

ANNEXURE – A

No.HC/STY/ 1 /2024

**HIGH COURT OF KARNATAKA
BENGALURU - 560 001
DATED: 15 - 02 - 2024**

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 **28.02.2024 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 **29.02.2024 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 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/-

**(E. RAJEEVA GOWDA)
REGISTRAR (ADMINISTRATION)**

No.HC/STY/01/2024

**High Court of Karnataka,
Bengaluru,
Dated: 15 -02 -2024**

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 (Sl.No.1 to 234) 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 (2020-21, 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. 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 **28.02.2024 by 4.00 P.M**

OPENING OF QUOTATION:-

The sealed quotation will be opened **on 29.02.2024 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/01/ 2024

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 anywhere.	

**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	Carbon Paper (Typewriting) Black	Kores						
14	Carbon Paper (Typewriting) Blue	Kores						
15	CD Marker Pen	Luxor						
16	Cello Tape (Big) (1")	50 Mtr						
17	Cello Tape (Small) (1/2")	50 Mtr						
18	Cello Tape (3")	50 Mtr						
19	Clear Sheet Protector	SVS						
20	Cloth line cover 12 x 10 (A4)	Premium						
21	Cloth line cover 18 x 14	Premium						
22	Cloth line cover 14 x 10 (F/s)	Premium						
23	Cloth line cover 16 x 12	Premium						
24	Cloth line cover 20 x 16	Premium						
25	Cloth line cover 10.5 x 8	Premium						
26	Cloth line envelope cover 5"x 11"	Premium						
27	Cloth line envelope cover 4"x 9"	Premium						
28	Cloth line cover with sticker (Polynet) 10 x 12	Premium						
29	Cloth line cover with sticker (Polynet) 14 x 10	Premium						
30	Cloth line cover with sticker (Polynet) 16 x 12	Premium						
31	Eraser (Big)	Apsara						
32	Eraser (Small)	Apsara						
33	Examination Board (Clip Board)	Wooden						
34	Examination Board (Clip Board)	Plastic						
35	Executive Bond Paper (A4)	JK						
36	Gatani (Metal Jumper)	Good Quality						

37	Glass Marker Pencil	Apsara					
38	Glue Stick	Fabrecastell					
39	Green Baize Cloth	Good Quality					
40	Green Lace Tags	Good Quality					
41	Gum Paste	Good Quality					
42	Gum Bottle	Camlin					
43	Gunny Thread	Good Quality					
44	Hammer (1 ½ LB) (Wooden Handle)	Enox					
45	Hi-lighter Pen (Red/Yellow/Green)	Luxor					
46	Ink Eraser	Mikado					
47	ID Card Tag (Plain)	Good Quality					
48	ID Card Clip	Good Quality					
49	Jump Clips (Normal)	Bell					
50	Jump Clips (Colour)	Bell					
51	Knife	Good Quality					
52	Kora Cloth	Good Quality					
53	K.G. Card Board	Good Quality					
54	Lamination Pouch	JMD					
55	Ledger Book with index -One Quire	-					
56	Ledger Book with index -Two Quire	-					
57	Ledger Book with index -Three Quire	-					
58	Ledger Book with index -Four Quire	-					
59	Ledger Book with index - Five Quire	-					
60	Ledger Book with index - Six Quire	-					
61	Ledger Book with index -Twelve Quire	-					
62	Ledger Book 5 Quire with index (Regzine Binding)	-					
63	Ledger Paper F/S (Green) (80 Gsm)	JK					
64	Letter Opener	Kangaro					
65	L Shape Folder (A4)	Good Quality					
66	L Shape Folder (F/s)	Good Quality					
67	Machine Oil	Juki					
68	Magnifying Glass	90 mm					
69	Magazine Rack	Good Quality					
70	Marker Tip Pen	Luxor					
71	Marble file	600 Gsm Board with spring					
72	Marble File With Plastic Clips	Good Quality					
73	Marker Pen Ink Bottle (Permanent)	Luxor					
74	Metallic Pen (Gold & Silver)	Good Quality					
75	Montex Ball Pen	Montex					
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-Black/Blue/Green/Red)	Montex					
104	Pen (Achiever Gel Pen)	Montex					
105	Pen (Parker Beta Ball Pen)	Parker					
106	Pin Cushion (Magnetic)	Omega					
107	Permanent Marker Pen	Luxor					
108	Transparent cover with two hole	A4 Size					
109	Transparent cover with two hole	F/S Size					
110	Poker (Wooden)	National					
111	Poker (Metal)	-					
112	Post - it - Pad (1" X 4")	Oddy					
113	Post - it - Pad (3" X 3")	Oddy					
114	Post - it - Pad (3" X 5")	Oddy					
115	Post It Pad 1 x 5 Size	Oddy					
116	Post - it - Pad (1" X 3")	Post - it 3M					
117	Post - it - Pad (3" X 3")	Post- it 3M					
118	Post - it - Pad (3" X 5")	Post - it 3M					
119	Post-it-Pad (Plastic Flag) (1.25cm x 4.37 cm)	Post-it 3M					
120	Post-it-Pad (Plastic -Arrow type)	-					
121	Punching Machine (Single Hole)	Kangaro					
122	Punching Machine (Double Hole - DP 52)	Kangaro					
123	Punching Machine (Double Hole - DP 280)	Kangaro					
124	Punching Machine (Double Hole - DP 480)	Kangaro					

125	Punching Machine (Double Hole - DP 600)	Kangaro					
126	Punching Machine (Double Hole - DP 800)	Kangaro					
127	Punching Machine (Heavy Duty HDP 1320, Single Hole with extra needle)	Kangaro					
128	Punching Machine - Heavy Duty (3 Hole) With Extra Needle	GEM					
129	Punching Machine - Heavy Duty (Single Hole) With Extra Needle	GEM					
130	Punching Machine Needle	-					
131	Ring Binder (Box lever file type - Plastic, 1")	World One					
132	Ring Binder (Box lever file type-plastic, ½")	World One					
133	Rubber Bands (1") (Small)	Nylon					
134	Rubber Bands (3") (Big)	Nylon					
135	Scale (Metal)	Cross					
136	Scale (Plastic - Transparent)	Camlin					
137	Scissor (Big)	Kent					
138	Scissor (Small)	Kent					
139	Scissor (Tailoring)	-					
140	Scribbling Pad- Ruled (1/8 th) Book Type	-					
141	Scribbling Pad- Ruled (1/8 th) Spiral	-					
142	Scribbling Pad - Unruled (1/8 th) Book Type	-					
143	Scribbling Pad - Unruled (1/8 th) Spiral	-					
144	Scribbling Pads - Ruled (A4) Book Type	-					
145	Scribbling Pads - Unruled (A4) Book Type	-					
146	Scribbling Pads - Ruled (A4) Spiral Type	-					
147	Scribbling Pads - Unruled (A4) Spiral Type	-					
148	Scribbling Pads - Ruled (A6) Note Book Type	-					
149	Scribbling Pads - Unruled (A6) Note Book Type	-					
150	Scribbling Pad - Ruled (A6) Spiral Type	-					
151	Scribbling Pad - Unruled (A6) Spiral Type	-					
152	Scribbling Pad with Perforation (1/4 Size or A4, Un-ruled - 50 Sheets)	-					
153	Scribbling Pad with Perforation (13 ½ "x 5" Size, with spiral)	-					
154	Spiral Pad 1/8 th size top open	-					
155	Self Ink Pad (Big) (Blue/Red)	Supreme					

156	Self Ink Pad (Small) (Blue)	Supreme					
157	Self Ink Pad Ink (Blue/ Red)	-					
158	Shorthand Note Book	-					
159	Sharpener	Apsara					
160	Sharpener	Nataraj					
161	Spring Clip File A4 (Plastic)	-					
162	Spring Clip File F/S (Plastic)	-					
163	Stapler Machine No. 10 (Small)	Kangaro					
164	Stapler Machine No. 24/6 (Big)	Kangaro					
165	Stapler Machine (HD-10)	Kangaro					
166	Stapler Machine (Heavy) (H.D. 45)	Kangaro					
167	Stapler Machine (HP - 45 Steel Folding)	Kangaro					
168	Stapler Pin No. 10 (Small)	Kangaro					
169	Stapler Pin No. 24/6 (Big)	Kangaro					
170	Stapler Pin (8 mm 5/16")	Kangaro					
171	Stapler Pin (10 mm 3/8")	Kangaro					
172	Stapler Pin (15 mm 3/8")	Kangaro					
173	Stapler Pin (17 mm 5/8")	Kangaro					
174	Stapler Pin (20 mm 5/16")	Kangaro					
175	Stapler Pin HB. 45	Kangaro					
176	Stapler Pin Remover	Kangaro					
177	Stick File - A4	Good Quality					
178	Stick File - F/s	Good Quality					
179	Sticker Sheet (Coin Type)	-					
180	Sticker Sheet A4	Oddy					
181	Sticker Sheet - 2 Label, A4	Oddy					
182	Sticker Sheet - 4 Label, A4	Oddy					
183	Sticker Sheet - 6 Label, A4	Oddy					
184	Sticker Sheet - 8 Label, A4	Oddy					
185	Sticker Sheet - 10 Label, A4	Oddy					
186	Sticker Sheet - 12 Label, A4	Oddy					
187	Sticker Sheet - 14 Label, A4	Oddy					
188	Sticker Sheet -16 Label, A4	Oddy					
189	Sticker Sheet - 18 Label, A4	Oddy					
190	Sticker Sheet - 20 Label, A4	Oddy					
191	Stitching Thread	Simco 112					
192	Stock Register 14 Quire with Regzine Binding	-					
193	Tape Dispenser Machine (Cello Tape)	Omega					
194	Water Pad (With Lid)	Mangal					
195	Water Pad (Without Lid)	Mangal					
196	Water Sponge	-					
197	White Board Marker Pen	Luxor					
198	White Board Duster	Omega					
199	White Paper (Cream 70 GSM)	J.K.Copier					
200	White Paper (Cream 75 GSM)	J.K.Copier					
201	White Tape	Cock					
202	White Envelope Cover (100 Gsm)	5" x 11"					
203	White Envelope Cover (100 Gsm)	4" x 9"					
204	White Envelope Cover (100 Gsm)	9.5"x 4.5"					

205	White Envelope Cover (100 Gsm)	7"x 4"					
206	Whitener Pen	Oddy					
207	Whitener (Bottle)	Kores					
208	Wonder Tape (2")	Wonder 555 50 Mtrs					
209	World One File (Side Button)	World One					
210	World One Marble File	World One					
211	World One File A4 - 10 leaves	World One					
212	World One File A4 -20 leaves	World One					
213	World One File A4 - 30 leaves	World One					
214	World One File A4 - 40 leaves	World One					
215	World One File F/s - 10 leaves	World One					
216	World One File F/s - 20 leaves	World One					
217	World One File F/s - 30 leaves	World One					
218	World One File F/s - 40 leaves	World One					
219	Writing Pad (Table Board)	Good Quality					
220	Xerox Paper A4	JK Copier					
221	Xerox Paper A4	SPB					
222	Xerox Paper A3	JK Copier					
223	Xerox Paper A3	SPB					
224	Xerox Paper F/S	JK Copier					
225	Xerox Paper F/S	SPB					
226	Zip Leather File	Good Quality					
227	Zip Lock Cover	Good Quality					
228	Note Pad	Nightingale					
229	Bond Paper, A4 Size 90 Gsm (100 Sheets)	JK Bond					
230	Karnataka Map (4 feet x 3 feet)	-					
231	India Map (4 feet x 3 feet)	-					
232	Karnataka Map (Small size)	-					
233	India Map (Small Size)	-					
234	Correction Tape (16 Mtrs & 26 Mtrs)	Weibo					

SIGNATURE OF THE PROPRIETOR
SEAL OF THE FIRM

PLACE :

DATE :