

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

**NOTICE INVITING QUOTATION**

Dated Kohima, the 10<sup>th</sup> June' 2026.

NO.HC(K)19/2026/Estt/ 1743 ::::: Sealed quotations affixing Court Fee Stamp of ₹8.25 (non-refundable) are hereby invited from reputed local suppliers/dealers/firms based within the Kohima Municipal Area and dealing in stationery and other items, for supply of items, as per the attached specification list to the office of the undersigned.

**TERMS AND CONDITIONS**

1. The quotation closing date is 11:00 hrs of 18.06.2026 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. A Copy of GST registration certificate, Trade licence and PAN card must be submitted along with 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 Quotation once submitted will not be allowed to be withdrawn till finalization of the whole matter.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 10<sup>th</sup> June' 2026

Memo. No.HC(K)19/2026/Estt/ 1743-44  
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

Sl. No.	Items	Qty	Rate ₹
1	Note Sheet paper pkt. of 500 sheets size 215 mm x 345 mm (shirpur)	per ream	
2	Xerox paper J & K (500 sheets)		
	(a) F.S	per ream	
	(b) A4	per ream	
	(c) A3	per ream	
3	Brown paper(crafts paper best qlty) ream of 480 sheets	per ream	
4	Dak pad (best qlty.)	per pad	
5	Envelope file size (cloth lines) 40cm x 30cm (best qlty.)	per 100 nos.	
6	Envelope (Brown-best qlty.)		
	(a) Size 10 x 4 <sup>1/2</sup> "	per 100 nos.	
	(b) Size 9 x 4"	per 100 nos.	
7	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 11 x 5"	per 100 nos.	
	(d) Size 10 x 4 <sup>1/2</sup> "	per 100 nos.	
8	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.	
9	Peon Book (sangam/deluxe) - No. 4	per no.	
10	Half Register (sangam/deluxe) - No. 6	per no.	
11	Log Book (best qlty.)	per no.	
12	Attendance Register (sangam/deluxe) - No. 6	per no.	
13	Index file	per no.	
14	D Ring file		
	(a) FS size	per no.	
	(b) A4 size	per no.	
15	Conference file – i zen (ICF8)	per no.	
16	Short hand book (sangam) 80 leaf	per no.	
17	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	
18	Sticky pad(plastic)/PET fashion stick notes	per pad	
19	Pencil (Reynolds carbona/Apsara/Camlin)	per pkt.	
20	Ball Pen (Rorito Jottek)	per no.	
21	Ball pen (Line Pentonic)		
	(a) Blue	per no.	
	(b) Red	per no.	
	(c) Black	per no.	

22	Gel pen (Add gel- achiever)		
	(a) Blue	per no.	
	(b) Black	per no.	
	(c) Red	per no.	
	(d) Green	per no.	
23	Pilot pen-V7 hi-techpoint (Luxor)	per no.	
24	Holder pen (Linc/jotter) both side-blue & red	per no.	
25	Holder/Jotter pen (single side) best qlty.		
	(a) Blue	per no.	
	(b) Red	per no.	
26	Jotter refill (holder pen) best qlty.		
	(a) Blue	per no.	
	(b) Red	per no.	
27	Sketch pen (Luxur)	per pkt.	
28	Colour pencil-174mm (faber castle)	per pkt.	
29	OHP Marker (Faber castle)	per no.	
30	Permanent Marker (Linc/Faber castle)	per no.	
31	Highlighter pen (Faber castle/camlin)	per no.	
32	Pencil red & blue (lion/natraj)	per no.	
33	Tag Nylon (best qlty.)		
	(a) 12" long	per bundle	
	(b) 10" long	per bundle	
34	Rubber band ½ kg	per pkt.	

35	Stamp pad No. 11 violet (Fabercastle)	per no.	
36	Stamp pad ink violet Camel/kores 100 ml	per bottle	
37	Glue stick (kores) 18 gm	per no.	
38	Fevi col (small) -25 gm	per no.	
39	Pidilite flex kwik 20 gram	per no.	
40	Dendrite- 50 ml	per no.	
41	Paper pin (T-pin) best qlty.	per pkt.	
42	Paper clip (gem/kores) pkt. of 100 gm (vinyl coated)	per pkt.	
43	Pin cushion/box (best qlty.)	per no.	
44	Binder clip (eagle)		
	(a) 25 mm	per pkt.	
	(b) 32 mm	per pkt.	
	(c) 40 mm	per pkt.	
45	Desk calendar Stand C.P. Mascot (best qlty.)	per no.	
46	Sealing wax (Gripex)	per pkt.	
47	Stapling machine 24/6 size kangaroo with handle HD-45	per no.	
48	Stapling machine No.10 with handle (kores/kangaroo)	per no.	
49	Stapling machine pin 24/6 sizewhite stone 1000 pin (kores)	per pkt.	
50	Stapling machine pin No.10 (Kores)	per pkt.	
51	Punching machine (single hole-kangaroo)	per no.	
52	Punching machine (double hole-kangaroo) Stapler (kangaroo)	per no.	
53	Binder punch (kangaroo) EP 20	per no.	
54	Correction pen white (camlin)	per no.	

55	Writing/slip pad duly crippling (sangam/Jimmy) No. 33	per no.	
56	Premium notebook series- 240 pages size: 10.8 x 14.0 cm- 70 gsm (Luxor)	per no.	
57	Paper weight glass flowery (best qlty.)	per no.	
58	Pen stand Acrylic (Executive Series)	per no.	
59	Pen stand -round (best qlty.)	per no.	
60	Toner/Cartridge - HP (original)		
	(a) 88a	per no.	
	(b) 12a	per no.	
	(c) 56A	per no.	
	(d)30A	per no.	
	(e)110A	per no.	
	(f)119A Series	per set	
61	Toner/Cartridge - Canon 925	per no.	
62	Toner/Cartridge -Konica Minolta toner TN118 (original)	per no.	
63	Pen drive 3.0 and above - Sandisk/ HP		
	(a) 2 gb	per no.	
	(b) 4 gb	per no.	
	(c) 8 gb	per no.	
	(d) 16 gb (USB 3.0 and above)	per no.	
	(e) 64 gb (USB 3.0 and above)	per no.	
64	CD-R (with cover)		
	(a) Sony	per no.	
	(b) Moserbaer	per no.	

65	Clip Board (best qlty.) Omega	per no.	
66	Eraser- 60x21x11 mm (non dust-best qlty.)	per no.	
67	Pencil sharpner (camlin)	per no.	
68	Plastic scale oxford 30 cm	per no.	
69	Paper cutter (Infinity)	per no.	
70	Note grip (best qlty.)	per no.	
71	Damper (thumb pad)	per no.	
72	Bill Register (200 pages) big size (best qlty.)	per no.	
73	Pay Bill Register (200 pages) big size (best qlty.)	per no.	
74	Cash Book Register (200 pages) big size (best qlty.)	per no.	
75	Contingency Register (200 pages) big size (best qlty.)	per no.	
76	Stock Register (1000 Pages)	per no.	
77	Cello tape-transparent (best qlty.)		
	(a) 1"	per no.	
	(b) 2"	per no.	
	(c) 3"	per no.	
78	Brown tape (best qlty.)		
	(a) 2"	per no.	
	(b) 3"	per no.	
79	Tape dispenser 1" (best qlty.)	per no.	
80	Pencil battery AA		
	(a) Eveready No. 715	per no.	
	(b) Duracell	per no.	

81	Pencil battery AAA (Eveready/ other reputed brand)	per no.	
82	Battery 23A 12v Alkaline (GP High Voltage)	per no.	
83	Poker (national) with wooden handle	per no.	
84	Key case (best qlty.)		
	(a) Big	per no.	
	(b) Medium	per no.	
	(c) small	per no.	
85	Scissors standard size (corporate)	per no.	
86	Markin cloth (double size) best qlty.	per meter	
87	Table glass (5 mm thick 59 cm x 90 cm)	per no.	
88	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.	
89	Dustbin-ordinary (best qlty.) 12 ltrs	per no.	
90	Pedal bin with lid and removable inner bucket- 9 ltrs.(Milton/cello/neelkamal)	per no.	
91	Garbage bag		
	(a) Medium size	per pkt.	
	(b) Large size	per pkt.	
	(c) Extra large size	per pkt.	
92	Dust pan (tin)	per no.	
93	Doormat		

	(a) Jute (best qlty.) size 90 x 45 cm	per no.	
	(b) Jute (best qlty.) size 70 x 40 cm	per no.	
94	Grass mat (best qlty.)		
	(a) size 90 x 45 cm	per no.	
	(b) size 70 x 40 cm	per no.	
95	Broom/Jharu (best qlty.)		
	(a) Hard	per no.	
	(b) Soft	per no.	
96	Floor wiper (Best qlty.)	per no.	
97	Floor mop stick (Best qlty.)	per no.	
98	Cobweb Stick (Best qlty.)	per no.	
99	Water bucket 20 ltrs. capacity (brite/bharat)	per no.	
100	Plastic Mug-1 ltr. capacity (brite/bharat)	per no.	
101	Vim Bar – 155 gm (small)	per no.	
102	Vim Dishwash Liquid Gel Lemon 250 ml	per no.	
103	Vim Gel 155 ml (refill pouch)	per no.	
104	Scrabber/scrab pad-best qlty.	per no.	
105	Steel wool (best qlty.)	per no.	
106	Washing powder (Surf/Tide 100 gms.)	per no.	
107	Washing soap 250 gm (Rin/Tide)	per no.	
108	Odonil / Godrej aer pocket	per no.	
109	Napthalene balls (big size)	per kg.	
110	Lizol – 500 ml.	per bottle	

111	Phynyl ½ ltr.		
	(a) white	per bottle	
	(b) black	per bottle	
112	Citronella-100 ml	per bottle	
113	Harpic (liquid) 500 ml.	per no.	
114	Bleaching Powder	per no.	
115	Iron/Wire Brush	per no.	
116	Colin 500 ml	per no.	
117	Toilet brush with stand (best quality)	per no.	
118	Toilet paper super brand 2 ply 200 gm roll (best qlty)	per roll	
119	Velvet Napkin paper (wonder/blocks) 50 sheets-2 ply	per pkt.	
120	Facial tissue box- 2 ply, 100 sheets	per box	
121	Tooth pick (best qlty.)	per pkt.	
122	Room freshner Spray (best qlty.)	per no.	
123	Good knight machine	per no.	
124	Good knight silver refill	per no.	
125	Pears soap 75 gm (big)	per no.	
126	Liquid hand soap (dettol) 200 ml	per no.	
127	Soap case (best qlty.)	per no.	
128	Bath Towel (140 x 70 cm) Raymond/jockey/other reputed brand	per no	
129	Hand Towel (80 x 45 cm) Raymond/jockey/other reputed brand	per no.	
130	Hand Towel (65 x 45 cm) Raymond/jockey/other reputed brand	per no.	
131	Hanger (steel-best qlty.)	per no.	

132	Wall Clock (Ajanta/Titan) big size	per no.	
133	Calculator – 12 digit Flair FC 450	per no.	
134	Room heater (Bajaj) minor 1000 watts (single rod)	per no.	
135	Room heater (Bajaj) 2000 watts (double rod)	per no.	
136	Room heater rod (Bajaj)	per no.	
137	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.	
138	Led tube light (Panasonic/Bajaj/Other reputed brand) 20 watts		
	(a) 20 Watt	per no.	
	(b) 36 Watt	per no.	
139	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.	
140	Extension cord/power strip (Tin body) 3 pin plug- 16 Amp (best qlty.)		
	(a) 3 sockets	per no.	
	(b) 4 sockets	per no.	
141	Calling bell (metallic) Taj 88	per no.	
142	Electrical calling bell (OPL) big size	per no.	
143	Wireless/Cordless Calling Bell (Goldmedal / Havells/other reputed brand)	per no.	
144	Needle (big size)	per no.	

145	Stitching thread (best qlty.)	per no.	
146	National flag (terry cotton) L=54" & B=36"	per no.	
147	National car flag (terry cotton) L=9" & B=6"	per no.	
148	Flag rope 15 mtrs.	per roll	
149	Shoe Brush (hard) best qlty.	per no.	
150	Shoe Brush (soft) best qlty.	per no.	
151	Shoe polish (cherry Blossom - 40g)		
	(a) Black	per no.	
	(b) Brown/Red	per no.	