

**TENDER DOCUMENT FOR SUPPLY OF COLOURED FILE COVERS, FILE BOARD AND CADAK IN HIGH COURT LUCKNOW BENCH, LUCKNOW**

DATE OF ISSUE : 04-04-2019

TENDER AVAILABLE FROM : 1. STATIONERY SECTION OF  
HIGH COURT, LUCKNOW BENCH  
Ph. 0522-2722501 Ext. 22922  
Ph. 08004905847

2. Official Website of Allahabad  
High Court  
([www.allahabadhighcourt.in](http://www.allahabadhighcourt.in))

LAST DATE OF SUBMISSION : 2.00 PM ON 26.04.2019

DATE OF OPENING : 3.00 PM ON 26.04.2019

माननीय उच्च न्यायालय इलाहाबाद, लखनऊ खण्ड पीठ लखनऊ  
रंगीन फाइल कवर, फाइल बोर्ड एवं केडैक की आपूर्ति हेतु पुनः  
निविदा सूचना

एतद द्वारा माननीय उच्च न्यायालय, लखनऊ खण्ड पीठ, लखनऊ हेतु वित्तीय वर्ष 2019–2020 में प्रयोग होने वाले रंगीन फाइल कवर, फाइल बोर्ड एवं केडैक की आपूर्ति हेतु मुहरबन्द पुनः निविदायें व्यापार-कर/जी0एस0टी0 तथा खादी एवं ग्रामोद्योग बोर्ड उ0 प्र0 द्वारा पंजीकृत फर्मों / समितियों द्वारा निर्धारित प्रारूप पर आमंत्रित हैं। इच्छुक फर्म निर्धारित प्रारूप, नियम एवं शर्तों सहित माननीय उच्च न्यायालय लखनऊ खण्ड पीठ, लखनऊ के लेखन-सामग्री अनुभाग से किसी भी कार्य दिवस में प्रातः 10 बजे से 3 बजे अपरान्ह के मध्य रु0 500/- (वापसी योग्य नहीं) का भुगतान कर दिनांक 25.04.2019 तक प्राप्त कर सकते हैं। निविदा प्रपत्र को माननीय उच्च न्यायालय की अधिकारिक वेबसाइट [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) से भी डाउनलोड किया जा सकता है। डाउनलोड किये गये निविदा प्रपत्र के साथ 'वरिष्ठ निबंधक, उच्च न्यायालय, लखनऊ खण्ड पीठ, लखनऊ के नाम रु0 500/- (वापसी योग्य नहीं) मूल्य (निविदा प्रपत्र शुल्क) का डिमाण्ड ड्राफ्ट, जोकि लखनऊ में भुगतान योग्य हो संलग्न होकर न्यायालय में प्राप्त किये जायेंगे तथा लेखन-सामग्री अनुभाग से प्राप्त निविदा प्रपत्र नगद रसीद संलग्न हो कर न्यायालय में जमा किये जायेंगे। निविदायें दिनांक 26.04.2019 अपरान्ह 2 बजे तक माननीय उच्च न्यायालय, लखनऊ खण्ड पीठ, लखनऊ, के लेखन-सामग्री अनुभाग में प्राप्त की जायेंगी एवं उसी दिन दिनांक 26.04.2019 को अपरान्ह 3 बजे समिति के समक्ष विशेष कार्याधिकारी (न्या0) (स्थापना) (अध्यक्ष) के कक्ष में खोली जायेंगी। जो निविदादाता निविदा के खुलने के समय उपस्थित रहना चाहते हैं, कक्ष में समय से उपस्थित रहें। न्यायालय को किसी निविदा को, किसी भी समय, बिना कारण बतायें निरस्त करने का अधिकार रहेगा।

(मानवेन्द्र सिंह)  
वरिष्ठ निबंधक

**High Court of Judicature at Allahabad, Lucknow Bench, Lucknow**  
**Re-Tender Notice**  
**For supply of Coloured File Covers , File Board and Cadak**

Sealed Re-Tenders on prescribed proforma are invited from the Firms/Societies registered with U. P. Khadi Gramodyog Board and under Trade Tax/GST for supply of Coloured File Covers, File Board and Cadak to be used in this Court during the financial year 2019-20. Desirous Firms may obtain the prescribed proforma alongwith Terms & Conditions from the Stationery Section of the Court on any working day between 10:00 AM. To 3:00 PM. on payment of Rs.500/- only (non refundable) upto 25.04.2019. Tender Form can also be downloaded from the official website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) of the Allahabad High Court. Downloaded Forms be submitted alongwith a Demand Draft of Rs.500/- (non refundable) towards Tender Document Fee in favour of "Senior Registrar, High Court, Lucknow Bench, Lucknow" payable at Lucknow and the tender document, received from the Stationery Section of High Court Lucknow Bench, Lucknow be submitted alongwith cash receipt of Rs. 500/- (non refundable). The Tender may be submitted latest by 26.04.2019 upto 2:00 p.m. in the Stationery Section of this Court positively. The Tenders so received shall be opened on 26.04.2019 at 3:00 pm before the committee in the Chamber of O.S.D. (J)(E) (Chairman) in presence of the authorized representative of the Tenderers who wish to remain present at that time. The Court reserves the right to reject any Tender without assigning any reason.

**(Manvendra Singh)**  
**Senior Registrar**

## **2 Scope of Work**

**2.1 Service** Providing Coloured File Cover, File Board and Cadak as specified in the description of items in Part A

**2.2 Period of Contract** Financial Year 2019-20

**2.3 Quantity & Estimated Cost** Estimated quantity of items required is mentioned in the Description of Items . However it should be clearly noted that High Court shall place the order only as per the actual requirement from time to time. The estimated value of the works will be Rs. 8,00,000/- (Approx)

**2.4 Supply Requirement** The supply of item shall be made to this office within 10 days of written order. In case of emergency, telephonic intimation shall be considered as order and delivery should be made within three days accordingly.

High Court will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.

### **3. Instruction to Tenderers**

#### **(3.1) ELIGIBILITY CONDITIONS**

- (a)** The tenderer should be a reputed stationery supplier having well established office/showroom, located within Lucknow city.
- (b)** The tenderer should have been registered with Trade Tax/GST authorities and U. P. Khadi Gramodyog Board (enclose the copy of Registration Certificate).
- (c)** The tenderer should have PAN allotted to him by IT Department(Copy should be enclosed)

#### **(3.2) COST OF TENDER**

The tenderer shall bear all costs associated with the preparation and submission of the tender. High Court Lucknow in no case be responsible for these costs regardless of the conduct or outcome of the tender process.

#### **(3.3) TENDER DOCUMENTS**

##### **3.3.1 Tender Documents includes**

- a. Notice Inviting Tender
- b. Scope of Work
- c. Instructions to Tenderers
- d. General Conditions of the contract
- e. Tender Form
- f. Authorization letter for attending tender opening
- g. Earnest Money Deposit

**3.3.2** The tenderer is expected to examine all instructions, forms, terms and specification in the Tender Document. Failure to furnish all the information required as per Tender Document or submission of the tenders not substantially responsive to the Tender Document in every respect will be at the tenderer's risk and may result in rejection of the tender.

### **(3.4) AMENDMENT TO TENDER DOCUMENTS**

Any future corrigenda/amendment shall be uploaded only on the official website of Allahabad High Court [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in). Tenderers are advised to visit the website regularly during this period. In case of any query please write to Mr. Umesh Pandey, Section Officer, Stationery Section, High Court Lucknow Bench, Lucknow 0522-2722501 extension 22922 Mob. 8004905847.

### **(3.5) DOCUMENTS COMPRISING THE TENDER**

The tender prepared by the tenderer shall comprise the following components

- (a) Documentary evidence in accordance with clause 3.1 to establish that the tenderer is eligible to tender and is qualified to perform the contract if his tender is accepted.
- (b) EMD furnished is in accordance with clause 3.8.
- (c) Tender Form and Price completed in accordance with clause 3.6.
- (d) Copy of Partnership Deed or proprietorship deed or Articles/Memorandum of Association as the case may be.
- (e) The tenderer shall furnish the particulars of his past performance with PSUs/Government Departments/Scheduled Banks/Reputed firms etc.
- (f) PAN/TIN/CIN of firm/company.
- (j) Sales Tax/Service Tax/GST Registration number of firm/company.
- (k) Registration with U.P. Khadi Gramodyog Board.

### **(3.6) TENDER FORM**

The tenderer shall complete the Tender Form as per Form I of Section III and the appropriate price part A furnished in the tender document covering the items to be supplied.

### **(3.7) PRICE TENDER**

- (a) The supply of the items shall strictly be as per the requirement and specifications.
- (b) Prices will be fixed and inclusive of taxes and statutory duties applicable, packing, forwarding, freight, insurance and other charges as applicable.

- (c) The rates quoted by the selected firm and approved by this Hon'ble Court shall remain valid throughout the period of the contract and requests to increase the rates for any item(s) during the period of the contract shall not be considered.

### **(3.8) EARNEST MONEY DEPOSIT (EMD)**

**3.8.1** The tenderer shall furnish, as part of his tender, a tender earnest money of Rs. 10,000/- in the form of a Fixed Deposit of a Nationalized Bank/Bank Draft/ Banker's Cheque payable at Lucknow in favour of **Senior Registrar, High Court of Judicature at Allahabad, Lucknow Bench, Lucknow.**

### **(3.9) FORMAT AND SIGNING OF TENDER**

**3.9.1** The original tender shall be signed by the tenderer or a person duly authorized by him on each page to bind the tenderer for the contract.

**3.9.2** The overwriting/erasures in the tender made by the tenderer shall be signed by the person signed the tender. Unsigned over writing/erasures shall not be considered.

### **(3.10) SUBMISSION OF TENDERS**

- (a) Tender must be submitted in one outer envelope having name, address and phone number of tenderer. The cover should be superscripted as "**Tender for supply of Coloured File Cover, File Board and Cadak to be opened on 26/04/2019**". The tenders should be submitted duly sealed and addressed to **The Senior Registrar, High Court of Judicature at Allahabad, Lucknow Bench, Lucknow**

### **(3.11) TENDER OPENING ON 26/04/2019**

### **(3.12) PERIOD OF VALIDITY OF TENDERS** Financial Year 2019-20

**HIGH COURT OF JUDICATURE AT ALLAHABAD, LUCKNOW BENCH,**  
**LUCKNOW**

**Terms & Conditions of Tender**

1. The Tenderer shall send the samples Stationery items along with their Tender in a sealed packet. Tenders not supported by the samples will not be considered.
2. The Tenderer must be having a local sales and maintenance service support office since last three years at Lucknow.
3. The Tenderer may obtain the Tender Document alongwith Term & Conditions from the office of Section Officer (Stationery) of the court on any working day between 10.00AM to 3.00PM on payment of Rs. 500/- only (non refundable) up to 25.04.2019. Tender form can also be downloaded from the official website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) of the Allahabad High Court. Downloaded Forms/Forms received from Stationery Section Of High Court Lucknow Bench, Lucknow be submitted alongwith a Demand Draft/Cash receipt of Rs, 500/-(non refundable) towards Tender Document Fee in favour of “ Senior Registrar, High Court of Judicature at Allahabad. Lucknow Bench, Lucknow.
4. The Tenderer shall deposit the Earnest Money of Rs. 10,000/- in the form of a Fixed Deposit of a Nationalized Bank/Bank Draft / Banker’s Cheque payable at Lucknow in favour of the Senior Registrar, High Court, Lucknow Bench, Lucknow as per rules along with their Tenders. The Earnest Money deposited by the unsuccessful tenderer shall be returned after finalizing of Tender Process. For the successful tenderer the Earnest Money will be returned after depositing the Security Money of Rs. 20,000/- by the successful tenderer.
5. The Security Money of Rs. 20,000/-will be kept in form of Fixed Deposit of a Nationalized Bank for 12 months with , High Court, Lucknow Bench, Lucknow, which is returnable, after the end of F.Y. 2019-2020.
6. The Firms shall charge the rates as accepted by the Court for each item throughout the financial year 2019-2020. Rates once approved shall not be enhanced within the financial year.
7. The Firms approved shall supply the requisite items within a period of ten days from the date of written Order. In case of any failure in this regard, the Court shall have a right to deduct reasonable amount from Security Money as penalty.
8. The Firms shall arrange the supply of required items through their own conveyance.
9. The tenderer shall guarantee that items, supplied to the High Court under this tender, shall be of the best quality as per specification and new(i.e. fresh stock) in all respect. The items, supplied, shall in no case be beyond the date of expiry
10. If any item supplied by the firms is not found upto the mark and not in accordance with the approved samples, the items will not be accepted and the supplier shall be liable to pay 5% of cost as damages of the particular work order.
11. In case tenderer fails to execute the said work/supply within the stipulated time, High Court will be at liberty to get the material/items from the open market, without any notice to the tenderer and any additional cost incurred by High Court for the same shall be recovered from the tenderer.
12. The offer of tender for supply of Coloured File Cover, File Board and Cadak during F. Y. 2019-20 can be canceled at any time at the discretion of the Court without assigning any reason.



13. The rates should be quoted including all charges and taxes, nothing extra shall be paid.
14. The Court reserves the right to reject any Tender without assigning any reason.
15. The Tenderer having no Shop and Registration No. need not to apply.
16. The Allahabad High Court, Lucknow Bench may at any time terminate the Contract by giving written notice to the Successful tenderer, without compensation to the Successful Tenderer if the Successful Tenderer becomes bankrupt or otherwise insolvent as declared by the competent Court provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the Allahabad High Court, Lucknow Bench.
17. The copy of PAN Card of tenderer ,Trade Tax/GST Registration and U.P. Khadi Gramodyog Board Registration should be enclosed.
18. The obligation under the Contract Agreement shall be governed in accordance with law of India. All disputes or differences whatsoever arising between the Parties, out of or in relation to meaning, scope or execution of work or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof or breach thereof, shall be settled amicably. If, however, the Parties are not able to resolve such dispute or difference amicably, the same shall be referred for Arbitration to a Sole Arbitrator, the person appointed by Senior Registrar, High Court, Lucknow Bench, Lucknow. Decision of the Sole Arbitrator shall be binding on both the Parties. Place of Arbitration shall be Lucknow. The provision of the Arbitration and Conciliation Act, 1996 shall apply.

**Senior Registrar**

**HIGH COURT OF JUDICATURE AT ALLAHABAD, LUCKNOW BENCH,  
LUCKNOW**

**TENDER FORM**

To,

The Senior Registrar,  
High Court of Judicature at Allahabad,  
Lucknow Bench, Lucknow.

Sir,

- 1 We/I, undersigned, offer to supply stationery Items in conformity with the conditions of contract and specifications.
- 2 If our/my Tender is accepted, we/I will deposit an amount of Rs. 20,000/- in form of a fixed deposit of a Nationalized Bank for due performance of contract.
- 3 Tender submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement. We have submitted EMD of Rs. 10,000/- in the form of Fixed Deposit of a Nationalized Bank/Bank Draft/ Banker's Cheque payable at Lucknow in favour of Senior Registrar, High Court of Judicature at Allahabad, Lucknow Bench, Lucknow.

Dated this .....Day of.....2019

Signature of .....

In Capacity of.....

**HIGH COURT OF JUDICATURE AT ALLAHABAD, LUCKNOW BENCH,**  
**LUCKNOW**  
**Tender for supply of Different Coloured File Cover, File Board and Cadak for**  
**F.Y. 2019-20**

1. Firm Name of Tenderer .....
2. Name of Proprietor/Partner .....
3. Address .....
4. Phone Nos .....
5. PAN No. ....

(Please enclose Photocopy)

6. Trade Tax/GST Registration No .....

(Please enclose Photocopy)

8. Details of Earnest Money:-

Draft No. ....

Drawn on (Bank) .....

Date .....

Amount .....

9. Name of Authorized person with phone number .....  
(If any)

10. Experience (Years) .....

11. List of Major Clients .....  
(Enclose Copy of orders/Contracts alongwith items list)

12. Any other Information/Documents .....  
which may help High Court in assessing  
Tenderer's capabilities for award of contract

Dated:-

(Signature of Tenderer)  
Seal

**HIGH COURT OF JUDICATURE AT ALLAHABAD, LUCKNOW BENCH LUCKNOW**

**PART-A**

**TENDER FOR COLOURED FILE COVER, FILE BOARD AND CADAK FOR F. Y. 2019-20**

<b>Sl. No.</b>	<b>Item</b>	<b>Projected Quantity for Financial Year 2019-20</b>	<b>Rate(Rs.) per 1000 (Inclusive all Taxes)</b>
1.	Handmade Red Colour File Covers Size 22.5 X 34.5 C.M. Weight 65 Kg. Per thousand	25000	
2.	Handmade Green Colour File Covers Size 22.5 X 34.5 C.M. Weight 65 Kg. Per thousand	60000	
3.	Handmade Yellow Colour File Covers Size 22.5 X 34.5 C.M. Weight 65 Kg. Per thousand	7000	
4.	Handmade Orange Colour File Covers Size 22.5 X 34.5 C.M. Weight 65 Kg. Per thousand	20000	
5.	Handmade Blue Colour File Covers Size 22.5 X 34.5 C.M. Weight 65 Kg. Per thousand	5000	
6.	Handmade Brown Colour File Covers Size 22.5 X 34.5 C.M. Weight 65 Kg. Per thousand	150000	
7.	File Board (Good Quality) Size 24X36 C.M.	3000	
8.	Cadak (Good Quality) Size 7X66 C.M.	30000	