

**THE HIGH COURT OF TRIPURA
AGARTALA.**

NO.F.3(2)-HC/2015-2018/ 8615

Dated, Agartala,
The 2nd May, 2017.

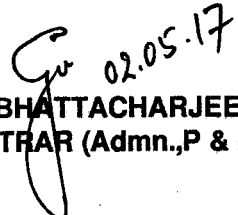
NOTICE INVITING TENDER.

Tenders in sealed cover are hereby invited on behalf of the Registrar General, High Court of Tripura, Agartala, from the reputed / Govt. registered Supplier(s) / Distributor(s) / Dealer(s) / Firm(s), for supply of **Office Stationeries & Miscellaneous Articles** used in this Registry, as mentioned in the enclosed list (Marked as **Annexure 'A'**) for the financial year 2017-2018.

The tenders should reach the office of the undersigned on or before **02.06.2017 (up to 5 P.M)** and the same will be opened on **05.06.2017 at 11 A.M** before the undersigned, if possible, in presence of the tenderers who may remain present if they so desire.

TERMS AND CONDITION.

1. All rates should be quoted **inclusive of VAT**, both in figures and in words and attested Copies of VAT Registration & Tax Clearance Certificate should be enclosed along with tender.
2. Once tenders are submitted, no modification or alteration in the rates quoted therein shall be entertained throughout the financial year 2017-2018.
3. The rate accepted by the Registry shall remain valid **for the entire financial year 2017-2018**. No modification or alteration in rates shall be entertained by the Registry of the High Court on any ground whatsoever, once the quoted rate is accepted.
4. The Registry of the High Court shall not bear any carrying charge for procuring articles from any supplier. The carrying charge shall be borne by the Supplier.
5. **Samples in respect of item Nos. 8, 20 and 30, should be collected from the office of the undersigned & should be furnished along with the tender.**
6. **The standard of quality must be strictly maintained.** Any subsequent degradation in the quality of any article from the standard shown at the time of submitting the tender shall make a particular order or the entire tender agreement for that particular article, liable to be cancelled.
7. Articles shall have to be delivered to the Registry of the High Court of Tripura as and when indented, **at the sole expense and arrangement of the Supplier.**
8. In the event of the Supplier's failure to supply the article(s) at the rate accepted by this Registry without any acceptable genuine reason being assigned, the undersigned reserves the right to rescind the supply order issued to the supplier, at the cost and risk of the supplier in respect of any increase in the rate & cost of the article/s.
9. In case of branded items, the article(s) shall be required to be supplied by the Supplier(s) as per the brand mentioned against each item in the list of articles attached. Acceptance or rejection of article(s) of any brand other than those mentioned in the list attached, shall be at the sole discretion of this Registry.
10. Tender(s) submitted in violation of any of the Terms and Conditions will not be considered.
11. The undersigned reserves the right to accept or reject any tender in part or as a whole including the lowest one without assigning any reason thereof.
12. If the authority so desires, on the question of urgency and standard of quality, purchases may be made from suppliers or dealers not participating in the tender procedure.
13. Any matter or issues arising under or in connection with the above, shall be subject to the exclusive jurisdiction of the courts of Tripura.


(S. BHATTACHARJEE)
REGISTRAR (Admn., P & M).

NO.F.3(2)-HC/2015-2018/ 8616-17 Dated, Agartala, The 02nd May, 2017.

Copy to:-

✓ 1. The System Analyst, High Court of Tripura, Agartala, with a request to upload the Notice Inviting Tender in the Website of the High Court of Tripura, Agartala;

2. Notice Board, High Court of Tripura, Agartala.

02.05.17
(S. BHATTACHARJEE)
REGISTRAR (Admn., P & M)

**HIGH COURT OF TRIPURA
AGARTALA**

**Rates invited for Office Stationeries & Miscellaneous articles
for the financial year 2017-2018.**

SL. NO.	Name of the Articles	Brand / Quality	Rate in words	Rate in figures
1	Add-Gel Pen (Black /Blue /Red/ Green)	Add gel		
2	Arch file	Best quality		
3	Battery (big)	Eveready/ Nippo/ Novino		
4	Battery (Medium) (AA)			
5	Battery (small) (AAA)			
6	Battery (Medium) (AA)	Duracell		
7	Battery 12V (For remote control, etc.)	Best quality		
8	Board file (Cloth binding)	As per sample		
9	Bound Register (Cloth/Leather/Rexin)(Separate Sub-Nos. may be made for different volumes)	Per Volume No. / Per unit		
10	Brooms. (Flower/Coconut)	Best quality		
11	Calculator machine 8,10,12 digit.	Bistek / Orpat		
12	Calling bell for Table	Best quality		
13	Candle (Standard size)	Best quality		
14	Carbon (Black/Blue/ Big size)	Kores		
15	Carbon(Black/Blue/small size)	Kores		
16	Celo-tape (1" & 2")	Best quality		
17	Clip Board	Best quality		
18	Colin 500 ml bottle	Colin		
19	Correction fluid pen	Kores / Camel		
20	File Cover	As per sample		
21	Cover of water glass	Best quality		
22	Dak pad/ Receipt box	Best quality		
23	Desk calendar Refill stand	Best quality		
24	Dettol Liquid Soap / Handwash	Dettol		
25	Dot pen (both side)	Best quality		
26	Dot pen (Smart Gel) (Blue/Black/Red)	Linc		
27	Dot pen (Klassy / Delta)	Goldex		
28	Dot pen for pen stand	Best quality		
29	Drinking water glass (Borosil)	Borosil		
30	Drinking water glass (Ordinary)	Best quality		
31	Duster (Cotton)	Best quality		
32	Duster (Flannel)	Best quality		
33	Envelope	As per sample		
34	Gum (1 ltr Bottle)	Fevicol		
35	Gum (700 ml Bottle)	Kores		
36	Gum (Tube)	Fevicol		
37	Gum (Glue Stick)	Camel/Kores		
38	Gum (Tube) Jar/ Bottle)	Fevicol / / Fevi Gum		
39	Hand towel	Bombay Dyeing		
40	Hand towel (ordinary)	Best quality		
41	High lighter pen	Best quality		

Office Stationeries & Miscellaneous articles

SL. NO.	Name of the Articles	Brand / Quality	Rate in words	Rate in figures
42	Hit Spray (Extra large)	Hit		
43	Hit Spray (Big)	Hit		
44	Hit Spray (Small)	Hit		
45	Jems clip (Plastic coated)	Best quality		
46	Jute Rope	Best quality		
47	Key bag (Classic)	Best quality		
48	Markin Cloth	Best quality		
49	Mosquito repellent liquid machine	Good Knight		
50	Mosquito repellent liquid refill	Good Knight		
51	Nephthalene ball	Best quality		
52	Napkin paper	Club soft		
53	Odonil	Odonil		
54	Paper clip	Best quality		
55	Paper Knife	Best quality		
56	Paper Roll for pen stand	Best quality		
57	Paper weight	Best quality		
58	Pen stand with 2 pen	Best quality		
59	Pen stand with 4 pen	Best quality		
60	Pen stand with 4 pen	Medium quality		
61	Pencil (Red & Blue)	Best quality		
62	Pencil (HB)	Apsara		
63	Pencil (Multi colour set)	Camlin		
64	Pencil cutter	Best quality		
65	Permanent Marker Pen	Camlin		
66	Pin (ordinary)	Best quality		
67	Pin T shaped	Best quality		
68	Pin cushion	Best quality		
69	Punching machine	Kangaroo/ Best quality		
70	Refill (Smart gel)	Linc		
71	Refill (small pointed)	Best quality		
72	Refill Add- Gel (Black/Blue/Green)	Add Gel		
73	Rin/Vim bar soap	Vim/Rin		
74	Room freshener (Night Dream/ Rajanigandha)	Duca		
75	Scale (big)	Best quality		
76	Sealing Wax	Best quality		
77	Shorthand note book	Oxford		
78	Shorthand note book	Rajdoot		
79	Sketch pan	Camel/Luxor		
80	Stamp pad (Big)	Best quality		
81	Stamp pad (small)	Camlin Kokuyo		
82	Stamp pad ink	Best quality		
83	Stapler Machine (24/6-1M)	Kangaroo		
84	Stapler Machine (23/17-H)	Kangaroo		
85	Stapler Machine (HP-45)	Kangaroo		
86	Stapler pin (23/17-H)	Kangaroo		
87	Stapler pin (24/6-1M)	Kangaroo		

Office Stationeries & Miscellaneous articles				
SL. NO.	Name of the Articles	Brand / Quality	Rate in words	Rate in figures
88	Stapler pin (10-1 M)	Kangaroo		
89	Steel wool (Big)	Best quality		
90	Sticky pad / Paper Flags / Markers (Big)	Oddy		
91	Sticky pad / Paper Flags / Markers (medium)	Oddy		
92	Sticky pad / Paper Flags / Markers (small)	Oddy		
93	Sujan	Best quality		
94	Tag	Best quality		
95	Thread ball	Best quality		
96	Thread Reel	Best quality		
97	Toilet paper	Best quality		
98	Toilet soap bar (100gram)	Lux / Dettol/ Savlon		
99	Towel (Big) Ordinary	Best quality		
100	Towel (Big size)	Bombay Dyeing		
101	Washing powder (100 gm pouch)	Rin / Wheel /Surf Excel /Vim		
102	Waste paper basket	Best quality		
103	Water sponge / Damper	Best quality		