

HIGH COURT LEGAL SERVICES COMMITTEE, PATNA

Memo No. 1027

Date:- 04.05.2023

NOTICE FOR INVITING QUOTATION

Sealed quotations are invited from reputed Firm/Dealer for supply of following

Items:-

Sl. No	Articles	Unit	Estimated quantity to be purchased
1.	Add Gel Pen (Achiever)/pc (Blue-14, Black-14 & Red-02)	each	30
2.	Add Gel Refill (NB/G-R 20)/pc (Blue-20, Black-20 & Red-10)	each	50
3.	Bodkin- (good quality)/pc	each	10
4.	Correction Pen Faber Castell 7 ml/pc	each	6
5.	Cello Tape-(2" size) wonder 45 m/pc	each	4
6.	Gum Tube Small (Fevi gum) 18ml -22 ml/pc	each tube	20
7.	Gum Bottle 700 ml. (Camel/Kores)/pc	each bottle	3
8.	Heavy Duty Punching Machine (Two Holes),Veeto /wonders/pc	each	2
9.	H.B. Pencil (Apsara platinum) /pc	each	20
10.	Jotter Refill (Blue)	each	24
11.	Jotter Holder Pen- Jumax	each	24
12.	Pin cushion (Magnetic)/pc Oddy	each	6
13.	Paper weight (Floral Glass)/pc	each	As per requirement
14.	Pencil eraser, Natraj/pc	each	As per requirement
15.	Pencil sharpener	each	As per requirement
16.	Paper pin, (Oddy Pin - 100 gm.)/pkt	Each Pkt.	As per requirement
17.	One Hole Punching Machine (FP-20)	each	06
18.	two Hole Punching Machine (kangaroo DP- 52)	each	06
19.	Sutli thin/kg	Per kg.	5kg
20.	Steel Knife Emerald Eco (plastic handle)/pc	each	2
21.	Sketch Pen (Black) Luxor/pc	each	12
22.	Scissors Oddy 7" Inch/pc	each	2
23.	Stapler Machine HP-45 Kangaroo/pc	each	6
24.	Stapler HD 10 D Kangaroo	each	10
25.	Staple Wire 24/6 ,Kangaroo	each	50
26.	Staple Wire 10 no. Kangaroo/pc	each Pkt.	100
27.	Sponge with cap Oddy DM-02/pc	each Pkt.	4
28.	Tag (Machine Made) Per Thousand Superior Quality	each	As per requirement
29.	Computer paper 75 GSM Xerox/Trust/Legal size	500 sheet/ Pkt.	50
30.	Plastic coated Yellow Envelope (11"x5") Pride 100 gsm/pc	each	100
31.	Plastic coated Yellow Envelope (A4 Size) Pride 100 gsm/pc	each	100
32.	Plastic coated Yellow Envelope (legal size)Pride 100 gsm/pc	each	100
33.	White Envelope (11"x5") Pride diamond 100gsm/pc	each	1000
34.	White Envelope (9"x4") Pride diamond 100gsm/pc	each	1000
35.	Pen Drive (32 GB)	each	4
36.	Extension Board socket with 5 meter long wire (Oreva)	each	2

37.	All out Machine with refill/pc	each	5
38.	All out refill/pc	each	12
39.	Broom (Long size, Superior Quality)/kg	each	04
40.	Dettol liquid Hand Wash (Skin care) 200 ml. /pc	each	10
41.	Harpic (500 ml.) /pc	each	4
42.	Link lock 61/A/3pc	each	4
43.	Marker pen (Highlighter) Faber Castell/Yellow/pc	each	6
44.	Plactic Jug good quality 3 liter/pc	each	10
45.	Glass tumbler YERA/pc	each	18
46.	*Room Freshner(200ml godrej/Ryan) /pc	each	04
47.	Restick flag (ODDY 25x75 mm,4 colour) /pc	each Pkt	100
48.	Lfolder file plain (Solo,A/4 Size)/pc	each	200
49.	Towel (75x150 C.M.) /pc SUPER ULTRES /Bombay Dyeing/ SPACES/PORTICO/pc	each	4
50.	Stick file (A4 Size)	each	100
51.	Fancy Register (No.3)	each	24
52.	Cartridge (cf256x) 56x	each	6
53.	Cash Book	each	6
54.	Table Lamp (Philips, Advantex) Superior quality	each	1
55.	Electric kettle Bajaj/Orient	each	1
56.	Milton thermo steel insulated Hot & cold 1ltr	each	2
57.	Surf excel ½ kg	each	4
58.	Parker Frontier Gold pen	each	As per requirement

The sealed quotation complete in all respect should reach the office before the undersigned till 15th May, 2023.

Terms and Conditions:-

1. The above Items should be in good condition.
2. The rate quoted in quotation should be inclusive of all taxed and other charges, if any.
3. No advance payment shall be made.
4. The firms shall submit their bill & KYP form at the time of supply of articles.
5. We Reserve the right to accept or reject any or all quotations.
6. Payment will be made through e-payment (CFMS), not in Cash, after delivery and inspection of the goods. In case any defect is found in any of the Items, the concerned firm shall replace it immediately free of cost.
7. The firm shall supply the articles for a minimum period of one year on the approved rate, which may be extended for a further period of one year, if agreed bilaterally.

R. 04/05/23

(Rajneesh Kumar Srivastava)
Registrar-cum-Secretary,
Patna High Court Legal Services Committee.