

HIGH COURT OF JUDICATURE AT BOMBAY,
BENCH AT NAGPUR

NOTICE INVITING TENDER

No.N / Stationery. /3356/2023

Date : 18/07/2023

The Registry of High Court of Judicature at Bombay, Bench at Nagpur invites sealed tenders in two part system [technical cover & financial cover] from reputed suppliers / dealers / agencies for fixing the rates for stationery items including photocopier paper and Jk bond paper for the period of one year from the date of award of contract. The interested parties may submit their tender on or before 04/08/2023 upto 04.00 p.m.

The tender documents and terms and conditions are available on the official website of the High Court of Bombay, i.e. <https://bombayhighcourt.nic.in>


19.07.2023

Registrar (Administration)
High Court of Bombay,
Nagpur Bench, Nagpur

Place : Nagpur
Date : 19/07/2023

HIGH COURT OF JUDICATURE AT BOMBAY,
BENCH AT NAGPUR

Tender No. Nagpur HC / Stationery Items /3356/ 2023

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 one year, 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 31/07/2023 upto 04.00 p.m.

1. Time Schedule :

Sr. No.	Particulars	Date & Time
1.	Tender Reference No.	Tender No. Nagpur HC/stationery items/ 3356 /2023
2.	Date of Publication	19/07/2023
3.	Last date & time of submission of sealed Tenders.	04/08/2023 by 4.00 p.m.
4.	Date of opening of sealed Technical Cover (containing documents as per annexure "A")	05/08/2023 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 :

Sr. No.	Eligibility Criteria	Documentary Proof to be attached
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 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/-	One Year	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 successful tenderer has to deposit E.M.D. of Rs. 15,000/- (Rupees Fifteen Thousand) within 7 days or such earlier period as may be directed, from issuance of work order.

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 it 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 The price offered for supply of stationery items including photocopier papers and JK bond papers shall be enclosed in the financial envelope.
- 7.2 Duly filled tender form (*Annexure A*), with all Annexures along with undertaking and declaration shall be enclosed in the technical envelope.
- 7.3 Both the Envelopes i.e., financial envelope and technical, 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 of only those tenderers will be opened, 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.

7.7 Duly filled tender form (*Annexure A*), with all Annexures along with undertaking and declaration shall be enclosed in the technical 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 infurtherence 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 one year, 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 tenderers or any obligation to inform the affected tenderer or

tenderers 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.

9.17 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 : 19 /07/2023


19.07.2023
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

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.

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"					
Sr. No.	Particulars	Quantity	Rate Without Tax	Rate With Tax	Remark
1	Acrylic Reading/Writing Stand (18x24) 10 mm	Piece			
2	Add Gel Pen (Blue, Black, Red, Green)	Piece			
3	Add Gel Refile (Blue, Black, Red, Green)	Piece			
4	Ball Pen (Blue, Black, Red, Green)	Piece			
5	Binder Clip (25mm)	Box			
6	Binder Clip (32mm)	Box			
7	Binder Clip (42mm)	Box			
8	Binder Clip (52mm)	Box			
9	Box File (Regular / Premium)	Piece			
10	Calculator machine 12 digit Casio make MJ-120 D	Piece			
11	Calendar stand A4 size	Piece			
12	Call Bell	Piece			
13	Candle (Big size)	Piece			
14	Carbon Paper Blue (Kores)	Packet			
15	CD Marker Pen (Blue, Black, Red) (Camlin)	Piece			
16	Cello Fine Grip Pen	Piece			
17	Cello Pointech Gel Pen	Piece			
18	Cello Tape (Brown, Blue, Transparency) Big Size	Piece			
19	Cello Tape (small size)	Piece			
20	Cloth Envelope (10x12)	Piece			
21	Cloth Envelope (11x5)	Piece			
22	Cloth Envelope (12x16)	Piece			
23	Colour Flag (3/4/5)	Packet			
24	Conference folder	Piece			
25	Conference Pad (10 Pages)	Piece			
26	Conference Pad (20 Pages)	Piece			
27	Conference Pad (40 Pages)	Piece			
28	Correction/ Whitener Pen (Camlin make)	Piece			
29	Cotton Thread	Piece			
30	Cutter (Big Size)	Piece			
31	Cutter (Small size)	Piece			
32	Dater Stamp	Piece			
33	Double Punch	Piece			
34	Envelope (Brown/White/Plane/Green) Big Size	Piece			
35	Envelope (Brown/White/Plane/Green) Medium Size	Piece			
36	Envelope (Brown/White/Plane/Green) Small Size	Piece			
37	Eraser (Apsara make)	Piece			
38	Exam Board	Piece			
39	Fevicol (Big Size) 200gm	Piece			
40	Fevicol (small size) 100 gm	Piece			
41	File Pad	Piece			
42	Glue Stick (Big) (Fevicol)	Piece			

Sheet1

43	Glue Stick (Small) (Fevicol)	Piece		
44	Gum Tube (Fevicol)	Piece		
45	Highlighter Pen (camlin make)	Piece		
46	JK Bond Paper A 4 size (make Jk copier) 90 GSM	Ream		
47	L Folder A4 size (Premium quality)	Packet		
48	L Folder Fs (Premium quality)	Packet		
49	Label / sticker sheet	Packet		
50	Ledger Paper Green (80 GSM)	Ream		
51	Lock (Large) (Good Quality)	Piece		
52	Lock (Medium) (Good Quality)	Piece		
53	Lock (Small) (Good Quality)	Piece		
54	Long Register(100 pages)	Piece		
55	Long Register(200 pages)	Piece		
56	Long Register(300 pages)	Piece		
57	Long Register(400 pages)	Piece		
58	Magnifying Glass (Big)	Piece		
59	Magnifying Glass (small)	Piece		
60	Marker Pen (Blue, Black, Red, Green) (Camlin)	Piece		
61	Needle	Piece		
62	Notepad /Diary spiral	Piece		
63	Nylon Rassi Bundle	Piece		
64	Office Spring file (Cobra) Good Quality	Piece		
65	Pad File with lace	Piece		
66	Pen Stand (Big) (Branded)	Piece		
67	Pen Stand (small) (Branded)	Piece		
68	Pencil (Black) (Apsara make)	Packet		
69	Pencil (Blue & Red) (Apsara make)	Packet		
70	Pencil (Blue) (Apsara make)	Packet		
71	Pencil (Red) (Apsara make)	Packet		
72	Photocopier Paper A 4 size 75 gsm (JK copier)	Ream		
73	Pilot Pen (Blue, Black, Red, Green)	Piece		
74	Plastic (Tocha/Poker)	Piece		
75	Plastic file (Good Quality)	Piece		
76	Plastic folder (Good Quality)	Piece		
77	Plastic Strip file (Good Quality)	Piece		
78	Plastic Tray (small size) (Good Quality)	Piece		
79	Punch Machine (make Kangaroo)	Piece		
80	Push Pin (Tachani)	Piece		
81	Red Tag	Bundle		
82	Reynolds Pen	Piece		
83	Rubber Band (Big)	Piece		
84	Rubber Band (Small)	Piece		
85	Scissor (Big)	Piece		
86	Scissor (Small)	Piece		
87	Sealing Wax	Packet		
88	Sharpener (make Apsara)	Piece		
89	Sketch Pen (make Camel)	Packet		
90	Stamp ink bottle (make Camlin)	Piece		
91	Stamp pad (Big) (make Camlin)	Piece		
92	Stamp pad (small) (make Camlin)	Piece		

Sheet1

93	Stapler (Big size) (make Kangaroo)	Piece			
94	Stapler (Small size) (make Kangaroo)	Piece			
95	Stapler Pin (Big size) (make Kangaroo)	Packet			
96	Stapler Pin (Small size) (make Kangaroo)	Packet			
97	Stapler Pin remover (make kangaroo)	Piece			
98	Steel Scale (Big) (Camlin)	Piece			
99	Steel Scale (small) (Camlin)	Piece			
100	Steno Note Pad	Piece			
101	Sutali	Kilogram			
102	Thread	Bundle			
103	U folder (A4/ FS)	Packet			
104	U pin (Big)	Box			
105	U pin (small)	Box			
106	U pin (small)	Box			
107	Uniball eye pen (Blue, Black, Red, Green)	Piece			
108	Uniball Pen (Blue, Black, Red, Green)	Piece			
109	Use & throw Pen	Box			
110	Water Sponge/Damper	Piece			
111	White Tag	Bundle			
112	Wooden (Tocha/Poker)	Piece			
113	White Board Marker Pen (Camlin)	Piece			