

**IN THE HIGH COURT AT CALCUTTA**  
**Appellate Side**

**NOTICE INVITING TENDER**  
**[ PPC/04/STATIONERY/N.I.Q/16-17 ]**

*Sealed Quotations are invited by the Deputy Registrar (Accounts), Appellate Side, Calcutta High Court from reputed & interested suppliers, dealers, whole-sellers (including all registered Cooperative Societies) for supply of all types of stationery articles for official use of the Appellate Side of this Hon'ble Court.*

*Willing participants must carefully read the Terms & Conditions of the instant Notice. Submission of Quotation by a participant will be construed as its acceptance of all such Terms & Conditions.*

*The last date for submission of Quotations is 12.08.2016.*

01.08.2016

**Deputy Registrar (Accounts), A.S**

**TERMS & CONDITIONS**

**A. SUBMISSION & ELIGIBILITY:**

1. Quotations must be submitted in **gala sealed envelopes with PPC/02/STATIONERY/NIQ/2016-17 super scribed on it (not stapled or taped)**
2. Quotations must be submitted **in the office of Assistant Registrar-VI, A.S on the working days only between 11.30 am to 4.30 p.m from 01.08.2016 to 12.08.2016.** No Quotations, whether hand-delivered or sent by courier/post etc, will be received after 4.30p.m of 07.05.2016.
3. **Quotations must be accompanied with (a) copy of PAN of the participant, (b) copy of VAT registration. (c) Quotation should be properly signed and stamped. (d) Quotation must contain Profession Tax Challan showing up to date payment of the same. (e) Quotation must be accompanied with copy of valid Trade Licence & IT Return for AY-2015-16 with proper acknowledgement of the IT Deptt.**
4. Rates should be quoted freshly in English Type Written Form, No erasing or over writing will be allowed and rates should be inclusive of all taxes, charges, levies, vat if any, etc.

**B. PAYMENT**

5. This office shall make payment to the selected Supplier within 90(ninety) working days subject to the availability of fund and approval.

**C. GENERAL**

6. Canvassing, in any form, will render disqualification.
7. Address and Contact Number(s) of the participants must be clearly mentioned in the Quotation.



## STATIONERY ARTICLES

### SL. NO. NAME DESCRIPTION

1	ARCH FILE BIG SIZE WITH STEEL LEVER	
2	AUTO CLIP FILE	
3	BATTERY DRY CELL	AA
4	BATTERY DRY CELL	AAA
5	BATTERY DRY CELL	Chargeable
6	BINDER'S CLIP	
7	BOARD PIN	
8	BOX FILE	
9	BRIEF COVER	
10	BRIEF CASE	18" LARGE, 45x36x14, EBT XL
11	BASKET (FOR TIFFIN)	12 x 12

12	CALCULATOR	12 DIGIT WITH DUAL POWER & 120 STEPS CHECK & CORRECT
13	CARBON PAPER	A4 & FS (BOTH BLACK & BLUE)
14	CD-R (WITH BOX)	80/700 MB/52X (50PACKS)
15	CD-RW (WITH BOX)	80/700 MB/52X (50PACKS)
16	CELLO TAPE	LARGE 1", 60MTRS
17	CELLO TAPE	SMALL 0.5" , 60MTRS
18	CELLO TAPE	BROWN 2" , 60MTRS
19	CHANNEL FILE	TRANSPARENT PLASTIC (A4)
20	CHANNEL FILE	TRANSPARENT PLASTIC (FS)
21	CLIP FILE	FS WITH METAL CLIP
22	COAT HANGER	WOODEN
23	CLEANING LIQUID	500ML WITH DISPENSER (COLLINS)
24	CORRECTION FLUID	WITH DILUTER 15ML
25	CORRECTION PEN	7ML PRECISION METAL TIP

- 26 COTTON TAG BUNDLE OF 100PCS WITH 9" YARN & 20MM METAL ENDS
- 27 COVER FILE POLY COATED 16"x12" CROCODILE TRACING
- 28 CUP & DISH 6+6 IN BOXES (BONE CHINA)
- 29 CLOTH DUSTER 3x3 (COTTON)
- 30 DESK MEMO STAND
- 31 DESK MEMO REFILL
- 32 FLASK 1LITRE
- 33 FAX ROLL ORIGINAL THERMAL ROLL 30MTS
- 34 FEVI KWIK
- 35 FORK STEEL
- 36 FILE TRAY FS SIZE
- 37 FLAT FILE
- 38 FOOT MAT
- 39 FOUNTAIN PEN

40	FOUNTAIN PEN INK	
41	GEL PEN	0.5 FINE (BLUE & BLACK)
42	GEL REFILL	0.5 FINE (BLUE & BLACK)
43	GEMS CLIP	PLASTIC COATED 26MM
44	GLASS	FOR DRINKING WATER
45	GLASS LID & MAT	
46	GLASS MARKER	
47	GUARD FILE	
48	GLUE STICK	15GMS STICK
49	GUM TUBE	20ML TUBE
50	GUM JAR	5KGS JAR
51	HIGHLIGHTER PEN	70ML
52	HIGH TECH PEN	
53	HIGH TECH PEN INK	

- 54 JOTTER PEN
- 55 JOTTER REFILL
- 56 JUTE THREAD BALL 1KG = 15BALLS
- 57 KNIFE BIG WITH WOODEN HANDLE
- 58 KNIFE SMALL WITH WOODEN HANDLE
- 59 LETTER WRITING PAD
- 60 LOCK & KEYS 8 LEVERS
- 61 MAGNETIC BOARD PIN 6" PLASTIC MADE
- 62 MAGNETIC PIN CUSHION
- 63 METAL CLIP
- 64 MOSQUITO REPELLANT OIL 45ML, GOOD KNIGHT
- 65 MOSQUITO REPELLANT MACHINE GOOD KNIGHT FOR 45ML
- 66 MOSQUITO REPELLANT SPRAY BOTTLE 400ML (RED & BLACK)
- 67 MARKER PEN

- 68 NAPHTHALENE 200GMS PACKET
- 69 PAPER CLIP
- 70 PAPER WEIGHT GLASS
- 71 PEN STAND WITH CARD HOLDER PLASTIC
- 72 PENCIL (HB) BOX OF 10 PENCILS APSARA PLATINUM
- 73 PENCIL SHARPNER
- 74 PEN DRIVE 8GB PLASTIC BODY
- 75 PEN DRIVE 16GB PLASTIC BODY
- 76 PEN DRIVE 32GB PLASTIC BODY
- 77 PIN NICKEL PLATED WITH PERFECT SOLID HEADS & NEEDLE POINTS
- 78 PIN CUSHION
- 79 POKER WITH WOODEN HANDLE
- 80 PUNCHING MACHINE DOUBLE 22 SHEET CAPACITY
- 81 PUNCHING MACHINE SINGLE 22 SHEET CAPACITY



82	PLASTIC SCALE	12"
83	PLASTIC SCALE	06"
84	PLATE	BIG & SMALL
85	REFILL	RED -BLUE – BLACK
86	ROOM FRESHNER	125ML
87	RUBBER ERASER	NON-DUST
88	RIBBON PRINTER	LQDSI 5235
89	RIBBON PRINTER	MSP 455
90	SPOON	SIZE TABLE, STEEL
91	SPOON	SIZE TEA, STEEL
92	SCISSORS (OFFICE)	MEDIUM
93	SELF ADHESIVE PAGE MARKERS	
94	SHORT HAND NOTE BOOK	200 PAGES
95	STAMP PAD	110MMX 69MM(BLUE & BLACK)

96	STAMP PAD INK	50ML(BLUE & BLACK)
97	STAPLER	NO.10 15 SHEET CAPACITY
98	STAPLER	NO.45 30 SHEET CAPACITY
99	STAPLER	NO.23 140 SHEET CAPACITY
100	STAPLER PIN	FOR NO.10
101	STAPLER PIN	24/6 SIZE
102	STAPLER PIN	23/17-H
103	SOFT WRITE PEN	CELLO
104	SCOTCH BRITE S SHAPE	
105	TAPE	RED, 12MM
106	TAPE	WHITE, 12MM
107	TEA TRAY	18"X12"
108	TOILET CLEANER	HARPIC
109	TOILET AIR FRESHNER	ODOPIC WITH BOX

110	TOWEL	BOMBAY DYEING 150CMX75CM
111	TOWEL	GOOD QUALITY 150CMX75CM
112	TOWEL (HAND)	
113	TWO MOUTHED PEN	EXECUTIVE FINE TIP RED & BLUE
114	TYPE WRITING PAPER	FS SIZE
115	TYPE WRITER RIBBON	BLACK
116	USE & THROW PEN	FINE TIP (RED, BLUE, BLACK)
117	VIM LIQUID	200ML
118	WASTE PAPER BASKET	DURABLE PLASTIC 12"
119	TIFFIN BASKET	
120	Door Mat (various sizes)	
121	Coat Brush	
122	Water Pad	

- 123 TOILET BRUSH
- 124 JHOOL JHARU
- 125 PHOOL JHARU
- 126 RED THAN DUSTER
- 127 BROOM STICK
- 128 STICK DUSTER
- 129 WIPER
- 130 REVOLVING MOP
- 131 ROUND MOP
- 132 BLEACHING POWDER
- 133 PLASTIC DUSTBIN
- 134 LIQUID SOAP (5 LTR.)
- 135 UMBRELLA
- 136 VIM POWDER (1 KG.)

137 HOSE PIPE

138 LAGOON DUSTBIN BAG

139 NYLON MUG

140 NATHALENE (1 KG.)

141 PLASTIC BUCKET

142 IRON BUCKET