

NOTE
HIGH COURT OF BOMBAY AT GOA
CALLING OF QUOTATIONS

The Registrar (Admin.), High Court of Bombay at Goa, Porvorim, Goa, invites sealed quotations for supply of paper & other stationery items for the period from 10/01/2025 to 09/01/2026 there by submitting sealed quotations on or before ___
30-11-2025 & time **5.30 PM**

Calling quotations for supply of paper & other stationery items (alongwith brand name):

Sr. No.	Item Name	Rate per quantity
1	Acrylic Desk Calendar Stand (A4 Size)	
2	Acrylic Signing holder	
3	Acrylic Writing desk	
4	Bodkins(poker) wooden	
5	Bodkins (poker) steel	
6	Brushes dusting for Computer	
7	Brown Paper (Packing Parcel)	
8	Erasers for ink (Small)	
9	Erasers for ink (Big)	
10	Erasers for pencil (Small)	
11	Erasers for pencil (Big)	
12	Executive Diary/ Standard Diary	
13	Pencil (Apsara)	
14	Pencil (Ordinary)	
15	Pencil (Faber Castle)	
16	Pencil (Red Glass marking)	
17	Pencil Checking (Red and Blue)	
18	Pencil Red, Blue, Green	
19	Paper binding clips 10 mm (1 Pkt)	
20	Paper binding clips 15 mm (1 Pkt, 12 pcs)	
21	Paper binding clips 19 mm (1 Pkt, 12 pcs)	
22	Paper binding clips 20 mm (1 Pkt, 12 pcs)	
23	Paper binding clips 30mm (1 Pkt, 12 pcs)	
24	Paper binding clips 32 mm (1 Pkt, 12 pcs)	
25	Paper binding clips 40 mm (1 Pkt, 12 pcs)	
26	Paper binding clips 41 mm (1 Pkt, 12 pcs)	
27	Paper binding clips 50 mm (1 Pkt, 12 pcs)	
28	Paper binding clips 51 mm (1 Pkt, 12 pcs)	

29	Paper weights Glass (small)	
30	Paper weights Glass (medium)	
31	Paper weights Glass (big)	
32	Paper weights Metal (small)	
33	Paper weights Metal (medium)	
34	Paper weights Metal (big)	
35	Pen Stand Golden Plate 2 pens	
36	Pen Stand Golden Plate 3 pens	
37	Pen Stand Golden Plate 4 pens	
38	Scout Gold Pen Refills Blue/Red/Black/Green	
39	Pen Stand Desk (Omega) Hexa Pen Stand (Smoke) Brown-Omega no. 1705	
40	Pen Stand Desk (Omega) Platinum Pen Stand Smoky Desktop Stand Omega No.1707	
41	Pen Stand Wooden	
42	Pointed Pins (Tachani)	
43	Button Pins (Coloured)	
44	Pen (Linc Maxo) Red, Blue, Black, Green	
45	Pen disposable (Cello/Luxor/Natraj)	
46	Jotter Pen (Blue, Black, Red, Green)	
47	Jotter Refills (Red, Blue, Black, Green)	
48	Pen Cello Pointec Gel	
49	Refill Cello Pointec Gel	
50	Uniball signo Pen (Blue)	
51	Uniball signo Pen (Black)	
52	Uniball signo Pen (Red)	
53	Uniball signo Pen(Green)	
54	Punching machines Kangaro DP-52	
55	Punching machines Kangaro DP-500	
56	Punching machines Kangaro DP-800	
57	Punch single hole Kangaro Desk Essentials FP-20	
58	Paper cutter (18 mm)	
59	Paper cutter size (A4)	
60	Pin Remover (Kangaro SR-300)	
61	U clip Plastic Coated (28mm Plastic)	
62	Ink bottle violet 25 ml	
63	Ink bottle violet 100 ml	
64	Ink bottle Parker (Fountain Pen) Blue, Black	
65	Ink bottle Camel (Fountain Pen) Blue, Black	

66	Ink for marker (Black, Blue, Red, Green)	
67	Ink for numbering machines (Black)	
68	Numbering machines of 6 digits,	
69	Numbering Machine, Maximum digits	
70	Name card box (acrylic)	
71	Magnetic pin-clip dispenser	
72	Rubber Bands (Mix) - (100GM-Packet)	
73	Scissors (Small) size 5.5" (140mm)	
74	Scissors (Medium) size 6" (3/4)	
75	Scissors (Big) size 8"	
76	Ruled register (100 pgs.)	
77	Ruled register (200 pgs.)	
78	Ruled register (300 pgs.)	
79	Ruled register (400 pgs.)	
80	Ruled register (500 pgs.)	
81	Brown Envelopes 6x4	
82	Brown Envelopes 9x4	
83	Brown Envelopes 11x5	
84	Brown Envelopes 11x8	
85	Brown Envelopes 12x10	
86	Brown Envelopes 14x10	
87	Brown Envelopes 16 x 12	
88	Brown Envelopes 18 x 14	
89	Green Cloth Envelopes 6 x 4	
90	Green Cloth Envelopes 9 x 4	
91	Green Cloth Envelopes 11 x 5	
92	Green Cloth Envelopes 11 x 8	
93	Green Cloth Envelopes 12 x 10	
94	Green Cloth Envelopes 14 x 10	
95	Green Cloth Envelopes 16 x 12	
96	Green Cloth Envelopes 18 x 14	
97	White Envelopes 6 x 4	
98	White Envelopes 9 x 4	
99	White Envelopes 11 x 5	
100	White Envelopes 12 x 10	
101	White Envelopes 14 x 10	
102	White Envelopes 16 x 12	
103	White Envelopes 18 x 14	
104	Call bells without spring/ with spring HD-102	

105	Wireless Door Bell For Home Office With Led Light 300 Meter 1000 Feet (Costar T302 M508)	
106	Calculator 14 digit (ORPAT-OT-512GT)	
107	Calculator 8 digit (Casio HL-820 LV-BK)	
108	Calculator 12 digit (Casio MJ-120D)	
109	Calculator 10 digit (Casio HL-100LB Portable Calculator)	
110	Candles, packets of 6 pcs, (20 cms)	
111	Chalk sticks, coloured, box of 100/144, Nos.	
112	Chalk sticks, white, box of 100/144, Nos.	
113	Gift Wrapping Paper	
114	Packing Tape Brown 2 inch	
115	Packing tape brown 3 inch	
116	Packing tape brown 4 inch	
117	Packing Tape 1" (colour) Red, Blue, Black, Green	
118	Packing Tape 2" (colour) Red, Blue, Black, Green	
119	Tape, Transparent ½"	
120	Tape, Transparent 1"	
121	Tape, Transparent 2"	
122	Double sided tape 1"	
123	Double sided tape 2"	
124	Magic Tape (Scotch tape) 1"	
125	White correction tape	
126	Desk trays metal (Legal size)	
127	Desk trays plastics (Legal size)	
128	Dumper pad (Water pad)	
129	Four Flap Binder (Dak Pad)	
130	File Boards (binder) regular size	
131	File Boards (binder) deluxe	
132	File Boards (Velcro) deluxe	
133	Spring File (Office files)	
134	Box file	
135	L - Type Plastic folder (A4 Size)	
136	L - Type Plastic Folder (Legal Size)	
137	Clip board (Exam Pad)	
138	Open on top Plastic folder (A4 size)	
139	Open on top Plastic folder (Legal size)	
140	Strip file folder (Plastic) (A4 Size)	
141	Strip file folder (Plastic) (Legal Size)	
142	Velcro pocket Legal size Cubic J-Me Jute 5-Pocket	

	Document Folder (Beige)	
143	Tape Dispenser Deluxe	
144	Plastic sheet for wrapping parcel	
145	Stamp Pad (Small) Red, Blue	
146	Stamp Pad (Big) Red, Blue	
147	Spiral note pad hard cover Small	
148	Spiral note pad hard cover Medium	
149	Spiral note pad hard cover Big	
150	Spiral boundnote book A4 size	
151	Notebook (Medium)	
152	Notebook (Long)	
153	Fevicol bottle 100 ml.	
154	Fevicol bottle 200 ml.	
155	Fevicol bottle 500 ml.	
156	Fevistick (glue stick) Small (8gram)	
157	Fevistick (glue stick) Big (15 gram)	
158	Jute (sutali) 1 kg.	
159	Shamaladar cloth Long (1 mtrs.)	
160	Long Kora cloth (packing) (1 mtrs.)	
161	Ruler Wooden Small (12 inch / 30 cm)	
162	Ruler Wooden medium (24 inch / 60 cm)	
163	Ruler Wooden Big (36 inch / 90 cm)	
164	Ruler Plastic small (12 inch / 30 cm)	
165	Ruler Plastic Medium (24 inch / 60 cm)	
166	Ruler Plastic long (36 inch / 90 cm)	
167	Rulers steel small (12 inch / 30 cm)	
168	Ruler steel medium (24 inch / 60 cm)	
169	Ruler steel big (36 inch / 90 cm)	
170	Stretchable Thread	
171	Pad Lock Godrej,	
172	Pad Lock Other	
173	Multi-colour Key-chain	
174	Highlighter	
175	Marker permanent Red, Blue, Black, Green	
176	Marker Temporary	
177	Sealing wax red, box of 16 sticks,	
178	Sealing wax green, box of 16 sticks,	
179	Sharpener	
180	Shorthand note books	

181	Stapler pins no. 10 (small)	
182	Stapler pins no. 24/6, 26/6	
183	Stapler Pins no. 23/13, 23/17 – H	
184	Stapler no. 10 small	
185	Stapler no. (HP-45) 24/6 Big	
186	Stapler no. (HD-45) 24/6 Big	
187	Stapler no. (HD-12S/17)	
188	Thread white (Twine)	
189	Tag Multi colour (cotton)	
190	Tag Red small (cotton)	
191	Tag White (cotton)	
192	Writing Pads Small with lines (15 x 10),	
193	Writing Pads medium with lines (19 x 16),	
194	Writing Pads long with lines (32 x 20),	
195	Writing Pads Small without lines (15 x 10),	
196	Writing Pads medium without lines (19 x 16),	
197	Writing Pads long without lines (32 x 20),	
198	White Board Duster MBD-104	
199	White Board Temporary Marker (Blue/Black/Red)	
200	Conference Pads (20 pgs.)	
201	Spiral Note Pad Page colour (hard Cover)	
202	White ink pen (correction pen)	
203	Copier Paper A4 (75 GSM)	
204	Copier Paper FS (75 GSM)	
205	Copier Paper A3 (75 GSM)	
206	Excel Bond paper A4 (100 GSM)	
207	Ledger Paper (Legal size)	
208	A4 Sticker Paper ream	
209	Carbon Paper (A4 size) Black	
210	Carbon Paper (Legal size) Black	
211	Craft Envelope Size 10 x 12	
212	Craft Envelope Size 12 x 16	
213	Post it colour 3m (Plastic)	
214	Post it colour (3 colour)	
215	Post it colour (4 colour)	
216	Post it (1 colour Yellow)	
217	Post it 3 x 3 (1 colour Yellow)	
218	Parker Fountain Pen	
219	ID Card holder Transparent with Lanyards	

220	Jute Folder A4 size	
221	Jute Folder Legal size	
222	Jute Bags small	
223	Jute Bags medium	
224	Jute Bags big	
225	Glossy Paper reams A4 size	
226	Glossy Paper reams Legal size	
227	Envelopes 12 x 10 Plastic coating	
228	Envelopes 14 x 10 Plastic coating	
229	Envelopes 16 x 12 Plastic coating	
230	Envelopes 18 x 14 Plastic coating	
231	Stitching Thread	
232	Needle (Big)	
233	Match box (per box)	
234	Uniball Impact Gel Refills (Black/Blue/Red/Green)	
235	Uniball Impact Gel Pen Blue/Black/Red/Green	
236	Strip File	
237	Red Seal	
238	Punchless File (Plastic) A4 Size	
239	Punchless File (Plastic) Legal Size	
240	CD/DVD Pouch (Plastic Cover)	
241	Pen Drive Sandisk (8GB)	
242	Pen Drive Sandisk (16GB)	
243	Pen Drive Sandisk (32GB)	
244	Pen Drive Sandisk (64GB)	
245	Pen Drive Sandisk (8GB) metallic	
246	Pen Drive Sandisk(16GB) metallic	
247	Pen Drive Sandisk(32GB) metallic	
248	Pen Drive Sandisk(64GB) metallic	
249	Pen Drive HP (8GB) metallic	
250	Pen Drive HP (16GB) metallic	
251	Pen Drive HP (32GB) metallic	
252	Pen Drive HP (64GB) metallic	
253	Folding Binder	
254	Acrylic Pen Stand	
255	Pencil Stand	
256	Uniball Click Gel Pen (Blue, Black, Red, Green)	
257	Refills Uniball Click Gel (Blue, Black, Red, Green)	
258	Uniball SXN-101 Jetstream 0.7 MM Roller Ball Pen	

	(Blue, Black, Red, Green)	
259	Multi Purpose self-Adhesive Labels (65 labels) 157 gsm	
260	CD Rewritable	
261	CD Recordable	
262	DVD Rewritable	
263	DVD Recordable	
264	CD/DVD Case	
265	Speny Spiral Binding 12mm	
266	Speny Spiral Binding 18mm	
267	Speny Spiral Binding 4cm	
268	Sketch pen 12 pcs	
269	Wooden Hammer	
270	Table clock - small	
271	Computer file 12.5 inch x 10.5 inch	
272	Computer file 15.5 inch x 12.5 inch	
273	Thick plastic file 14 inch x 10 inch	
274	Faber Castell CD marker Black, Blue, Green & Red	
275	Kores CD marker Black, Blue, Green & Red	
276	Pentonic Ball pen Black, Blue, Green & Red	
277	Omega Executive Desk calender tray 90mmx120 mm	
278	Gift bags small 8 inch x 10 inch	
279	Packing cloth blue (1 mtr)	
280	Heria Polished Wooden Pen Stand with Drawer, Stationery Stand, Mobile Holder & Remote Stand for Office Desk Big Size 21cmx14.5cmx14.5	
281	Pen stand holder (Single Compartment) 7 x 7 x 10 cm	
282	Spiral Binding Plastic Cover (A4 size)	
283	Plastic Parcel Packing wrapping film	
284	Uniball eye blue Gel Pen (Blue, Red, Black, Green)	
285	Punching Machines Kangaro DP-500/600	
286	Stapler Heavy Duty, Kangaroo DS-23/17	
287	Stapler Pin 23/8	
288	White Sutali – Nada	
289	Flair Yolo Blue Pen	
290	Microfiber Cloth (Car Wash Towel)	
291	Pelikan 4001 Ink Bottle (Royal Blue - 62.5 ml.)	
292	Uni Jetstream 1.0mm Ball pen (Blue)	
293	Jetter Classic blue pen	

General Terms & Conditions :-

1. The Sealed Quotations must be superscribed as "**Quotations for supply of papers and other stationery items,**" and addressed to the **Registrar (Adm.), High Court Bombay at Goa, Porvorim, Goa** and should reach on or before **30-11-2025** at **5.30 p.m.**
2. All the rates quoted by the supplier should be inclusive of GST and payment of such GST or like charge shall be the responsibility of the bidder. **The rates approved in the quotation shall be valid for the whole of the period of one year and no upward revision will be allowed during the said period.**
3. The quoted Rates shall remain valid for one year i.e. w.e.f. **10/01/2025 to 09/01/2026.**
4. It shall have PAN number, GST Registration.
5. The supplier should provide the name and mobile number of the person, to be contacted at any time, even beyond office hours. The supplier should also provide escalation matrix. This person should be capable of arranging pickup and delivery of papers and other stationery items, even at short notice.
6. No separate charges shall be paid for pickup and delivery of goods by the office of The High Court of Bombay at Goa, Porvorim.
7. No advance payment will be made under any circumstances.
8. After award of the P O, if the successful bidder fails to provide good services supply of papers and other stationery items, the P O is liable to be cancelled.
9. The Registrar shall have the authority to select more than one firm for award of P O, based on the rates quoted by the supplier for particular items. This office further reserves right to decide as to whether a firm should be selected for supply for some or all items listed in the quotation.
10. The bidder should not be a party in any legal proceedings before the Hon'ble High Court of Bombay at Goa.
11. The Registrar (Admin.), High Court of Bombay at Goa, Porvorim, reserves all rights to terminate the P O, at any point of time, without assigning any reason.
12. The Registrar (Admin.), High Court of Bombay at Goa reserves the right to reject any/all offer(s) without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.

Place: Porvorim, Goa
Date : 03/11/2025

sd/-
(D. P. Satawalekar)
Registrar (Admin.)
High Court of Bombay at Goa,
Porvorim, Goa.