



ARBITRATION & CONCILIATION CENTRE – BENGALURU
(DOMESTIC & INTERNATIONAL)
(An initiative of the High Court of Karnataka)
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No.ACK/4/2025

Date: 20.02.2025

:: INVITATION FOR QUOTATIONS ::

Quotations are called for supply of enclosed Stationery items for the use of Arbitration & Conciliation Centre, Bengaluru by Authorised Distributors/Dealers who deal with supply of Stationery items which should furnish valid Registration Certificates as per the Specification of Stationery articles notified and it must be recognized by Income Tax/Goods and Services Tax Act with a request to furnish their lowest rate at this office on or before 28.02.2025 at 5:00 pm.

The Agency should not have been blacklisted by any State/Central Govt. or any other Public Sector undertaking as on the date of its proposal. The agencies that are in litigation will not be eligible for this quotation process. An undertaking to this effect should be submitted.

Company Details : Name of the Company with full address, phone number, email address, Payment terms.

Sealed Quotations are to be submitted indicating the price for the above inclusive of GST, etc, on or before 5.00 p.m. on **28.02.2025** addressed to the Director, Arbitration & Conciliation Centre - Karnataka, Bengaluru.

Sd/-

DIRECTOR

Following are the list of stationeries which are called for quotation is as follows:-

SL. NO	STATIONERY ITEMS	QUANTITY
1	A4 GREEN SHEET	1 Ream
2	BOUND BOOK 200 PG	1 No.
3	BOUND BOOK 400 PG	1 No.
4	CELLO TAPE 1"	1 No.
5	CELLO TAPE 2"	1 No.
6	CELLO TAPE 3"	1 No.
7	ERASER APSARA	1 No.
8	FILE BOARD	1 No.
9	GEM CLIPS 24MM	1 Box
10	GEM CLIPS 26MM	1 Box
11	GEM CLIPS 28MM	1 Box
12	FEVI STICK	1 No.
13	GUM BOTTLE	750 ml. Bottle
14	HIGHLIGHTER PEN	1 No.
15	INK PAD	1 No.
16	WHITE BOARD MARKER PEN	1 No.
17	PAD INK BLUE	1 No.
18	PAPER CUTTER BIG	1 No.
19	PAPER CUTTER SMALL	1 No.
20	PENCIL APSARA BLUE	1 Box
21	PENCIL APSARA RED	1 Box
22	PIN CUSHION	1 Box

23	POKER-WOODEN	1 No.
24	POST IT PAD	1 Pkt.
25	PUNCHING MACHINE DOUBLE HOLE	1 No.
26	PUNCHING MACHINE SINGLE HOLE	1 No.
27	SCALE-STEEL	1 No.
28	SCISSOR BIG	1 No.
29	SCISSOR SMALL	1 No.
30	SHARPNER	1 No.
31	SHORTHAND BOOK	1 No.
32	SKETCH PEN RED	1 Pkt.
33	STAPLER BIG	1 No.
34	STAPLER SMALL	1 No.
35	STAPLER PINS BIG	1 Box
36	STAPLER PINS SMALL	1 Box
37	STAPLER PINS MEDIUM	1 Box
38	STITCHING THREAD	1 Roll
39	TAGS 8"	1 Bunch (500 Nos.)
40	WATER PAD	1 No.
41	JK WHITE PAPER A4	1 Ream
42	WHITE SHEETS (THIN)	1 Ream
43	WHITNER PENS	1 No.
44	WHITE PLAIN COVER	50 Nos.
45	STICK FILES	1 No.
46	L FOLDER	1 No.
47	CLOTH COVERS A3	1 No.

48	CLOTH COVERS A4	1 No.
49	CLOTH COVERS LEGAL SIZE	1 No.
50	USE AND THROW PEN BLUE	1 Pkt.
51	USE AND THROW PEN BLACK	1 Pkt.
52	USE AND THROW PEN RED	1 Pkt.
53	REYNOLDS PEN BLUE	1 Pkt.
54	REYNOLDS PEN BLACK	1 Pkt.
55	REYNOLDS PEN RED	1 Pkt.
56	PERMANENT MARKER BLUE	1 No.
57	PEN DRIVE 8 GB Transcend	1 No.
58	3 SQARE SD BOOK	1 No.
59	4 SQARE SD BOOK	1 No.
60	5 SQARE SD BOOK	1 No.
61	RED INK PAD	1 No.
62	PAD INK RED	1 No.
63	HOLE GUARD	1 Pkt.
64	FEVI STICK	1 No.
65	BUTTERFLY CLIPS SMALL	1 Box
66	BUTTERFLY CLIPS MEDIUM	1 Box
67	BUTTERFLY CLIPS BIG	1 Box
68	FEVICOL	500 ML Bottle
69	BROWN TAPE SMALL	1 No.
70	BROWN TAPE BIG	1 No.
71	LONG NOTE BOOK (200 PGS)	1 No.
72	STAPLER PIN REMOVER	1 No.
73	RUBBER BANDS	1 Pkt.

74	CUTTER BLADES	1 Box
75	REMOTE CELL	1 No.
76	CALLING BELLS	1 No.
77	PENCILS APSARA	1 Box
78	POKER-STEEL	1 No.
79	SPRING FILE	1 No.
80	EXECUTIVE BOND PAPER	1 Ream
81	CALCULATOR	1 No.
82	CELLS AA (DURACELL)	1 No.
83	CELLS AAA (DURACELL)	1 No.
84	CELLS AA(EVERYDAY)	1 No.
85	CELLS AA(EVERYDAY)	1 No.
86	NEEDLES	1 Box
87	CORDLESS CALLING BELL	1 No.

SL. NO	HOUSE KEEPING ITEMS	QUANTITY
1	LYZOL FLOOR CLEANING LIQUID	1 litre
2	DOMEX TOILET CLEANER	1 litre
3	DUSTBIN COVERS – BIG	1 packet (contains 8 Nos.)
4	DUSTBING COVERS SMALL	1 packet (contains 15 Nos.)
5	COLIN	1 litre
6	NAPKIN (SMALL TOWELS)	1 Packet
7	TISSUE PAPER PKT	1 Packet

8	TISSUE ROLL	1 Roll
9	PREMIER TISSUES	1 Box
10	ROOM FRESHNER SPRAY	1 Bottle
11	Room Freshener cake big box	1 Box (Big)
12	Dettol hand wash 900 ml	1 Bottle
13	Soap oil 5 ltr can	5 Ltr. Can
14	Naphthalene balls	1 Packet
15	Phenyle 5 ltr can	5 Ltr. Can
16	Urinal cakes	1 Packet
17	Dishwash bar	1 No.
18	Dry mop	1 No.
19	Wet mop	1 No.
20	Hit spray small	1 No.
21	Brooms	1 No.
22	Coaster set 6 in set	1 Set
23	Small spoon	12 Nos.
24	Big spoon	12 Nos.
25	Fork	12 Nos.
26	Plates big	1 No.
27	Plates Medium	1 No.
28	Plates small	1 No.
29	Green tea	1 Packet (contain 100 Nos.)
30	Bowls – small	1 Set
31	Bowls – big	1 Set
32	Bowls – medium	1 Set

33	Tray – medium	1 No.
34	Cup & Saucer	1 Set
35	Steel glasses	1 Set
36	Paper cups	1 Packet

Sd/-

DIRECTOR