

HIGH COURT OF JUDICATURE AT BOMBAY,
BENCH AT NAGPUR

Tender No. Nagpur HC / Stationery Items /4332/2025

The High Court of Judicature at Bombay, Bench at Nagpur invites sealed tenders in two parts i.e. technical cover and financial cover from reputed and experienced agencies for purchase of stationery items including photocopier papers and JK bond papers for the use of this office for the period of Two years i.e. 2026-2027 and 2027-2028, from the date of issuance of work order, as per the specification mentioned in this tender documents. The interested parties may submit their tender on or before 29/08/2025 upto 04.00 p.m.

1. Time Schedule :

Sr. No.	Particulars	Date & Time
1.	Tender Reference No.	Tender No. Nagpur HC/stationery items/4332/2025
2.	Date of Publication	14/08/2025
3.	Last date & time of submission of sealed Tenders.	29/08/2025 by 4.00 p.m.
4.	Date of opening of sealed Technical Cover (containing documents as per annexure "A")	30/08/2025 at 3.00 p.m. [If Possible]
5.	Opening of Financial Envelope (Containing Annexure "B" i.e. Financial Offer)	As per Schedule decided by High Court Registry.
6.	Place of submitting and opening of tenders and address for communication:	High Court of Judicature at Bombay, Bench at Nagpur, Civil Lines, Nagpur – 440 001.

(Note:- The parties applying for Tender shall remain present at the time and place of the opening Technical Cover)

2. Eligibility Criteria & Required Documents :

i.	The tenderer must be registered under relevant applicable laws.	License issued under The Maharashtra Shop and Establishment Act. (Note: Such license must have been renewed and valid). In case of Partnership, Certificate of Registration with Registrar of Firm and Deed of Partnership etc.
ii.	The tenderer should be resident / business operation / office within the limits of Nagpur Municipal Corporation	The Certificate of Registration or such other document issued by the Public Authority must reflect these facts.
iii.	The tenderer should have valid GST and Income Tax Registration.	The copy of GST registration and PAN card.
iv.	The tenderer should have Income Tax Returns for last three financial years.	Copies of Income Tax Returns downloaded from the website of I.T. Dept.
v.	The tenderer must be registered with the professional tax authority.	Corresponding certificate of Registration.
vi.	Tenderer shall have minimum three years' experience of supplying Stationery Items including Photocopier Papers and JK Bond Papers to the Government Offices / Establishment / Public Sector undertakings	The copy of Contracts / Work Orders executed / issued by such Government Offices / Establishment / Public Sector undertakings.
vii.	The tenderer has to submit Undertaking regarding non blacklisting by the Central / State Government / PSU etc., acceptable of terms and conditions of tender document, etc.	Undertaking to that effect in Annexure-C (on the letter head)

3. Other Tender Information :

Tender Fees	E.M.D.	Contract Period	Tender Value approx.
Rs.3,500/- Non Refundable	Rs.15,000/-	Two Year (i.e. 2026-2027 & 2027-2028)	10,00,000/-

4. Tender Fee :

- 4.1 Tender fee of Rs. 3,500/- (Rupees Three Thousand Five Hundred only) is payable by the tenderer, which is non- refundable.
- 4.2 Tender fee is payable by demand draft drawn on any Nationalized or scheduled Bank in the favour of “Registrar, High Court of Bombay, at Nagpur”.
- 4.3 The demand draft shall be annexed with tender form, in technical envelope/cover.

5. Earnest Money Deposit (E.M.D.) :

- 5.1 The E.M.D. of Rs. 15,000/- (Rupees Fifteen Thousand) will be deposited by the successful tenderer after the work order is issued.
- 5.2 The amount of E.M.D. shall be kept in fixed deposit for the period of contract in the Nationalized Bank.

- 5.3 The amount of E.M.D. along with accrued interest if any will be returned after successful completion of the contract.
- 5.4 In case of breach of contract, the amount of E.M.D. or such portion of it, as determined by the Registrar (Administration), shall be forfeited/adjusted against the loss arising out of such breach.
- 5.5 The interested tenderers are required to submit tender fees of **Rs. 3,500/-** (Rupees Three Thousand Five Hundred only) (Non Refundable) and **Earnest Money Deposit (E.M.D.) of Rs. 15,000/-** (Rupees Fifteen Thousand Only) by demand draft of any **Nationalized Bank** in favour of the Registrar, High Court of Bombay at Nagpur. The EMD shall be returned to the unsuccessful tenderers after completion of tender process by obtaining their signatures and to the successful tenderer after the completion of contract subject to any deductions towards penalty or any other liability (if any).

6. Tender is liable for summary rejection, if :

- 6.1 If does not fulfill any of the eligibility criterias and documents as mentioned in clause 2 (i to vi) under the heading, **“Eligibility Criteria and Required Documents”**.
- 6.2 Demand Draft for payment of tender fee is not annexed with the tender.

- 6.3 Demand Draft is not drawn in favour of, “Registrar High Court of Bombay at Nagpur”.
- 6.4 Demand Draft is not drawn on either Nationalized or Schedule Bank.
- 6.5 The tender is conditional.
- 6.6 Every page of the tender document and annexures are not signed by the tenderer.
- 6.7 Copies of documents are not self-attested by the tenderer.
- 6.8 The period for which License is issued/renewed under Shops and Establishment Act is already expired.
- 6.9 Tender is received after due date and time.
- 6.10 The tender document is illegible or incomplete.

7. Instruction for submission of tenders :

- 7.1 Duly filled tender form (*Annexure A*), with all Annexures along with undertaking and declaration shall be enclosed in the technical envelope.
- 7.2 The price offered for supply of stationery items including photocopier papers and JK bond papers (*Annexure B*) shall be enclosed in the financial envelope.

- 7.3 Both the Envelopes i.e. financial envelope and technical envelope, shall be kept together in large size envelope, with particulars like tender reference number / name of tenderer etc. mentioned on such large size envelope.
- 7.4 Financial envelope will be opened only of those tenderer's, who have qualified in technical cover.
- 7.5 Any kind of interpolation, erasing or overwriting in the tender form (*Annexure A*) or other annexures shall be duly attested by the tenderer.
- 7.6 The price offered for supply of stationery items including photocopier papers and JK bond papers shall be enclosed in the financial envelope.

8. General Terms & Conditions :

- 8.1 The details of stationery items including photocopier papers and JK bond papers [financial offer] which would be required by this Registry is kept at ANNEXURE "B".
- 8.2 The tenderer shall have to attach the **filled in Annexure "A"** along with the photocopies of documents serially as required in the Annexure "A" with the technical envelope.

- 8.3 The sealed tender should be superscribed with "Tender for supply of Stationery Items including Photocopier Papers and JK Bond Papers at Nagpur Bench".
- 8.4 After opening financial bid, L1 tenderer [Who is the lowest] shall supply the sample of stationery items as mentioned in Annexure "B", at his own cost. After that, the Registry will take further steps in furtherance of contract. If the Registry finds that, the samples supplied by the L1 tenderer is of poor quality and not as per specification, annexure "B" the Registry reserves the right to reject the tender of L1 and consider the tender of next tenderer as per the aforesaid procedure, in the order of L2, L3, L4 etc.
- 8.5 The Registry reserves rights to extend the contract after expiry of the period of said contract on the same rates, terms and conditions which shall be mandatory to be accepted by the tenderer.
- 8.6 In the financial offer, the tenderers shall quote the rates as per annexure "B" enclosed list for the period of two years, including GST & freight charges etc. The rates quoted will remain in force during the entire period of contract. No additional amount will be payable even if any rates / taxes or any other charges of like nature are increased during the contract period.
- 8.7 The successful tenderer shall be strictly responsible for supply of the required quantity and quality of the stationery items including

photocopier papers and JK bond papers of specified size and GSM as specified in *Annexure-B* of this document, for the use of Hon'ble Judges and staff of Hon'ble Court, as per approved sample as and when directed by the Registry, during the contract period.

- 8.8 The successful tenderer shall have to supply the required quantity of stationery items including photocopier papers and JK bond papers at the office of the Registrar (Administration), High Court of Judicature at Bombay, Bench at Nagpur. No transportation or any other additional charges will be paid to the vendor / agency.
- 8.9 The payment of stationery items ordered from time to time, shall be made after deducting necessary taxes, penalties etc. if applicable, as per Government Rule, subject to the satisfaction of the Registry that the supplied stationery items are in good condition and strictly adheres to the required quantity and quality as per Annexure "B" and also subject to the availability of funds and passing bill to that effect by the treasury.
- 8.10 The tenderer must have an income tax number and he must be paying the income tax.
- 8.11 The tenderer shall ensure that he/she/it shall give quick and fast delivery of the items ordered and within maximum period of one or two days after placing the order. To ensure fast and quick

delivery, preference, at the discretion of the Registry, shall be given to the dealer of nearest location from the office.

- 8.12 The tenderer must have minimum three years experience for supplying stationery items including photocopier papers and JK bond papers in Government / Public Sector undertaken.
- 8.13 The tenderer should not be a party in any legal proceedings before the Hon'ble High Court.
- 8.14 With respect to eligibility criteria and financial offer the decision of the Registry shall be final and no correspondence will be entertained outside the process of negotiation / discussion with this Registry.
- 8.15 This Registry reserves the rights to accept or reject any tender and to annul the tender process and reject all tenders at any time prior to or after the execution of contract, without thereby incurring any liability to the affected tenderer or tenderer's or any obligation to inform the affected tenderer or tenderer's about the grounds for tendering authority's action. The registry also reserves the right to relax or modify any of the terms of tender process.
- 8.16 Decision of this Registry in respect of evaluation of tenders and / or award of contract will be final and binding on the tenderer /

supplier and shall not be liable to be challenged in any court or before any authority.

- 8.17 In case the supplier/bidder fails to supply the order in time or commits the breach of any of the terms of contract/tender. The contract/tender shall be liable to be outright cancellation/termination without assigning any reasons therefor, and the Earnest Money Deposit and payment due, if any, shall also be forfeited.

9. Disputes :

All legal disputes in connection with or arising out of the said tender/contract, shall be subject to the jurisdiction of Hon'ble Bombay High Court, Nagpur Bench, only and shall be subject to Arbitration by the sole Arbitrator to be appointed by or at the instance of the High Court Administration.

Place : Nagpur
Date : 13/08/2025

Sd/-
(Bhushan P. Kshirsagar)
Registrar (Administration)

To,
The Registrar (Administration),
High Court of Bombay,
Nagpur Bench, Civil Lines,
Nagpur-440001

Subject :- Tender in respect of supply of stationery items including photocopier papers and JK bond papers.

Sir,

With reference to your tender on the subject captioned, I am submitting herewith sealed tender along with the rates for the items as per the list published on the website of your office. I have read all the terms and conditions / instructions carefully.

Yours faithfully,

Name of the Dealer / Supplied

Full Address

Phone No.

Mobile No.

HIGH COURT OF JUDICATURE AT BOMBAY**BENCH AT NAGPUR****ANNEXURE "A"**

... I ...

Tender Form

[Prescribed Form which will be attached with the Technical Envelope]

1.	Name and full address of the tenderer	:-	
2.	Name and full address of the Establishment (If the Establishment is Firm or Company, then relevant registration certificate number	:-	
3.	Means of communications; a) Whatsapp Mobile Number b) E-mail ID c) Land Line Telephone Number	:-	
4.	a) PAN No. b) GST Registration No. c) Shop and Establishment License No. d) Professional Tax Registration No.	:-	
5.	Experience in terms of years in the field of supply of Stationery Items including Photocopier Papers and JK Bond Papers	:-	
6.	Details of Government offices / establishments to which the services are provided in the last 3 years	:-	
7.	Details of the Demand Draft enclosed with this tender form.	:-	

Nagpur

Date:-

Signature of the Tenderer

... II ...

(The tenderer shall attach the photocopies of following documents / certificates serially with the above Tender Form)

List of Documents to be Annexed :

Sr. No.	Particulars	Whether documents attached (Yes / No)	Page No.
1)	License under the Maharashtra Shop and Establishment Act		
2)	Certificate of Registration of Firm / Company Law / Partnership Deed		
3)	GST Registration Certificate		
4)	PAN Card		
5)	Income Tax Returns of Last three financial years		
6)	Professional Tax Registration Certificate		
7)	Minimum 3- years Experience Certificate (Copy of Contracts / Work Orders etc.) issued by the Govt. Offices / Establishments / Public Sector Undertakings		
8)	Demand Drafts in the favour of “Registrar High Court of Bombay at Nagpur” drawn on Nationalized or Schedule Bank		
9)	Declaration and Undertaking in Annexure-C		

It is certified that the above information is true and correct.

Nagpur

Date :

Seal & Signature of the Tenderer

HIGH COURT OF JUDICATURE AT BOMBAY

BENCH AT NAGPUR

ANNEXURE "C"

U N D E R T A K I N G

(On stamp paper of Rs. 100/-)

I-----, proprietor of ----- do hereby undertake that, I accept all the terms and conditions of tender notice No.----- published by the Hon'ble High Court of Judicature at Bombay, Bench at Nagpur and I abide by them.

I also undertake that, my firm has not been blacklisted / debarred by Central / State Government, Corporations or Government undertakings etc. I also undertake that, if I will get contract, I will totally responsible for supply of required quantity of stationery items including photocopier papers and JK bond papers during the contract period, within stipulated time, as per sample provided to the High Court Registry at the time of tendering process.

I also undertake that, during the contract period, if the High Court Registry found that, the supplied stationery items including photocopier papers and JK bond papers are not of good quality / as per sample / having any bad smell / poisonous odor/ damaged, then, the said stationery items including photocopier papers and JK bond papers will be replaced immediately at my own cost, and I will totally responsible for any injury caused to the Hon'ble Judges / employees of the Hon'ble High Court due to the handling of poisonous odor papers. The decision of the Hon'ble High Court, in this regard shall be final and binding on me.

Seal & Sign of Tenderer

ANNEXURE “B”
List of Stationery Articles / Items.

Sr. No.	List of Stationery Articles / Items.	Quantity
1	Acrylic Reading/Writing Stand (18x24) 10 mm	Piece
2	Add Gel Pen (Blue, Black, Red, Green)	Box (10 Piece)
3	Add Gel Refile (Blue, Black, Red, Green)	Box (10 Piece)
4	Ball Pen (Blue, Black, Red, Green)	Pocket (10 Piece)
5	Binder Clip (25mm)	Box
6	Binder Clip (32mm)	Box
7	Binder Clip (42mm)	Box
8	Binder Clip (52mm)	Box
9	Binding Cotton Thread	Bundle
10	Box File Big Size (Regular / Premium) (Good Quality)	Piece
11	Box File with clip Medium size (Regular / Premium) (Good Quality)	Piece
12	Calendar stand A4 size	Piece
13	Call Bell	Piece
14	Candle (Big size)	Piece
15	Carbon Paper Blue (Kores) (Good Quality)	Packet
16	CD Marker Pen (Blue, Black, Red) (Camlin)	Box
17	Cello Fine Grip Pen	Box (10 Piece)
18	Cello Pointech Gel Pen	Box (10 Piece)
19	Cello Tape (Brown, Blue, Transparent) (2 Inch, Big Size)	Piece
20	Cello Tape Transparent (0.5 Inch, Medium Size)	Piece
21	Cello Tape Transparent (0.5 Inch, Small Size)	Piece
22	Cloth Envelope (Green) (12x6)	Piece
23	Cloth Envelope (Green) (14x10)	Piece
24	Cloth Envelope (Green) (16x12)	Piece
25	Cloth Envelope (Green) (Big Size)	Piece
26	Conference folder	Piece

27	Conference Pad (10 Pages)	Piece
28	Conference Pad (20 Pages)	Piece
29	Conference Pad (40 Pages)	Piece
30	Correction / Whitener Pen (Camlin make)	Box
31	Cotton Thread	Piece
32	Cutter (Big Size)	Piece
33	Cutter (Small size)	Piece
34	Dater Stamp	Piece
35	Envelope 10X8 Medium Size (Brown/White/Plane)	Piece
36	Envelope 11X5 Medium Size (Brown/White/Plane)	Piece
37	Envelope 12X6 Medium Size (Brown/White/Plane)	Piece
38	Envelope 14x10 Medium Size (Brown/White/Plane)	Piece
39	Envelope 16x12 Big Size (Brown/White/Plane)	Piece
40	Envelope 6X4 Small Size (Brown/White/Plane)	Piece
41	Eraser (Apsara make)	Box
42	Exam Board	Piece
43	Fevicol (Big Size) 200 gm	Piece
44	Fevicol (small size) 100 gm	Piece
45	File Pad (Good Quality)	Piece
46	Foam Tape (Double Sided)	Piece
47	Glossy Photo Paper	Packet
48	Glue Stick (Big)	Piece
49	Glue Stick (Small)	Piece
50	Gum Tube (Fevicol)	Piece
51	Highlighter Pen (camlin make)	Piece
52	JK Bond Paper A4 size (make Jk copier) 90 GSM	Ream
53	L Folder A4 size (Premium quality)	Packet
54	Label / sticker sheet	Packet
55	Ledger Paper Green (80 GSM)	Ream
56	Lock (Large) (Good Quality)	Piece
57	Lock (Medium) (Good Quality)	Piece
58	Lock (Small) (Good Quality)	Piece
59	Long Register(100 pages)	Piece
60	Long Register(200 pages)	Piece
61	Long Register(300 pages)	Piece
62	Long Register(400 pages)	Piece

63	Magnifying Glass (Big)	Piece
64	Magnifying Glass (small)	Piece
65	Marker Pen (Blue, Black, Red, Green) (Camlin)	Box
66	Needle (For Binding)	Piece
67	Notepad / Diary spiral	Piece
68	Nylon Rassi Bundle	Piece
69	Office Spring file (Cobra) Good Quality	Piece
70	Pad File with lace	Piece
71	Pen Stand (Big) (Branded)	Piece
72	Pen Stand (small) (Branded)	Piece
73	Pencil (Black) (Apsara make)	Packet
74	Pencil (Blue & Red) (Apsara make)	Packet
75	Photocopier Paper A4 size 75 gsm (JK copier)	Ream
76	Pilot Pen (Blue, Black, Red, Green)	Box
77	Plastic (Tocha/Poker)	Piece
78	Plastic Button file Transparent (Good Quality)	Piece
79	Plastic folder (Good Quality)	Piece
80	Plastic Strip file (Good Quality)	Piece
81	Plastic Tray (Medium size) (Good Quality)	Piece
82	Punch Machine (DP-480) (make Kangaroo)	Piece
83	Push Pin (Drawing Pin)	Box
84	Red Tag (Good Quality) (Packet of 10 bundles)	Packet
85	Reynolds Pen (0.45)	Packet
86	Rubber Band (Big)	Packet
87	Rubber Band (Small)	Packet
88	Scissor (Big) (Good Quality)	Piece
89	Scissor (Small) (Good Quality)	Piece
90	Sealing Wax	Packet
91	Sharpener (make Apsara)	Box
92	Sketch Pen (make Camel)	Packet
93	Stamp ink bottle (make Camlin)	Piece
94	Stamp pad (Big) (make Camlin)	Piece
95	Stamp pad (small) (make Camlin)	Piece
96	Stapler (Big size) (make Kangaroo)	Piece
97	Stapler (Small size) (make Kangaroo)	Piece
98	Stapler Pin (Big size) (make Kangaroo)	Packet

99	Stapler Pin (Small size) (make Kangaroo)	Packet
100	Stapler Pin remover (make kangaroo)	Piece
101	Steel Scale (Big) (Camlin)	Piece
102	Steel Scale (small) (Camlin)	Piece
103	Steno Note Pad	Piece
104	Sticky Note-Pad (3/4/5 Color Flag)	Packet
105	Sticky Notes-Plastic 4/5 color Flag	Packet
106	Sutali	Kilogram
107	Tachani Pin	Box
108	U folder (A4/ FS)	Packet
109	U pin (Big)	Box
110	U pin (small)	Box
111	Uniball eye pen (Blue, Black, Red, Green)	Box (10 Piece)
112	Use & throw Pen (Blue, Black, Red & Green)	Box (10 Piece)
113	Water Sponge/Damper (Good Quality)	Piece
114	White Board Marker Pen (Camlin)	Piece
115	White Board Duster	Piece
116	White Tag (10 Inch) (Good Quality)	Bundle
117	Wooden (Tocha/Poker)	Piece
118	Gift Wrapping Paper	Packet