

THE GAUHATI HIGH COURT  
(THE HIGH COURT OF ASSAM:NAGALAND:MIZORAM AND ARUNACHAL PRADESH)  
**KOHIMA BENCH**  
**Q U O T A T I O N**

Dated Kohima, the 23<sup>rd</sup> April' 2024.

NO.HC(K)14/2024/Estt/2102 ::::: Sealed quotation are hereby invited from intending local suppliers having permanent stationery shops within Kohima Municipal Area at Kohima for supply of office stationery & other items to the office of the undersigned as per the list attached. The office reserves the right to reject any tenders submitted without proper format and specification of the items and no complain whatsoever will be accepted.

**TERMS AND CONDITIONS**

1. The quotation closing date is 11:00 hrs. of 07.05.2024 and will be opened on the same day at 13:00 hrs.
2. The tenderers are to quote only one rate for each item. The rate should be exclusive of G.S.T. & other taxes and valid upto 31.03.2025. Copies of GST registration certificate must be submitted alongwith the quotation.
3. Quotation once submitted will not be allowed to be withdrawn till finalization of the whole matter.
4. The office reserve the right to reject the whole quotation or item / items or whole tender process without assigning any reason thereof. No conditional quotation will be accepted. The decision of the Registrar in all respect shall be final and binding.
5. Processing fee of ₹1,000/- (Rupees one thousand only) (non refundable) in the form of Bankers Cheque/ Demand Draft drawn in favour of Registrar, Gauhati High Court Kohima Bench payable at Kohima have to be submitted.
6. The Successful bidders have to submit security deposit of ₹20,000/- (Rupees twenty thousand only) (refundable) in the form of Demand draft /bank guarantee in favour of Registrar, Gauhati High Court Kohima Bench payable at Kohima.
7. In case of violation of terms and conditions or unsatisfactory supply of items or of poor quality and below standard, Registrar, Gauhati High Court Kohima Bench, Kohima reserves the right to terminate the supply order with/without giving prior intimation to the supplier.

  
(AJONGBA IMCHEN, NJS)

Registrar  
Gauhati High Court Kohima Bench

Dated Kohima, the 23<sup>rd</sup> April' 2024.

Memo.No.HC(K)14/2024/Estt/ 2102

Copy to :-

1. The Programmer/Systems Officer, Gauhati High Court Kohima Bench for uploading in Kohima Bench website.
2. Notice Board

  
(AJONGBA IMCHEN, NJS)  
Registrar  
Gauhati High Court Kohima Bench

<u>Sl. No.</u>	<u>ITEMS</u>	<u>Qty.</u>	<u>Rate (Rs.)</u>
1.	Note Sheet paper pkt. of 500 sheets size 215 mm x 345 mm (shirpur) 14.2 kg	per ream	
2.	Carbon paper - kores (100 sheets) 210 x 330 mm	per pkt.	
3.	Xerox paper J & K (500 sheets)		
	(a) F.S.	per ream	
	(b) A4	per ream	
	(c) A3	per ream	
	(d) B4	per ream	
4.	Brown paper (crafts paper best qlty) ream of 480 sheets	per ream	
5.	Fax roll Mitsubishi (30 mtrs.)	per roll	
6.	Dak pad (best qlty.)	per pad	
7.	Envelope file size (cloth lines) 40cm x 30cm (best qlty.)	per 100 nos.	
8.	Envelope (brown-best qlty.)		
	(a) Size 12 x 6"	per 100 nos.	
	(b) Size 11 x 5"	per 100 nos.	
	(c) Size 10 x 4 <sup>1/2</sup> "	per 100 nos.	
	(d) Size 9 x 4"	per 100 nos.	
9.	Envelope (poly coated-best qlty.)		
	(a) Size 14 x 10" (legal size)	per 100 nos.	
	(b) Size 10 x 12" (A4 size)	per 100 nos.	
	(c) Size 10 x 8"	per 100 nos.	
	(d) Size 12 x 6"	per 100 nos.	
	(e) Size 11 x 5"	per 100 nos.	
	(f) Size 10 x 4 <sup>1/2</sup> "	per 100 nos.	
	(g) Size 9 x 4"	per 100 nos.	
10.	Bond Register (sangam/deluxe)		
	(a) No. 40	per no.	
	(b) No. 30	per no.	
	(c) No. 20	per no.	
	(d) No.10	per no.	
	(e) No. 8	per no.	
	(f) No. 6	per no.	

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| 11. Peon Book (sangam/deluxe)                    |          |
| (a) No. 2  | per no.  |
| (b) No. 4  | per no.  |
| 12. Half Register (sangam/deluxe)                |          |
| (a) No. 4  | per no.  |
| (b) No. 6  | per no.  |
| 13. Log Book (best qlty.)                        | per no.  |
| 14. Attendance Register (sangam/deluxe)          |          |
| (a) No. 2  | per no.  |
| (a) No. 4  | per no.  |
| (b) No. 6  | per no.  |
| 15. Index file                                   | per no.  |
| 16. D Ring file                                  |          |
| (a) FS size                                      | per no.  |
| (b) A4 size                                      | per no.  |
| 17. Conference file – i zen (ICF8)               | per no.  |
| 18. Short hand book (sangam) 80 leaf             | per no.  |
| 19. Sticky pad (eagle/prime)                     |          |
| (a) size 3 x 3”                                  | per pad  |
| (b) size 3 x 2”                                  | per pad  |
| (c) size 3 x 1”                                  | per pad  |
| (d) size 3 x .75”                                | per pad  |
| (e) size 3 x .6”                                 | per pad  |
| 20. Sticky pad (plastic)/PET fashion stick notes | per pad  |
| 21. Pencil (Reynolds carbona/natraj)             | per pkt. |
| 22. Ball Pen (Reynolds-mettalica Fx)             | per no.  |
| 23. Ball pen (cello-maxwriter)                   |          |
| (a) Blue   | per no.  |
| (b) Red  | per no.  |
| (c) Black  | per no.  |
| 24. Gel pen (Add gel- achiever)                  |          |
| (a) Blue   | per no.  |
| (b) Black  | per no.  |

(c) Red	per no.
25. Pilot pen-V7 hi-techpoint (Luxor)	per no.
26. Holder pen (Linc/jotter) both side-blue & red	per no.
27. Ball pen refill (best qlty.-108 mm long)	
(a) Blue	per pkt.
(b) Red	per pkt.
28. Holder/Jotter pen (single side) best qlty.	
(a) Blue	per no.
(b) Red	per no.
29. Jotter refill (holder pen) best qlty.	
(a) Blue	per no.
(b) Red	per no.
30. Sketch pen (Luxur)	per pkt.
31. Colour pencil-174mm (faber castle)	per pkt.
32. OHP Marker (Fabercastle)	per no.
33. Permanent Marker (Linc/Fabercastle)	per no.
34. Highlighter pen (Fabercastle/camlin)	per no.
35. Pencil red & blue (lion/natraj)	per no.
36. Tag Nylon (best qlty.)	
(a) 12" long	per bundle
(b) 10" long	per bundle
37. Rubber band ½ kg	per pkt.
38. Stamp pad No. 11 violet (Fabercastle)	per no.
39. Stamp pad ink violet Camel/kores 100 ml	per bottle
40. Gum paste (Camel or oxford) 150 ml	per bottle
41. Glue stick (kores) 18 gm	per no.
42. Fevi col (small) -25 gm	per no.
43. Fevi kwik – 1 gm.	per no.
44. Dendrite- 50 ml	per no.
45. Paper pin (T-pin) best qlty.	per pkt.
46. Paper clip (gem/kores) pkt. of 100 gm (vinyl coated)	per pkt.
47. Pin cushion/box (best qlty.)	per no.
48. Binder clip (eagle)	

(a) 15 mm	per pkt.
(b) 25 mm	per pkt.
(c) 32 mm	per pkt.
(d) 40 mm	per pkt.
49. Desk calendar Stand C.P. Mascot (best qlty.)	per no.
50. Sealing wax (Gripex)	per pkt.
51. Stapling machine 24/6 size kangaroo with handle HD-45	per no.
52. Stapling machine No.10 with handle (kores/kangaroo)	per no.
53. Stapling machine pin 24/6 size white stone 1000 pin (kores)	per pkt.
54. Stapling machine pin No.10 (Kores)	per pkt.
55. Punching machine (single hole-kangaroo)	per no.
56. Punching machine (double hole-kangaroo)	per no.
57. Stapler (kangaroo)	
(a) LE-10/Y	per no.
(b) LE-35/Y	per no.
58. Binder punch (kangaroo) EP 20	per no.
59. Eyelid (kangaroo)	per pkt.
60. Correcting fluid (white)	
(a) erazex with dilutor	per pkt.
(b) flair – 18 ml (CP-255)	per no.
61. Correction pen white (camlin)	per no.
62. Writing/slip pad duly crippling (sangam/Jimmy) No. 33	per no.
63. Paper weight glass flowery (best qlty.)	per no.
64. Stitching thread (best qlty.)	per no.
65. Pen stand (executive qlty.)	per no.
66. Pen stand-round (best qlty.)	per no.
67. Toner cartridge hp (original)	
(a) 88x	per no.
(b) 12x	per no.
68. CD-R (with cover)	
(a) Sony	per no.

	(b) Moserbaer	per no.
69.	CD-RW (with cover)	
	(a) Sony	per no.
	(b) Moserbaer	per no.
70.	DVD-R (with cover)	
	(a) Sony	per no.
	(b) Moserbaer	per no.
71.	DVD-RW (with cover)	
	(a) Sony	per no.
	(b) Moserbaer	per no.
72.	Clip Board (best qlty.) Omega	per no.
73.	Eraser- 60x21x11 mm (non dust-best qlty.)	per no.
74.	Pencil sharpner (camlin)	per no.
75.	Plastic scale oxford 30 cm	per no.
76.	Paper cutter (Infinity)	per no.
77.	Note grip (best qlty.)	per no.
78.	Damper (thumb pad)	per no.
79.	Bill Register (200 pages) big size (best qlty.)	per no.
80.	Pay Bill Register (200 pages) big size (best qlty.)	per no.
81.	Cash Book Register (200 pages) big size (best qlty.)	per no.
82.	Contingency Register (200 pages) big size (best qlty.)	per no.
83.	Cello tape-transparent (best qlty.)	
	(a) 1"	per no.
	(b) 2"	per no.
	(c) 3"	per no.
84.	Brown tape (best qlty.)	
	(a) 2"	per no.
	(b) 3"	per no.
85.	Tape dispenser 1" (best qlty.)	per no.
86.	Pencil battery AA	
	(a) eveready No. 715	per no.
	(b) duracell	per no.
87.	Pencil battery AAA (eveready/ other reputed brand)	per no.

88. Poker (national) with wooden handle per no.
89. Key case (best qlty.)
- (a) Big per no.
- (b) Medium per no.
- (c) small per no.
90. Scissors standard size (corporate) per no.
91. Markin cloth (double size) best qlty. per meter
92. Candle stick (5" length) best qlty. per no.
93. Candle stick (11" length-190 gms) best qlty. per no.
94. Safety matches (best qlty.) per pkt.
95. Table glass (5 mm thick 59 cm x 90 cm) per no.
96. Lock & Key (godrej-round padlock)
- (a) 30 mm per no.
- (b) 40 mm per no.
- (c) 50 mm per no.
- (d) 65 mm (7 levers) double locking per no.
97. Dustbin-ordinary (best qlty.) per no.
98. Pedal bin small (best qlty.) per no.
99. Garbage bag
- (a) medium size per pkt.
- (b) large size per pkt.
- (c) Extra large size per pkt.
100. Dust pan (tin) per no.
101. Doormate
- (a) Jute (best qlty.) size 90 x 45 cm per no.
- (b) Jute (best qlty.) size 70 x 40 cm per no.
102. Grass mat (best qlty.)
- (a) size 90 x 45 cm per no.
- (b) size 70 x 40 cm per no.
103. Broom/Jharu (best qlty.)
- (a) hard per no.
- (b) soft per no.
104. Floor wiper (best qlty.) per no.

105. Floor mop (best qlty.)	per no.
106. Water bucket 20 ltrs. capacity (brite/bharat)	per no.
107. Plastic Mug-1 ltr. capacity (brite/bharat)	per no.
108. Vim Bar – 187 gm (small)	per no.
109. Vim Dishwash Liquid Gel Lemon 250 ml	per bottle
110. Vim Gel 155 ml (refill pouch)	per no.
111. Scrabber/scrab pad-best qlty.	per no.
112. Steel wool (best qlty.)	per no.
113. Washing powder (surf/Tide 100 gms.)	per pkt.
114. Surf excel washing soap 250 gm.	per no.
115. Odonil (godrej aer pocket)	per no.
116. Napthalene balls (big size)	per kg.
117. Lizol – 500 ml.	per bottle
118. Phynyl ½ ltr.	
(a) white	per bottle
(b) black	per bottle
119. Citronella-100 ml	per bottle
120. Harpic (liquid)	
(a) 500 ml.	per no.
(b) 200 ml.	per no.
121. Colin 500 ml.	per no.
122. Toilet brush with stand (best quality)	per no.
123. Toilet paper super brand 2 ply 200 gm roll (best qlty.)	per roll
124. Velvet Napkin paper (wonder/blooks) 50 sheets-2 ply	per pkt.
125. Facial tissue box- 2 ply, 100 sheets (best quality)	per box
126. Tooth pick (best qlty.)	per pkt.
127. Room freshner (best qlty.)	per no.
128. Good knight machine	per no.
129. Good knight silver refill	per no.
130. Pears soap 75 gm (big)	per no.
131. Liquid hand soap (dettol) 200 ml	per no.
132. Soap case (best qlty.)	per no.



133. Agarbatty (best qlty.)	per pkt.
134. Bath Towel (140 x 70 cm) Raymond/jockey/other reputed brand	per no.
135. Hand Towel (80 x 45 cm) Raymond/jockey/other reputed brand	per no.
136. Hand Towel (65 x 45 cm) Raymond/jockey/other reputed brand	per no.
137. Hanger (steel-best qlty.)	per no.
138. Wall Clock (Ajanta) big size	per no.
139. Calculator – 12 digit Flair FC 450	per no.
140. Room heater (Bajaj) minor 1000 watts (single rod)	per no.
141. Room heater (Bajaj) 2000 watts (double rod)	per no.
142. Room heater rod (Bajaj)	per no.
143. Electrical bulb (surya/bajaj/philips)	
(a) 60 volts	per no.
(c) 100 volts	per no.
144. Tube light bulb (bajaj/other reputed brand) 40 watts	per no.
145. Tube light choke – 40 watts electronic (bajaj/other reputed brand)	per no.
146. Tube light frame (Bajaj/Philips//other reputed brand)	per no.
147. Led bulb (panasonic/ bajaj/ other reputed brand)	
(a) 9 watt	per no.
(b) 12 watt	per no.
(c) 15 watt	per no.
(d) 18 watt	per no.
148. Led tube light (panasonic/bajaj/ other reputed brand) 20 watts	per no
149. Extension cord (anchor/havells/ other reputed brand)	
(a) 3 pin plug – 5 mtrs (16 Amp)	per no.
(b) 3 pin plug – 8 mtrs (16 Amp)	per no.
150. Extension cord/power strip (Tin body) 3pin plug – 16 Amp (best quality)	
(a) 3 sockets	per no.
(b) 4 sockets	per no.
151. Calling bell (metallic) Taj 88	per no.
152. Electrical calling bell (OPL) big size	per no.

153. Needle (big size) per no.
154. National flag (terry cotton) L=54" & B=36" per no.
155. National car flag (terry cotton) L=9" & B=6" per no.
156. Flag rope 15 mtrs. per roll
157. Shoe Brush (hard) best qlty. per no.
158. Shoe Brush (soft) best qlty. per no.
159. Shoe polish cherry (small)
- (a) Black per no.
- (b) Brown/Red per no.
160. Shoe polish cherry (big)
- (a) Black per no.
- (b) Brown/Red per no.
161. Gas lighter (best qlty.) per no.