

**ANNEXURE – A**

**No.HC/STY/06/2024**

**HIGH COURT OF KARNATAKA  
BENGALURU - 560 001  
DATED: 06- 03 - 2024**

**NOTIFICATION**

Sub:- Submission of sealed quotation for supply of Xerox Paper,  
A4 Size, 80 Gsm (J.K. Copier) -Reg.

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With reference to the above subject, it is hereby notified that this Office proposed to purchase of Xerox Paper, A4 Size, 80 Gsm (J.K.Copier) for the use of this Office.

Sealed Quotations are invited for purchase of the above mentioned Xerox Paper, A4 Size, 80 Gsm (J.K.Copier) 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 successful bidder in Bengaluru has 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, the authorized firms, in Bengaluru may submit sealed quotation, to be addressed to the Registrar General, High Court of Karnataka, Bengaluru for supply of Xerox Paper, A4 Size, 80 Gsm (J.K.Copier) on or before **18/03/2024 at 4.00 P.M** with superscription on the envelope

**“QUOTATION FOR SUPPLY OF XEROX PAPER, A4 SIZE, 80 GSM (J.K.COPIER)”** 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 **19/03/2024 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 C and Notification copy along with terms and condition are web hosted in the High Court official website: [www.karnatakajudiciary.kar.nic.in](http://www.karnatakajudiciary.kar.nic.in)

**By Order**

**Sd/-**  
**(E. RAJEEVA GOWDA)**  
**REGISTRAR (ADMINISTRATION)**

**No.HC/STY/ 06/2024**

**High Court of Karnataka,  
Bengaluru,  
Dated: 06/03/2024**

**NOTIFICATION**

High Court of Karnataka proposes to purchase of Xerox Paper, A4 Size, 80 Gsm (J.K.Copier) as indicated in Annexure-C 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-B & C enclosed herewith.

**CONDITIONS FOR SUPPLY OF XEROX PAPER, A4 SIZE, 80 GSM  
(J.K.COPIER):-**

1. The rate of above mentioned item should be quoted/ indicated at Annexure-C inclusive of all taxes, levies, freight, forwarding and other expenses. The grand total of the said article 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 items 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 items 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 Xerox Paper, A4 Size, 80 Gsm (J.K.Copier) 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 items 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 Article 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 2 years (2021-22 & 2022-2023,) of the Company/Firm.
12. The authorized vendor shall furnish upto date GST Registration Certificate as well as GST Clearance certificate.
13. If there is any variation in the GST percentage the supplier shall be responsible for updating the GST to this office.

14. 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/-.
15. The Xerox Paper, A4 size, 80 Gsm (J.K.Copier) 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 XEROX PAPER, A4 SIZE, 80 GSM (J.K COPIER)”.**

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 4.00 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 **18/03/2024** by **4.00 P.M**

**OPENING OF QUOTATION:-**

The sealed quotation will be opened on **19/03/2024** 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/ 06 / 2024**

**Dated:**

To

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

Sir,

We hereby quote for the supply of Xerox Paper, A4 Size, 80 Gsm (J.K.Copier) 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	Registration No. of the firm (Copy to be enclosed)	
6	GST Registration Certificate (Xerox Copy to be enclosed)	
7	Self declaration of not black-listed any where.	

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

**PLACE :**

**DATE :**



**ANNEXURE – C**

**FORM FOR SUBMISSION OF QUOTATION FOR SUPPLY OF**  
**XEROX PAPER, A4 SIZE, 80 GSM (J.K.COPIER)**  
**TO THE HIGH COURT OF KARNATAKA, BENGALURU**

Sl. No.	Name of the Stationery Article	Brand Name & Specification	Unit	GST Rate (%)	Rate per Unit (Exclusive GST)	GST Amount	Total
1	Xerox Paper, A4 Size, 80 Gsm (J.K.Copier)	J.K.Copier					

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

**PLACE :**

**DATE :**