

THE GAUHATI HIGH COURT
(THE HIGH COURT OF ASSAM:NAGALAND:MIZORAM AND ARUNACHAL PRADESH)
KOHIMA BENCH

NOTICE INVITING QUOTATION

Dated Kohima, the 12th June' 2025.

NO.HC(K)12/2025/Estt/2848 :..... Sealed quotations, affixing a Court Fee stamp of ₹8.25 (non-refundable), are hereby invited from reputed local dealers/suppliers/firms based within the Kohima Municipal Area and dealing in stationery and other items, for the supply of the items, as per the attached list, to the office of the undersigned.

TERMS AND CONDITIONS

1. The quotation closing date is 11:00 hrs of 25.06.2025 and will be opened on the same day at 13:00 hrs in presence of all the tenderers.
2. The tenderers are to quote only one rate for each item. The rate should be exclusive of G.S.T. & other taxes, if any. The sealed quotation should be superscribed as **"Quotation for supply of stationery and other items"** and addressed to: The Registrar, Gauhati High Court Kohima Bench, Kohima – 797 001, Nagaland.
3. Only those dealers/suppliers/firms who have a permanent shop located within the Kohima Municipal Area and hold a valid GSTIN shall be eligible. copy of GST registration certificate, trade license and PAN card must be submitted alongwith the quotation.
4. 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.
5. Quotation once submitted will not be allowed to be withdrawn till finalization of the whole matter. 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.
6. In case of violation of terms and conditions or unsatisfactory supply of items or of poor quality and below standard, the 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 12th June' 2025.

Memo.No.HC(K)12/2025/Estt/ 2848

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 ^{1/2} "	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 ^{1/2} "	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.	

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. Premium notebook series- 240 pages size: 10.8 x 14.0 cm- 70 gsm (Luxor)	per no.
64. Paper weight glass flowery (best qlty.)	per no.
65. Stitching thread (best qlty.)	per no.
66. Pen stand (executive qlty.)	per no.
67. Pen stand-round (best qlty.)	per no.
68. Toner cartridge hp (original)	
(a) 88x	per no.
(b) 12x	per no.

69.	Konica Minolta toner TN118 (original)	per no.
70.	Pen drive 3.0 hp/sandisk	
	(a) 16 gb	per no.
	(b) 32 gb	per no.
	(c) 64 gb	per no.
71.	CD-R (with cover)	
	(a) Sony	per no.
	(b) Moserbaer	per no.
72.	CD-RW (with cover)	
	(a) Sony	per no.
	(b) Moserbaer	per no.
73.	DVD-R (with cover)	
	(a) Sony	per no.
	(b) Moserbaer	per no.
74.	DVD-RW (with cover)	
	(a) Sony	per no.
	(b) Moserbaer	per no.
75.	Clip Board (best qlty.) Omega	per no.
76.	Eraser- 60x21x11 mm (non dust-best qlty.)	per no.
77.	Pencil sharpner (camlin)	per no.
78.	Plastic scale oxford 30 cm	per no.
79.	Paper cutter (Infinity)	per no.
80.	Note grip (best qlty.)	per no.
81.	Damper (thumb pad)	per no.
82.	Bill Register (200 pages) big size (best qlty.)	per no.
83.	Pay Bill Register (200 pages) big size (best qlty.)	per no.
84.	Cash Book Register (200 pages) big size (best qlty.)	per no.
85.	Contingency Register (200 pages) big size (best qlty.)	per no.
86.	Cello tape-transparent (best qlty.)	
	(a) 1"	per no.
	(b) 2"	per no.
	(c) 3"	per no.
87.	Brown tape (best qlty.)	

(a) 2"	per no.
(b) 3"	per no.
88. Tape dispenser 1" (best qlty.)	per no.
89. Pencil battery AA	
(a) eveready No. 715	per no.
(b) duracell	per no.
90. Pencil battery AAA (eveready/ other reputed brand)	per no.
91. Poker (national) with wooden handle	per no.
92. Key case (best qlty.)	
(a) Big	per no.
(b) Medium	per no.
(c) small	per no.
93. Scissors standard size (corporate)	per no.
94. Markin cloth (double size) best qlty.	per meter
95. Candle stick (5" length) best qlty.	per no.
96. Candle stick (11" length-190 gms) best qlty.	per no.
97. Safety matches (best qlty.)	per pkt.
98. Table glass (5 mm thick 59 cm x 90 cm)	per no.
99. 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.
100. Dustbin-ordinary (best qlty.) 12 litres	per no.
101. Pedal bin with lid and removable inner bucket- 9 ltrs. (Milton/cello/neelkamal)	per no.
102. Garbage bag	
(a) medium size	per pkt.
(b) large size	per pkt.
(c) Extra large size	per pkt.
103. Dust pan (good quality) - tin	per no.
104. Doormate	
(a) Jute (best qlty.) size 90 x 45 cm	per no.

(b) Jute (best qlty.) size 70 x 40 cm	per no.
105. Grass mat (best qlty.)	
(a) size 90 x 45 cm	per no.
(b) size 70 x 40 cm	per no.
106. Broom/Jharu (best qlty.)	
(a) hard	per no.
(b) soft	per no.
107. Floor wiper (best qlty.)	per no.
108. Floor mop (best qlty.)	per no.
109. Water bucket 25 ltrs. capacity (brite/bharat)	per no.
110. Plastic Mug (brite/bharat)	per no.
(a) 1.5 litres capacity	per no.
(b) 2 litres capacity	per no.
111. Vim Bar – 187 gm (small)	per no.
112. Vim Dishwash Liquid Gel Lemon 250 ml	per bottle
113. Vim Gel 155 ml (refill pouch)	per no.
114. Scrabber/scrab pad-best qlty.	per no.
115. Steel wool (best qlty.)	per no.
116. Washing powder (surf/Tide 100 gms.)	per pkt.
117. Surf excel washing soap 250 gm.	per no.
118. Odonil (godrej aer pocket)	per no.
119. Napthalene balls (big size)	per kg.
120. Lizol – 500 ml.	per bottle
121. Phynyl ½ ltr.	
(a) white	per bottle
(b) black	per bottle
122. Citronella-100 ml	per bottle
123. Harpic (liquid)	
(a) 500 ml.	per no.
(b) 200 ml.	per no.
124. Colin 500 ml.	per no.
125. Toilet brush with stand (best quality)	per no.
126. Toilet paper super brand 2 ply	per roll

200 gm roll (best qlty.)	
127. Velvet Napkin paper (wonder/blocks) 50 sheets-2 ply	per pkt.
128. Facial tissue box- 2 ply, 100 sheets (best quality)	per box
129. Tooth pick (best qlty.)	per pkt.
130. Room freshner (best qlty.)	per no.
131. Good knight machine	per no.
132. Good knight silver refill	per no.
133. Pears soap 75 gm (big)	per no.
134. Liquid hand soap (dettol) 200 ml	per no.
135. Soap case (best qlty.)	per no.
136. Agarbatty (best qlty.)	per pkt.
137. Bath Towel (140 x 70 cm) Raymond/jockey/other reputed brand	per no.
138. Hand Towel (80 x 45 cm) Raymond/jockey/other reputed brand	per no.
139. Hand Towel (65 x 45 cm) Raymond/jockey/other reputed brand	per no.
140. Hanger (steel-best qlty.)	per no.
141. Wall Clock (Ajanta) big size	per no.
142. Calculator – 12 digit Flair FC 450	per no.
143. Room heater (Bajaj) minor 1000 watts (single rod)	per no.
144. Room heater (Bajaj) 2000 watts (double rod)	per no.
145. Room heater rod (Bajaj)	per no.
146. 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.
147. Led tube light (panasonic/bajaj/ other reputed brand) 20 watts	per no
148. 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.
149. Extension cord/power strip (Tin body)	

3pin plug – 16 Amp (best quality)	
(a) 3 sockets	per no.
(b) 4 sockets	per no.
150. Calling bell (metallic) Taj 88	per no.
151. Electrical calling bell (OPL) big size	per no.
152. Needle (big size)	per no.
153. National flag (terry cotton) L=54" & B=36"	per no.
154. National car flag (terry cotton) L=9" & B=6"	per no.
155. Flag rope 15 mtrs.	per roll
156. Shoe Brush (hard) best qlty.	per no.
157. Shoe Brush (soft) best qlty.	per no.
158. Shoe polish cherry (small)	
(a) Black	per no.
(b) Brown/Red	per no.
159. Shoe polish cherry (big)	
(a) Black	per no.
(b) Brown/Red	per no.
160. Gas lighter (best qlty.)	per no.