per unit inclusive of GST etc., shall be considered to determine the lowest rates.
2. The rate contract 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 7 days from the date of receipt of indents, without any increase in the price till the completion of the rate contract.

3. The approximate cost of Stationery Articles to be procured by this office in rate contract period, would be with not exceeding of `5,00,000/-, as per the KTPP Amendment Act 2020.
4. The Stationery Articles supplied by the vendor shall be as per standards 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.5,000/- (Rupees five thousand only) as the Earnest Money Deposit (1% of the quotation amount of Rs. 5,00,000) in the form of Demand Draft drawn in favour of “The Registrar General, High Court of Karnataka” payable at Bengaluru. The quotation without the EMD would be rejected outright.
7. The Earnest Money Deposit (EMD) may be forfeited, If the vendor withdraw its bid during the period of rate contract.
8. Unsuccessful vendors Earnest Money Deposit (EMD) will be discharged as early as possible.
9. Cost of preparation of offers, attending the quotation opening and appearing before the Committee for negotiation/clarification shall be borne by the vendor.

10. The authorized vendor shall furnish the Registration Certificate of his Firm/Company (Xerox Copies to be enclosed).
11. The authorized vendor shall furnish copies of annual turnover for the previous 3 years (2021-22, 2022-2023 & 2023-24) of the Company/Firm.
12. The authorized vendor shall furnish upto date GST Registration Certificate as well as GST Clearance certificate.
13. The authorized vendor shall furnish recent experience of similar supplies to the Government organization.
14. If there is any variation in the GST percentage the supplier shall be responsible for updating the GST to this office.
15. The rates agreed should not be increased till the completion of ` 5.00 Lakhs from the date of agreement. The agreement should be valid from the date of execution and it will automatically expired on completion of Rs. 5,00,000/-.
16. The articles supplied by the supplier/vendor, shall be as per standards sought by this office. If the materials supplied found damaged / not satisfactory, the same is liable to be rejected and payment due if any towards supply of aforesaid all articles may be with-held till the same is replaced with new one.
17. The materials should be supplied to the High Court of Karnataka, Bengaluru, Stationery Branch of this office as directed.

SUBMISSION OF THE SEALED QUOTATION:-

The quotation 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

“QUOTATION FOR SUPPLY OF STATIONERY ARTICLES”.

The cover should also indicate clearly the name and address of the vendor. The sealed quotation should be sent by Registered Post A.D. or Personally through Messenger. If the quotation is sent through Messenger, the same has to be handed over at Tappal Branch, High Court Office on working day from 10.15 AM to 5.00 PM. It is the responsibility of the vendor to see that his quotation/offer is delivered at the above address by the messenger at the specified date and time.

LAST DATE FOR RECEIPT OF QUOTATION:-

The Quotation should reach the **REGISTRAR GENERAL, HIGH COURT OF KARNATAKA, BENGALURU – 560001**, on or before **by 28-02-2025 at 4.00 P.M**

OPENING OF QUOTATION:-

The sealed quotation will be opened **on 01-03-2025 at 12.30 P.M.**

TERMINATION OF THE VENDOR:-

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

- a) The vendor commits breach of any of the terms and conditions.
- b) The service is found unsatisfactory during the warranty period

BY ORDER

Sd/-

**REGISTRAR (ADMINISTRATION)
HIGH COURT OF KARNATAKA,
BENGALURU.**

ANNEXURE - B

No. HC/STY/01/ 2025

Dated:

To

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

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. The rates quoted will be valid from the date of acceptance of the quotation not exceeding Rs. 5,00,000/-.

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	Annual Turnover for the last 3 years (Xerox copies to be enclosed)	
5	Experience Certificates of similar supplies to the organization/s (Xerox copies to be enclosed)	
6	Registration No. of the firm (Copy to be enclosed)	
7	GST Registration Certificate (Xerox Copy to be enclosed)	
8	Self declaration of not black-listed any where.	

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

PLACE :

DATE :

FROM

ANNEXURE - C

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

Sl. No.	Name of the Stationery Articles	Brand Name & Specification	Unit	GST Rate (%)	Rate per Unit (Exclusive 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 - 32 mm	D Core						
5	Binder Clip - 41 mm	D Core						
6	Binder Clip - 51mm	D Core						
7	Box Liver File	Nandi						
8	Brown Cover	14 x 18						
9	Brown Cover	13 x 10						
10	Bubble Roll (1Roll - 100 Mtrs)	Roll						
11	Calico Blue Binding Cloth	Roll						
12	Calling Bell	Citizen						
13	Calculator (Big)	Casio DJ 120						
14	Calculator (Small)	Casio MJ 120						
15	Carbon Paper (Typewriting) Black	Kores						
16	Carbon Paper (Typewriting) Blue	Kores						
17	CD Marker Pen	Luxor						
18	Cello Tape (Big) (1")	50 Mtr						
19	Cello Tape (Small) (1/2")	50 Mtr						
20	Cello Tape (3")	50 Mtr						
21	Clear Sheet Protector	SVS						
22	Cloth line cover 12 x 10 (A4)	Premium						
23	Cloth line cover 18 x 14	Premium						
24	Cloth line cover 14 x 10 (F/s)	Premium						
25	Cloth line cover 16 x 12	Premium						
26	Cloth line cover 20 x 16	Premium						
27	Cloth line cover 10.5 x 8	Premium						
28	Cloth line envelope cover 5"x 11"	Premium						
29	Cloth line envelope cover 4"x 9"	Premium						
30	Cloth line cover with sticker (Polynet) 10 x 12	Premium						
31	Cloth line cover with sticker (Polynet) 14 x 10	Premium						
32	Cloth line cover with sticker (Polynet) 16 x 12	Premium						
33	Eraser (Big)	Apsara						
34	Eraser (Small)	Apsara						
35	Examination Board (Clip Board)	Wooden						
36	Examination Board (Clip Board)	Plastic						
37	Executive Bond Paper (A4)	JK						

38	Gatani (Metal Jumper)	Good Quality					
39	Glass Marker Pencil	Apsara					
40	Glue Stick	Fabrecastell					
41	Green Baize Cloth	Good Quality					
42	Green Lace Tags	Good Quality					
43	Gum Paste	Good Quality					
44	Gunny Thread	Good Quality					
45	Hammer (1 ½ LB) (Wooden Handle)	Enox					
46	Hi-lighter Pen (Red/Yellow/Green)	Luxor					
47	Ink Eraser	Mikado					
48	ID Card Tag (Plain)	Good Quality					
49	ID Card Clip	Good Quality					
50	Jump Clips 30 MM	Bell / Packer					
51	Jump Clips (Colour)	Bell/ Packer					
52	Knife	Good Quality					
53	Kora Cloth	Good Quality					
54	K.G. Card Board	Good Quality					
55	Lamination Pouch	JMD					
56	Ledger Book with index -One Quire	-					
57	Ledger Book with index -Two Quire	-					
58	Ledger Book with index -Three Quire	-					
59	Ledger Book with index -Four Quire	-					
60	Ledger Book with index - Five Quire	-					
61	Ledger Book with index - Six Quire	-					
62	Ledger Book with index -Twelve Quire	-					
63	Ledger Book 5 Quire with index (Regzine Binding)	-					
64	Ledger Paper F/S (Green) (80 Gsm)	JK					
65	Letter Opener	Kangaro					
66	L Shape Folder (A4)	Good Quality					
67	L Shape Folder (F/s)	Good Quality					
68	Machine Oil	Juki					
69	Magnifying Glass	90 mm					
70	Magazine Rack	Good Quality					
71	Marker Tip Pen	Luxor					
72	Marble file	600 Gsm Board with spring					
73	Marble File With Plastic Clips	Good Quality					
74	Marker Pen Ink Bottle (Permanent)	Luxor					
75	Metallic Pen (Gold & Silver)	Good Quality					
76	Needle (6" Inch)	Good Quality					
77	Notice Board Pins (Colour)	Plastic					
78	Numbering Machine	Bambalio					
79	Numbering Machine Ink	Kores					
80	Packing Paper (Brown)	46" X 36" Size					
81	Paper cutter (Big)	Nataraj					
82	Paper Cutter 18 MM	Nataraj					
83	Paper Cutter (Small)	Nataraj					
84	Paper cutter (special - Big)	Nataraj					

85	Paper Weight	Good Quality					
86	Pen & Pencil Mug	Plastic/Fibre with partition					
87	Pencil	Apsara					
88	Pencil	Nataraj					
89	Pencil (Apsara Mat Magic)	Apsara					
90	Pencil (Short Hand)	Apsara					
91	Pencil (Checking Pencil Red)	Nataraj					
92	Pencil (Checking Pencil Blue)	Nataraj					
93	Pen Stand (Big)	Gemson					
94	Pen Stand (Small)	Gemson					
95	Pen Stand Dates	-					
96	Pen Stand Paper Roll (Big)	-					
97	Pen Stand Paper Roll (Small)	-					
98	Pen Stand pens with Jotter Refills (Red)	Jumax					
99	Pen Stand pens with Jotter Refills (Blue)	Jumax					
100	Pen (Calligraphy Pen- Black)	Artline Ergoline					
101	Pen (Calligraphy Pen- Blue)	Artline Ergoline					
102	Pen (Ball Point-Blue/Red/Green)	Montex					
103	Pen (Add Gel Achiever Pen)	Montex					
104	Pen (Parker Beta Ball Pen)	Parker					
105	Pen (Add Gel-Black/Blue/Green/Red)	Montex					
106	Montex Ball Pen	Montex					
107	Pen (Montex Mega Top Pens)	Montex					
	Pen (Octane Gel Pen)	Octane					
108	Pen (Pilot V7 Hi- Tecpoint Pen)	Pilot					
109	Pen (Reynolds Liquo flow Pen)	Reynolds					
110	Pen (Reynolds Trimax refx Fluid Ink system 0.5 mm)	Reynolds					
111	Pen (Uniball Eye Impact - 1MM)	Uniball					
112	Pen (Uniball Eye Fine - UB 157)	Uniball					
113	Pin Cushion (Magnetic)	Omega					
114	Permanent Marker Pen	Luxor					
115	Transparent cover with two hole	A4 Size					
116	Transparent cover with two hole	F/S Size					
117	Poker (Wooden)	National					
118	Poker (Metal)	-					
119	Post - it - Pad (1" X 4")	Oddy					
120	Post - it - Pad (3" X 3")	Oddy					
121	Post - it - Pad (3" X 5")	Oddy					
122	Post it Pad 1 x 5 Size	Oddy					
123	Post - it - Pad (1" X 3")	Post - it 3M					
124	Post - it - Pad (3" X 3")	Post- it 3M					
125	Post - it - Pad (3" X 5")	Post - it 3M					
126	Post-it-Pad (Plastic Flag) (12.7 mm x 43.7 mm)	Oddy					

127	Post-it-Pad (Plastic -Arrow type) (12 mm x 45 mm)	-					
128	Punching Machine (Single Hole)	Kangaro					
129	Punching Machine (Double Hole - DP 52)	Kangaro					
130	Punching Machine (Double Hole - DP 280)	Kangaro					
131	Punching Machine (Double Hole - DP 480)	Kangaro					
132	Punching Machine (Double Hole - DP 600)	Kangaro					
133	Punching Machine (Double Hole - DP 800)	Kangaro					
134	Punching Machine (Heavy Duty HDP 1320, Single Hole with extra needle)	Kangaro					
135	Punching Machine - Heavy Duty (3 Hole) With Extra Needle	GEM					
136	Punching Machine - Heavy Duty (Single Hole) With Extra Needle	GEM					
137	Punching Machine Needle	-					
138	Refill (Add Gel-Black/Blue/Green/Red)	-					
139	Refill (Jotter Refill Parker)	Parker					
140	Refill (Octane Gel Pen)	Octane					
141	Refill (Reynolds Trimax reff Fluid Ink system 0.5 mm)	Reynolds					
142	Refill (Uniball Eye Impact - 1MM)	Uniball					
143	Ring Binder (Box lever file type- Plastic, ½")	World One					
144	Ring Binder (Box lever file type- Plastic, 1")	World One					
145	Rubber Bands (1") (Small)	Nylon					
146	Rubber Bands (3") (Big)	Nylon					
147	Scale (Metal)	Good quality					
148	Scale (Plastic - Transparent)	Camlin					
149	Scissor (Big)	Kent					
150	Scissor (Small)	Kent					
151	Scissor (Tailoring)	-					
152	Scribbling Pad- Ruled (1/8 th) Book Type	-					
153	Scribbling Pad- Ruled (1/8 th) Spiral	-					
154	Scribbling Pad - Unruled (1/8 th) Book Type	-					
155	Scribbling Pad - Unruled (1/8 th) Spiral	-					
156	Scribbling Pads - Ruled (A4) Book Type	-					
157	Scribbling Pads - Unruled (A4) Book Type	-					
158	Scribbling Pads - Ruled (A4) Spiral Type	-					

159	Scribbling Pads - Unruled (A4) Spiral Type	-					
160	Scribbling Pads - Ruled (A6) Note Book Type	-					
161	Scribbling Pads - Unruled (A6) Note Book Type	-					
162	Scribbling Pad - Ruled (A6) Spiral Type	-					
163	Scribbling Pad - Unruled (A6) Spiral Type	-					
164	Scribbling Pad with Perforation (1/4 Size or A4, Un-ruled - 50 Sheets)	-					
165	Scribbling Pad with Perforation (13 ½ "x 5" Size, with spiral)	-					
166	Spiral Pad 1/8 th size top open	-					
167	Self Ink Pad (Big) (Blue/Red)	Supreme					
168	Self Ink Pad (Small) (Blue)	Supreme					
169	Self Ink Pad Ink (Blue/ Red)	-					
170	Shorthand Note Book	-					
171	Sharpener	Apsara					
172	Sharpener	Nataraj					
173	Spring Clip File A4 (Plastic)	-					
174	Spring Clip File F/S (Plastic)	-					
175	Stapler Machine No. 10 (Small)	Kangaro					
176	Stapler Machine No. 24/6 (Big)	Kangaro					
177	Stapler Machine (HD-10)	Kangaro					
178	Stapler Machine (Heavy) (H.D. 45)	Kangaro					
179	Stapler Machine (HP - 45 Steel Folding)	Kangaro					
180	Stapler Pin No. 10 (Small)	Kangaro					
181	Stapler Pin No. 24/6 (Big)	Kangaro					
182	Stapler Pin 23/8-H (8 mm 5/16")	Kangaro					
183	Stapler Pin 23/10-H (10 mm 3 x 8")	Kangaro					
184	Stapler Pin 23/13-H (13 mm 1/2")	Kangaro					
185	Stapler Pin 23/15-H (15mm 9 x16")	Kangaro					
186	Stapler Pin 23/17-H (17 mm 5/8")	Kangaro					
187	Stapler Pin 23/20-H (20 mm 3 x 4")	Kangaro					
188	Stapler Pin 23/24-H(24mm 15/16")	Kangaro					
189	Stapler Pin HB. 45	Kangaro					
190	Stapler Pin Remover	Kangaro					
191	Stick File - A4	Good Quality					
192	Stick File - F/s	Good Quality					
193	Sticker Sheet (Coin Type)	-					
194	Sticker Sheet A4	Oddy					
195	Sticker Sheet - 2 Label, A4	Oddy					
196	Sticker Sheet - 4 Label, A4	Oddy					
197	Sticker Sheet - 6 Label, A4	Oddy					
198	Sticker Sheet - 8 Label, A4	Oddy					
199	Sticker Sheet - 10 Label, A4	Oddy					
200	Sticker Sheet - 12 Label, A4	Oddy					
201	Sticker Sheet - 14 Label, A4	Oddy					

202	Sticker Sheet -16 Label, A4	Oddy				
203	Sticker Sheet - 18 Label, A4	Oddy				
204	Sticker Sheet - 20 Label, A4	Oddy				
205	Stitching Thread	Simco 112				
206	Stock Register 14 Quire with Regzine Binding	-				
207	Tape Dispenser Machine (Cello Tape)	Omega				
208	Water Pad (With Lid)	Mangal				
209	Water Pad (Without Lid)	Mangal				
210	Water Sponge	-				
211	White Board Marker Pen	Luxor				
212	White Board Duster	Omega				
213	White Paper (Cream 75 GSM)	J.K.Copier				
214	White Tape	Cock				
215	White Envelope Cover (100 Gsm)	5" x 11"				
216	White Envelope Cover (100 Gsm)	4" x 9"				
217	White Envelope Cover (100 Gsm)	9.5"x 4.5"				
218	White Envelope Cover (100 Gsm)	7"x 4"				
219	Whitener Pen	Oddy				
220	Whitener (Bottle)	Kores				
221	Wonder Tape (2")	Wonder 555 50 Mtrs				
222	World One File (Side Button)	World One				
223	World One Marble File	World One				
224	World One File A4 - 10 leaves	World One				
225	World One File A4 -20 leaves	World One				
226	World One File A4 - 30 leaves	World One				
227	World One File A4 - 40 leaves	World One				
228	World One File F/s - 10 leaves	World One				
229	World One File F/s - 20 leaves	World One				
230	World One File F/s - 30 leaves	World One				
231	World One File F/s - 40 leaves	World One				
232	Writing Pad (Table Board)	Good Quality				
233	Xerox Paper A4	JK Copier				
234	Xerox Paper A4	SPB				
235	Xerox Paper A3	JK Copier				
236	Xerox Paper A3	SPB				
237	Xerox Paper F/S	JK Copier				
238	Xerox Paper F/S	SPB				
239	Zip Leather File	Good Quality				
240	Zip Lock Cover	Good Quality				
241	Note Pad	Nightingale				
242	Bond Paper, A4 Size 90 Gsm (100 Sheets)	JK Brand				
243	Karnataka Map (4 feet x 3 feet)	-				
244	India Map (4 feet x 3 feet)	-				

245	Karnataka Map (Small size)	-					
246	India Map (Small Size)	-					
247	Correction Tape(16 Mtrs & 26 Mtrs)	Weibo					

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

**PLACE :
DATE :**