

**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 25/11/2024 & 5.30 p.m.

**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	Brown Paper (Packing Parcel)	
7	Erasers for ink (Big)	
8	Erasers for pencil (Small)	
9	Erasers for pencil (Big)	
10	Executive Diary/ Standard Diary	
11	Pencil (Apsara)	
12	Pencil (Ordinary)	
13	Pencil (Faber Castle )	
14	Pencil (Red Glass marking)	
15	Pencil Checking (Red and Blue)	
16	Pencil Red, Blue, Green	
17	Paper binding clips 10 mm (1 Pkt)	
18	Paper binding clips 15 mm (1 Pkt, 12 pcs)	
19	Paper binding clips 19 mm (1 Pkt, 12 pcs)	
20	Paper binding clips 20 mm (1 Pkt, 12 pcs)	
21	Paper binding clips 30mm (1 Pkt, 12 pcs)	
22	Paper binding clips 32 mm (1 Pkt, 12 pcs)	
23	Paper binding clips 40 mm (1 Pkt, 12 pcs)	
24	Paper binding clips 41 mm (1 Pkt, 12 pcs)	
25	Paper binding clips 50 mm (1 Pkt, 12 pcs)	
26	Paper binding clips 51 mm (1 Pkt, 12 pcs)	
27	Paper weights Glass (small)	
28	Paper weights Glass (medium)	
29	Paper weights Glass (big)	

30	Paper weights Metal (small)	
31	Paper weights Metal (medium)	
32	Paper weights Metal (big)	
33	Pen Stand Golden Plate 2 pens	
34	Pen Stand Golden Plate 3 pens	
35	Pen Stand Golden Plate 4 pens	
36	Pen Stand Desk (Omega) Hexa Pen Stand (Smoke) Brown-Omega no. 1705	
37	Pen Stand Desk (Omega) Platinum Pen Stand Smoky Desktop Stand Omega No.1707	
38	Pen Stand Wooden	
39	Pointed Pins (Tachani)	
40	Button Pins (Coloured)	
41	Pen (Linc Maxo) Red, Blue, Black, Green	
42	Pen disposable (Cello/Luxor/Natraj)	
43	Jotter Pen (Blue, Black, Red, Green)	
44	Jotter Refills (Red, Blue, Black, Green)	
45	Pen Cello Pointec Gel	
46	Uniball signo Pen (Blue)	
47	Uniball signo Pen (Black)	
48	Uniball signo Pen (Red)	
49	Uniball signo Pen(Green)	
50	Punching machines Kangaro DP-52	
51	Punching machines Kangaro DP-500	
52	Punching machines Kangaro DP-800	
53	Punch single hole Kangaro Desk Essentials FP-20	
54	Paper cutter (18 mm)	
55	Paper cutter size (A4)	
56	Pin Remover (Kangaro SR-300)	
57	U clip Plastic Coated (28mm Plastic)	
58	Ink bottle violet 25 ml	
59	Ink bottle violet 100 ml	
60	Ink for numbering machines (Black)	
61	Numbering machines of 6 digits,	
62	Numbering Machine, Maximum digits	
63	Magnetic pin-clip dispenser	
64	Rubber Bands (Mix) - (100GM-Packet)	
65	Scissors (Small) size 5.5" (140mm)	
66	Scissors (Medium) size 6" (3/4)	



67	Scissors (Big) size 8"	
68	Ruled register (100 pgs.)	
69	Ruled register (200 pgs.)	
70	Ruled register (300 pgs.)	
71	Ruled register (400 pgs.)	
72	Ruled register (500 pgs.)	
73	Brown Envelopes 6x4	
74	Brown Envelopes 9x4	
75	Brown Envelopes 11x5	
76	Brown Envelopes 11x8	
77	Brown Envelopes 12x10	
78	Brown Envelopes 14x10	
79	Brown Envelopes 16 x 12	
80	Brown Envelopes 18 x 14	
81	Green Cloth Envelopes 6 x 4	
82	Green Cloth Envelopes 9 x 4	
83	Green Cloth Envelopes 11 x 5	
84	Green Cloth Envelopes 11 x 8	
85	Green Cloth Envelopes 12 x 10	
86	Green Cloth Envelopes 14 x 10	
87	Green Cloth Envelopes 16 x 12	
88	Green Cloth Envelopes 18 x 14	
89	White Envelopes 6 x 4	
90	White Envelopes 9 x 4	
91	White Envelopes 11 x 5	
92	White Envelopes 12 x 10	
93	White Envelopes 14 x 10	
94	White Envelopes 16 x 12	
95	White Envelopes 18 x 14	
96	Call bells without spring/ with spring HD-102	
97	Wireless Door Bell For Home Office With Led Light 300 Meter 1000 Feet (Costar T302 M508)	
98	Calculator 14 digit (ORPAT-OT-512GT)	
99	Calculator 12 digit (Casio MJ-120D)	
100	Calculator 10 digit (Casio HL-100LB Portable Calculator)	
101	Candles, packets of 6 pcs, (20 cms)	
102	Chalk sticks, coloured, box of 100/144, Nos.	
103	Chalk sticks, white, box of 100/144, Nos.	
104	Gift Wrapping Paper	

105	Packing Tape Brown 2 inch	
106	Packing tape brown 3 inch	
107	Packing tape brown 4 inch	
108	Packing Tape 2" (colour) Red, Blue, Black, Green	
109	Tape, Transparent ½"	
110	Tape, Transparent 1"	
111	Tape, Transparent 2"	
112	Double sided tape 1"	
113	Double sided tape 2"	
114	Magic Tape (Scotch tape) 1"	
115	White correction tape	
116	Desk trays metal (Legal size)	
117	Desk trays plastics (Legal size)	
118	Dumper pad (Water pad)	
119	Four Flap Binder (Dak Pad)	
120	File Boards (binder) regular size	
121	File Boards (binder) deluxe	
122	File Boards (Velcro) deluxe	
123	Spring File (Office files)	
124	Box file	
125	L - Type Plastic folder (A4 Size)	
126	L - Type Plastic Folder (Legal Size)	
127	Clip board (Exam Pad)	
128	Open on top Plastic folder (A4 size)	
129	Open on top Plastic folder (Legal size)	
130	Strip file folder (Plastic) (A4 Size)	
131	Strip file folder (Plastic) (Legal Size)	
132	Velcro pocket Legal size Cubic J-Me Jute 5-Pocket Document Folder (Beige)	
133	Tape Dispenser Deluxe	
134	Stamp Pad (Small) Red, Blue	
135	Stamp Pad (Big) Red, Blue	
136	Spiral note pad hard cover Small	
137	Spiral note pad hard cover Medium	
138	Spiral note pad hard cover Big	
139	Notebook (Medium)	
140	Notebook (Long)	
141	Fevicol bottle 100 ml.	
142	Fevicol bottle 200 ml.	



143	Fevicol bottle 500 ml.	
144	Fevistick (glue stick) Small (8gram)	
145	Fevistick (glue stick) Big (15 gram)	
146	Jute (sutali) 1 kg.	
147	Shamaladar cloth Long (1 mtrs.)	
148	Long Kora cloth (packing) (1 mtrs.)	
149	Ruler Wooden Small (12 inch / 30 cm)	
150	Ruler Wooden medium (24 inch / 60 cm)	
151	Ruler Wooden Big (36 inch / 90 cm)	
152	Ruler Plastic small (12 inch / 30 cm)	
153	Ruler Plastic Medium (24 inch / 60 cm)	
154	Ruler Plastic long (36 inch / 90 cm)	
155	Rulers steel small (12 inch / 30 cm)	
156	Ruler steel medium (24 inch / 60 cm)	
157	Ruler steel big (36 inch / 90 cm)	
158	Pad Lock Godrej,	
159	Pad Lock Other	
160	Multi-colour Key-chain	
161	Highlighter	
162	Marker permanent Red, Blue, Black, Green	
163	Sealing wax red, box of 16 sticks,	
164	Sealing wax green, box of 16 sticks,	
165	Sharpener	
166	Shorthand note books	
167	Stapler pins no. 10 (small)	
168	Stapler pins no. 24/6, 26/6	
169	Stapler Pins no. 23/13, 23/17 - H	
170	Stapler no. 10 small	
171	Stapler no. (HP-45) 24/6 Big	
172	Stapler no. (HD-45) 24/6 Big	
173	Stapler no. (HD-12S/17)	
174	Thread white (Twine)	
175	Tag Multi colour (cotton)	
176	Tag Red small (cotton)	
177	Tag White (cotton)	
178	Writing Pads Small with lines (15 x 10),	
179	Writing Pads medium with lines (19 x 16),	
180	Writing Pads long with lines (32 x 20),	
181	Writing Pads Small without lines (15 x 10),	

182	Writing Pads medium without lines (19 x 16),	
183	Writing Pads long without lines (32 x 20),	
184	White Board Duster MBD-104	
185	White Board Temporary Marker (Blue/Black/Red)	
186	Conference Pads (20 pgs.)	
187	Spiral Note Pad Page colour (hard Cover)	
188	White ink pen (correction pen)	
189	Copier Paper A4 (75 GSM)	
190	Copier Paper FS (75 GSM)	
191	Copier Paper A3 (75 GSM)	
192	Excel Bond paper A4 (100 GSM)	
193	Ledger Paper (Legal size)	
194	A4 Sticker Paper ream	
195	Carbon Paper (A4 size) Black	
196	Carbon Paper (Legal size) Black	
197	Craft Envelope Size 10 x 12	
198	Craft Envelope Size 12 x 16	
199	Post it colour 3m (Plastic)	
200	Post it colour (3 colour)	
201	Post it colour (4 colour)	
202	Post it (1 colour Yellow )	
203	Post it 3 x 3 (1 colour Yellow )	
204	Parker Fountain Pen	
205	ID Card holder Transparent with Lanyards	
206	Jute Folder A4 size	
207	Jute Folder Legal size	
208	Jute Bags small	
209	Jute Bags medium	
210	Jute Bags big	
211	Glossy Paper reams A4 size	
212	Glossy Paper reams Legal size	
213	Envelopes 12 x 10 Plastic coating	
214	Envelopes 14 x 10 Plastic coating	
215	Envelopes 16 x 12 Plastic coating	
216	Envelopes 18 x 14 Plastic coating	
217	Stitching Thread	
218	Needle (Big)	
219	Match box (per box)	
220	Uniball Impact Gel Refills (Black/Blue/Red/Green)	



221	Pen Uniball Impact Gel Pen Blue/Black/Red/Green	
222	Strip File	
223	Red Seal	
224	Punchless File (Plastic) A4 Size	
225	Punchless File (Plastic) Legal Size	
226	CD/DVD Pouch (Plastic Cover)	
227	Pen Drive Sandisk (8GB)	
228	Pen Drive Sandisk (16GB)	
229	Pen Drive Sandisk (32GB)	
230	Pen Drive Sandisk (64GB)	
231	Pen Drive Sandisk (8GB) metallic	
232	Pen Drive Sandisk(16GB) metallic	
233	Pen Drive Sandisk(32GB) metallic	
234	Pen Drive Sandisk(64GB) metallic	
235	Pen Drive HP (8GB) metallic	
236	Pen Drive HP (16GB) metallic	
237	Pen Drive HP (32GB) metallic	
238	Pen Drive HP (64GB) metallic	
239	Folding Binder	
240	Acrylic Pen Stand	
241	Pencil Stand	
242	Uniball Click Gel Pen (Blue, Black, Red, Green)	
243	Refills Uniball Click Gel (Blue, Black, Red, Green)	
244	Uniball SXN-101 Jetstream 0.7 MM Roller Ball Pen (Blue, Black, Red, Green)	
245	Multi Purpose self-Adhesive Labels (65 labels) 157 gsm	
246	CD Rewritable	
247	CD Recordable	
248	DVD Rewritable	
249	DVD Recordable	
250	CD/DVD Case	
251	Speny Spiral Binding 12mm	
252	Speny Spiral Binding 18mm	
253	Speny Spiral Binding 4cm	
254	Sketch pen 12 pcs	
255	Wooden Hammer	
256	Table clock - small	
257	Computer file 12.5 inch x 10.5 inch	
258	Computer file 15.5 inch x 12.5 inch	

259	Thick plastic file 14 inch x 10 inch	
260	Faber Castell CD marker Black, Blue, Green & Red	
261	Kores CD marker Black, Blue, Green & Red	
262	Pentonic Ball pen Black, Blue, Green & Red	
263	Omega Executive Desk calender tray 90mmx120 mm	
264	Gift bags small 8 inch x 10 inch	
265	Packing cloth blue (1 mtr)	
266	Heria Polished Wooden Pen Stand with Drawer, Stationery Stand, Mobile Holder & Remote Stand for Office Desk Big Size 21cmx14.5cmx14.5	
267	Pen stand holder (Single Compartment) 7 x 7 x 10 cm	
268	Spiral Binding Plastic Cover (A4 size)	
269	Plastic Parcel Packing wrapping film	
270	Uniball eye blue Gel Pen (Blue, Red, Black, Green)	
271	Punching Machines Kangaro DP-500/600	
272	Stapler Heavy Duty, Kangaroo DS-23/17	
273	Stapler Pin 23/8	

**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 25/11/2024 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 PO, 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 : 24/10/2024

Sd /-

**(S. C. Mungate)**  
Registrar (Admin.)  
High Court of Bombay at Goa,  
Porvorim, Goa.