



HIGH COURT OF GUJARAT
SOLA, AHMEDABAD - 380 060

**Notice Inviting Quotations for supply
of various Stationery Articles to the
High Court Of Gujarat**

TENDER NO. STN/NIQ/01/2026

Last date of submission of Bid:

12:00 P.M., 29th May, 2026

THE HIGH COURT OF GUJARAT

Sola, Ahmedabad-380 060

NOTICE INVITING TENDER

(Contract for Stationery Articles)

Sealed Tenders are invited from leading Suppliers of Ahmedabad / Gandhinagar dealing in Stationery Articles for not less than five years Experience and having GST number, for supply of Stationery Articles to the High Court of Gujarat, Sola, Ahmedabad for a period of one year, from May-2026 to April-2027.

The Terms and Conditions and Tender Form can be downloaded from the Gujarat High Court website: <https://gujarathighcourt.nic.in/tenders>

Last date for receipt of Bid submission: 29.05.2026 at 12:00 noon

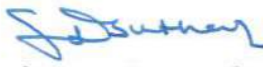
Fees for tender document (Non refundable): **Rs.5,000/- (Rupees Five Thousand only)** by D.D./P.O. drawn in favour of the Registrar General, High Court of Gujarat, payable at Ahmedabad.

Earnest Money Deposit : **Rs. 2,00,000/- (Rupees Two Lac only)** by D.D./P.O. drawn in favour of the Registrar General, High Court of Gujarat, payable at Ahmedabad.

The High Court reserves its right to accept or reject any or all tenders, at its sole discretion, without assigning any reason whatsoever.

Date : 08/05/2026.




Registrar General

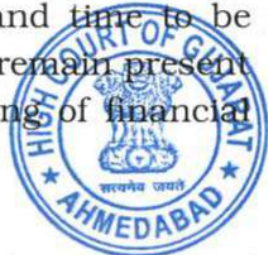
TENDER FORM FOR SUPPLY OF STATIONERY ARTICLES

PART-I

Terms and Conditions of Rate Contract

List of stationery articles to be supplied to the High Court of Gujarat for the period of one year, from May-2026 to April-2027, is PART-II hereto.

1. The High Court of Gujarat, invites sealed bids for Supply of stationery articles on Rate Contract Basis for a period of one year **which may be extendable upto one more year**. The estimated yearly consumption of Supply of stationery articles is approximately **above Rs.50 Lakhs upto Rs.1 Crore**.
2. Interested parties may send their tender in sealed cover addressed to the Registrar General, High Court of Gujarat, Sola, Ahmedabad, superscripted with the words "**Rate Contract for Supply of Stationery Articles**". The said cover containing Tender document with **Earnest Money Deposit (E.M.D.) for Rs.2,00,000/-** and **Tender Fees for Rs.5,000/- (Demand Draft/Pay order)** should be personally dropped in the drop box kept in the chamber of **Registrar (Inspection & Finance)** after registration in the Central Tapal Registry of the office. The last date and time for submitting tender is **29.05.2026 upto 12:00 noon**. The tenders received after the scheduled date and time will be rejected out-rightly.
3. The tender is in two bid system **i.e. Technical Bid & Financial Bid** contains specification and allied Technical details with specification and the Price Schedule of the various items detailed in Part-II of the Tender. The technical bid will be opened on the designated date by the High Court. The financial bid containing the rate of various items will be opened on a suitable date, to be intimated later by the High Court in respect of those who qualify the terms and conditions of the technical bid.
4. The technical bid and the financial bid should be sealed by the bidder in separate covers super-scribed "**Technical bid for Rate Contract for Supply of Stationery Articles**" and "**Financial Bid for Rate Contract for Supply of Stationery Articles**". Both Sealed Envelopes should be kept in a main/bigger envelope superscribed as "**Rate Contract for Supply of Stationery Articles**". The "Technical Bid" will be analyzed and Financial Bid" of only those firms who are found eligible in "Technical Bid will be opened in the chamber of **Registrar (Inspection & Finance)** at the date and time to be intimated later to the eligible bidders. The eligible bidders may remain present in the chamber of Registrar (Inspection & Finance) for opening of financial bid. **[Rates will not be disclosed.]**



5. Tender document in prescribed format issued by the High Court is only required to be submitted otherwise tender shall be liable for rejection.

6. Schedule of Tender:

Last date and time of receipt of tender: 29.05.2026 upto 12.00 noon

Tender document may be downloaded from below mentioned

Website: <https://gujarathighcourt.nic.in/tenders>

7. Bidder Eligibility:

i. Bidder must have minimum five years of experience for supply of stationary articles under this tender and having average turnover of **Rs. 1.5 Crore per Year** or more during last three Financial Years i.e. 2023-2024, 2024-2025 & 2025-2026. Bidder shall submit copies of latest audited financial documents accompanied with certificate by the Chartered Accountant showing requisite turnover as per **Proforma P1**.

ii. In addition to the above, the bidder should submit attested copy of certificate as to past experience, Income Tax Clearance, GST Registration and Solvency Certificate from a Scheduled Bank.

iii. The Bidder should not have been blacklisted or banned in any manner by any Government, Quasi-Government Authority or any Public Sector Undertaking in India. **The Bidder shall submit written declaration to that effect along with the Bid.**

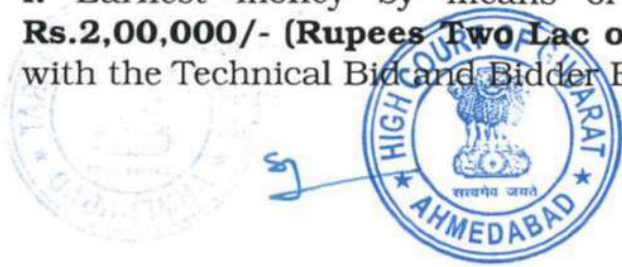
iv. The Bidder must have office registered in the Districts of **Ahmedabad or Gandhinagar**. Documentary evidence such as copy of Electricity Bill or Shop Establishment License shall be submitted. Rent Agreement alone shall not be considered as proof of bidder having office in the districts of Ahmedabad or Gandhinagar.

v. The tender should be submitted by those firms who are Manufacturers / Authorized Distributors/ Dealers (Documentary Proof required).

8. Tender Fee: Tender fee will be Non-refundable amount of **Rs. 5,000/- (Rupees Five Thousand only)** and prepare separately in the form of Bank Demand Draft/Pay Order in favor of "**The Registrar, High Court of Gujarat**" payable at Ahmedabad, along with tender Document (Technical Bid). The tenders submitted without tender fee shall liable to be rejected summarily.

9. Earnest Money Deposit :

i. Earnest money by means of a Bank Demand Draft/Pay Order of **Rs.2,00,000/- (Rupees Two Lac only)** has to be enclosed in a seprate cover with the Technical Bid and Bidder Eligibility Documents.



ii. EMD shall be submitted in the form of Demand Draft (D.D.)/Pay Order (which should be valid for 3 months from the last date of online Bid submission) of any Nationalised Bank including Public Sector Bank or Private Sector Banks or Banks (operating in India having branch at Ahmedabad/Gandhinagar) as applicable vide Government Resolutions/instruction issued by the Finance Department from time to time. The D.D. / B.G. should be in the name of "**Registrar, High Court of Gujarat**" payable at Ahmedabad. The proforma of EMD in case of Bank Guarantee is attached herewith at **Proforma P2**.

iii. Failing to submit EMD, while submitting physical Technical Bid Documents and Bidder Eligibility Documents, shall lead to rejection of the Bid.

iv. EMD of successful Bidder will be returned without any interest upon the Bidder signing the Contract and furnishing the unconditional Performance Bank Guarantee @ 5% of the total order value.

v. Unsuccessful / disqualified Bidder's EMD will be returned without any interest as promptly as possible, but not later than 15 days after the expiry of the period of Bid validity or upon the successful Bidder signing the Contract and furnishing the Performance Bank Guarantee @ 5% of the total order value, whichever is earlier.

10. EMD may be forfeited:

- i. If the Bidder withdraws the Bid during the period of Bid validity.
- ii. If the Bidder is found to be indulging in any fraudulent practices.
- iii. If the successful Bidder fails to sign the Contract upon award of contract
- iv. If the successful Bidder fails to commence the work as per work order.
- v. If the successful Bidder fails to furnish Performance Security Deposit as required by this Tender Document.

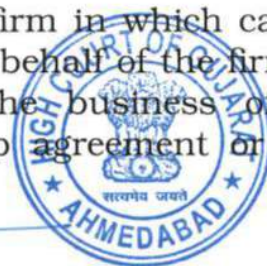
11. Signing of Tender :

i. The bidder should sign and affix his firm's stamp at each page of the tender and all its annexures as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn. **No Page Should Be Removed/ Detached From This Notice Inviting Tender.**

ii. Individual signing the tender or other documents connected with contract must specify the capacity in which the person is signing:

(a) A sole proprietor of the concern or constituted attorney of such sole proprietor;

(b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a



power of attorney duly executed by the partners of the firm.

(c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

iii. A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, the High Court may cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

12. Bid Prices:

i. It should be submitted in the form given in **Part-II** containing description of the stationary articles.

ii. The price quoted will be exclusive of taxes and inclusive of all applicable charges (i.e. packing, forwarding, postage and transportation) at F.O.R. High Court of Gujarat and shall be fixed and final. Taxes, as applicable will be extra, which will separately quoted in the bid, At the time of payment Income Tax or any other Tax payable shall be deducted at source.

iii. The rate quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

13. Technical Evaluation

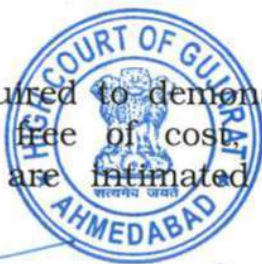
i. Detailed technical evaluation shall be carried out by the High Court pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and conditions of the tender without any deviation. The determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The High Court shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.

ii. The High Court may call the responsive bidders for discussion to facilitate and assess their understanding of the scope of work and its execution. However, the High Court shall have sole discretion to call for discussion.

iii. The High Court shall have right to accept or reject any or all tenders without assigning any reasons thereof.

14. Demonstration.

The Bidders may be required to demonstrate the quoted items during the technical evaluation on free of cost, no claim in this regard will be entertained. The firms are intimated that they should get ready for



demonstration and **only one-week time will be provided** for arrangement of demonstration and no request for extending time for demonstration will be entertained. Financial bids of only those products will be opened samples/specifications of which are found fit for use by the technical bid evaluation committee. However, the committee may call for the samples at any point of time. Failure to demonstrate, their bids/offer will be summarily rejected.

15. Financial Evaluation

The financial bid shall be opened of only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The institute shall inform the date, place and time for opening of financial bid.

i. The bidder is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the bidder should bring with him a letter of authority from the bidder and proof of identification.

ii. The High Court does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The High Court reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever. The rate contract is awarded to lowest one bidder and item wise to the firm(s) who have quoted the lowest rate(s) for item(s).

16. Validity of the bids

The quoted rates must be valid for a period for **90 days** from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected. In case the bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the **earnest money deposit shall be forfeited** without assigning any reason thereof. The bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

17. Award of Contract

High Court shall consider placement of orders for jobs on those bidders whose offers have been found technical and financially acceptable. The High Court reserves the right to counter offer price(s) against price(s) quoted by any bidder.

18. Contract Period

The rate contract for Supply of Stationary items initially for a period of (1) one year and can be continued / renewed for further (1) year subject to satisfaction of the High Court of Gujarat and on mutual consent of both the parties.

19. Right of acceptance

The High Court reserve the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The High Court reserve the right to reject any or all tenders /quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.

20. Delivery

i. Quantity indicated in the **Notice Inviting Quotation (NIQ) No: STN/NIQ/01/2026** are indicative and Purchase Orders may be placed for lesser or more quantity. The successful bidder shall note that a purchase order may be placed upto the last day of currency of the Rate Contract.

ii. Delivery of goods shall be made by the supplier within 3 days of placing of purchase order, however, in case of emergent requirement firm has to supply the required quantity of goods within 48 Hours of placing of order also. **In special cases the items are to be delivered at a very short notice i.e. within 24 hours.** All the aspects of safe delivery shall be the exclusive responsibility of the supplier.

iii. If the supplier fails to deliver the goods on or before the stipulated date, then a penalty at the rate of 0.5% per day of the total ordered value shall be levied subject to maximum of 10% of the total ordered value.

iv. The selected bidder shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the material/articles even on short notice to the High Court.

v. If at any time during the currency of the contract, the supplier encounters conditions hindering timely of the goods and performance of services, the supplier shall promptly inform the High Court for extension of the delivery schedule accordingly. On receiving the supplier's communication, the High Court shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.

vi. Supply should be made from the latest batch of production with maximum life period and original packing. The material/articles shall be delivered at the High Court of Gujarat with remaining shelf-life of at least 75% of the stipulated total shelf-life from the date of manufacturing of that product.

vii. Order will be placed as per requirement, irrespective of value of the order. Supply should be made in full against the order and **no piecemeal supply shall be accepted.**



viii. The material/article supplied during the term of the contract shall be in conformity with the quantity and the quality/Sample/Brand specified in the tender document. Any article found defective in quality and deficient in quantity shall be returned to the supplier for immediate replacement and in case of failure to do so, the contract will be terminated and the Security Deposit shall be forfeited. In case the quality of material/articles supplied are not in conformity with the standard agreed upon or the supplies are found defective at any stage these material/articles shall immediately will be taken back by the supplier at their own risk and cost and will be replaced with the tender quality material/articles, without any delay. The High Court reserves all rights to reject the material/articles if the same are not found in accordance with the required description/specifications and liquidates damages shall be charged.

21. Risk Purchase

If successful bidder fails to supply material within the stipulated delivery date or material supplied other than specification specified in tender, the High Court of Gujarat reserves the right to procure same or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Security Deposit and Pending Bills and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and Pending Bills, the same may be recovered if necessary by due legal process.

22. Fall Clause

If the Annual Rate Contract holder firm reduces its price or sells or even offers to sell the Annual Rate Contract material/articles following conditions of sale similar to those of the Annual Rate Contract, at a price lower than the Annual Rate Contract price, to any person or organization. during the currency of the Annual Rate Contract, the Annual Rate Contract price shall be automatically reduced with effect from that date for all the subsequent supplies under the Annual Rate Contract and the Annual Rate Contract shall be amended accordingly.

23. Periodicity/ Duration of Tender

The tender is initially for one year and may be extended till new Annual Rate Contract gets finalized, if required.

24. Signing the Contract

The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of **Rs.300/- (Rs. Three Hundred only)** within **fifteen days** of the issue of the Letter of notification of award along with performance security. In the event of failure on the part of the successful bidder to sign the contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.



25. Guaranty/Warranty Period

The **bidder must provide Original equipment manufacturer (OEM)** onsite warranty from the date of completion of the satisfactory delivery.

26. Payment Term

Invoice in **triplicate** should be submitted by the supplier firm for settlement after satisfactory delivery of the material. The invoice should have full particulars of the items(s). **No payment shall be made in advance.** On receipt of invoice from the Contractor after satisfactory delivery and acceptance of the material by the High Court, case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for rejected goods. Partial payment for the Purchase Order will not be processed.

27. Performance Security/Performance Bank Guarantee (PBG)

i. The successful Bidder has to submit unconditional **Performance Bank Guarantee (Proforma P3)** in the form of Demand Draft/Pay Order of any Nationalised Bank including Public Sector Bank or Private Sector Banks or Banks (operating in India having branch at Ahmedabad/Gandhinagar) duly pledged in the name of "**The Registrar, High Court of Gujarat**", as per applicable Government Resolution/instructions issued by the Finance Department from time to time @ **5% of total order value within 15 days** from the award of contract.

ii. The security deposit can be forfeited by order of this institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non observance of any condition of the contract. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honor the contract, the EMD/Performance Security deposited would be forfeited. Performance Security will be discharged after completion of contractor's performance obligations under the contract.

28. Other Terms & Conditions

i. Prospective Bidders should not approach the High Court or its Officers in person or in writing, for any technical query or request for change in technical specifications. No request for any change in the technical specifications will be entertained or responded to.

ii. "**End of Life**" or "**End of Sale**" items should not be quoted. Make & Model quoted by the Bidder should be available till the Bid validity, duly supported for spares / OEM support during the offered tender period.

iii. The Bidder shall bear all the costs associated with the preparation and submission of the Bid, and the High Court of Gujarat, in no case, will be responsible or liable for these costs, regardless of outcome of Bidding process.

iv. The Bidder has to submit the compliance letter on the letterhead duly signed by the authorised signatory along with other supporting



documents as per **Proforma P4**. Failing to submit the same or non-compliance/deviation from any terms and conditions, eligibility criteria or technical specifications, may result in rejection of the Bid.

v. Amendments/Corrigendum:

- a) At any time, prior to the last date of submission of Bids, the High Court of Gujarat may, for any reason, modify NIQ.
- b) In order to allow prospective Bidders reasonable time to take into consideration the amendments while preparing their Bids, the High Court of Gujarat, at its discretion, may extend the last date and time for the online submission of Bids.

vi. Prices shall be quoted in Indian Rupees only.

vii. In case successful Bidder is found in breach of any condition of Bid or Purchase Order/Contract, at any stage during the course of supply, installation, testing and maintenance or warranty period, legal action as per rules/laws, shall be initiated against the Bidder and the EMD/PBG shall be forfeited, besides debarring and blacklisting the Bidder for the time period as decided by the High Court of Gujarat, for further dealings with the High Court of Gujarat and District Courts in the State of Gujarat. Such debarment/blacklisting shall also be communicated to the State Government.

viii. The High Court of Gujarat reserves the right to accept or reject any Bid, to annul the Bidding process and reject all Bids at any time prior to awarding the Contract, without any obligation to inform the affected Bidder of the grounds for such decision and without thereby, incurring any liability to the affected Bidder.

ix. The High Court of Gujarat reserves its right to reject any proposal, modify or scrap the whole tender at any time without assigning any reason or incurring any liability.

x. Whether a particular annexure/proforma has been referred to hereinabove or not, all the annexures/proforma as given hereinbelow will have to be submitted duly filled and signed by the authorised signatories with requisite authentication/execution/attestation etc. as applicable/written therein. Also if certain document/certificate/letter etc. is not mentioned in the annexures/proforma hereinbelow but have been referred to in this NIQ for being submitted by the Bidder, the same will have to be submitted accordingly.

xi. Wherever the term '**working days**' is mentioned in this NIQ, the same would mean the working days as per the calendar of the High Court published on the official website.

29. Force Majeure

i. Force Majeure shall mean and be limited to the following:

- a) War/Hostilities/Act of public enemy
- b) Sabotage/Strikes
- c) Fire



- d) Epidemics
- e) Riot/ Civil Commotion
- f) Earthquake, Flood, Tempest, Lightening or other natural physical disaster or other Act of God.
- g) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the order by the successful Bidder .

ii. The successful Bidder shall advise the High Court of Gujarat by a registered letter duly certified by the local statutory authorities, the beginning and end of the above causes of delay within **seven (7) days** of the occurrence and cessation of such Force Majeure conditions. **In the event of delay lasting over two months, if arising out of causes of Force Majeure, the High Court of Gujarat reserves the right to cancel the contract.**

iii. Delivery period may be extended due to circumstances relating to Force Majeure by the High Court of Gujarat. Successful Bidder shall not claim any further extension for completion of work. The High Court of Gujarat shall not be liable to pay extra costs under any conditions.

iv. The successful Bidder shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their Bid and whether the same has been taken into consideration or not in their Quotes.

v. In the event of any Force Majeure cause, the successful Bidder shall not be liable for delays in performing their obligations under this order and the delivery dates can be extended for the successful Bidder without being subject to Penalty for delayed delivery, as stated elsewhere.

vi. It will be the prerogative of the High Court of Gujarat to take the decision on Force Majeure conditions and the decision of the High court of Gujarat will be binding to the Bidder.

30. Insolvency etc.

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified High Court shall have the power to terminate the contract without any prior notice.

31. Sub-contracting of Work

The firm shall not assign or sublet the work/job or any part of it or transfer to any other person or party in any manner without having first obtained permission in writing of High Court, which will be at liberty to refuse if thinks fit. **The tender is not transferable. Only one tender shall be submitted by one tenderer.**



32. Breach of Terms and Conditions

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the Annual Rate/ Contract/work order/ job without assigning any reason thereof and nothing will be payable by High Court. In that event the security deposit shall also stands forfeited.

33. Arbitration

Any dispute, controversy or claim arising out or relating to this contract, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996, as may be amended time to time.

34. Legal Jurisdiction

The agreement shall be deemed to have been concluded in Ahmedabad and all obligations hereunder shall be deemed to be located at Ahmedabad and Court within Ahmedabad will have Jurisdiction to the exclusion of other courts.

High Court of Gujarat
Sola, Ahmedabad
Date : 08/05/2026




Registrar General

Proforma P1 - Bidder's Turnover and Net Worth of 3 Financial Years

To
The High Court of Gujarat,
Sola, Ahmedabad.

Subject: Financial data submission
Ref : Tender No: STN/NIQ/01/2026

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document for "Supply of various Stationery Articles in the Registry of the High Court of Gujarat". I hereby declare that below are the true details regarding turnover of our firm/company:

Financial Year 2023-24 (in Crore)	Financial Year 2024-25 (in Crore)	Financial Year 2025-26 (in Crore)	Total

Chartered Accountant Name:

Chartered Accountant Signature:

Chartered Accountant Seal:

I further certify that I am the competent officer in my firm/company to make this declaration as Bidder to this NIQ.

Yours Sincerely

(Signature & Name)

Proforma P2 - Earnest Money Deposit in the form of Bank Guarantee (Bank
Guarantee On Non-Judicial Stamp Paper Of Rs.300/-)

Ref:

Bank Guarantee No.

Date:

To,
High Court of Gujarat
Sola, Ahmedabad.

WHEREAS _____ (hereinafter called "the Bidder") having registered office at _____ intends to participate as Bidder in response to the Tender NIQ No: STN/NIQ/01/2026 for "Supply of various Stationery Articles in the Registry of the High Court of Gujarat" and WHEREAS a Bank Guarantee for (hereinafter called the "Beneficiary") for Rs. _____ (amount of EMD) valid till _____ (mention here date of validity of this Guarantee) valid for 03 (three) months from the date of submission of Bid for this NIQ is required to be submitted by the Bidder along with the Bid.

We, _____ (name of the Bank and address of the Branch giving the Bank Guarantee) having our Registered Office at _____ (address of Bank's Registered Office) hereby give this Bank Guarantee No. _____ dated _____ and hereby agree unequivocally and unconditionally to pay immediately on demand in writing from the High Court of Gujarat or any Officer authorized by it in this behalf any amount not exceeding Rs. _____ (amount of EMD), (Rupees _____ (in words) to the High Court of Gujarat on behalf of the Bidder.

It is hereby understood and agreed upon that :

a.1 EMD may be forfeited:

- a If the Bidder withdraws its Bid during the period of Bid validity
- b In case of a successful Bidder, if the Bidder fails:
 - b.i To sign the Contract as required by this NIQ within the stipulated time limit mentioned in this NIQ/Purchase Order
 - b.ii To furnish unconditional Performance Bank Guarantee as required in this NIQ/Purchase Order
 - b.iii If the Bidder is found to be involved in fraudulent practices.

We undertake to pay to the High Court of Gujarat up to the above amount upon receipt of its first written demand, without the High Court of Gujarat having to substantiate its demand, provided that in its demand, the High Court of Gujarat will specify that the amount claimed by it is

due to it owing to the occurrence of any of the above mentioned conditions, specifying the occurred condition or conditions.

This guarantee will remain valid up to 3 months from the date of Bid submission, i.e._____.

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the High Court of Gujarat and further agrees that if this guarantee is extended for a period as mutually agreed between Bidder & the High Court of Gujarat, the guarantee shall be valid for a period so extended provided that a written request for such extension is received before the expiry of validity of guarantee.

The Bank shall not be released of its obligations under these presents by any exercise by the High Court of Gujarat of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the High Court of Gujarat or any other indulgence shown by the High Court of Gujarat or by any other matter or things.

The Bank also agrees that the High Court of Gujarat at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the BIDDER and notwithstanding any security or other guarantee that the High Court of Gujarat may have in relation to the BIDDER's liabilities.

Dated at _____ on this _____ day of _____ 20__.

Signed and delivered by

For & on Behalf of
Name of the Bank &
Branch & Its official
Address

Approved Banks: All Nationalised Banks including Public Sector Bank or PrivateSector Banks or banks (operating in India having branches at Ahmedabad / Gandhinagar) as per applicable G. R. issued by the Finance Department or further instruction issued by the Finance Department from time to time.

Proforma P3 - Performance Bank Guarantee

(To be stamped in accordance with Stamp Act)

Ref:

Bank Guarantee No.

Date:

To,
High Court of Gujarat
Sola, Ahmedabad.

Dear Sir,

In consideration of High Court of Gujarat, Sola, Ahmedabad (hereinafter referred to as the PURCHASER which shall unless repugnant to the context or meaning thereof include successors, administrators and assigns) having awarded to M/s._____ having Principal Office at _____ (hereinafter referred to as the "SELLER" which shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) for "Supply of various Stationery Articles in the Registry of the High Court of Gujarat" by issuance of Letter No_____ Dated_____ for and on behalf of the PURCHASER and the same having been accepted by the SELLER resulting into CONTRACT for supplies of Stationery Articles as mentioned in the said Letter and the SELLER having agreed to provide a Contract of Performance for faithful performance of the aforementioned contract and quality to the PURCHASER, _____ having Head Office at _____ (hereinafter referred to as the 'Bank' which shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby unconditionally and unequivocally guarantee to undertake to pay the sum of Rs._____(Rupees_____) to the PURCHASER on demand at any time up to_____ without a reference to the SELLER.

Any such demand made by the PURCHASER on the Bank shall be conclusive and binding notwithstanding any difference between Tribunals, Arbitrator or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the PURCHASER discharges this guarantee. PURCHASER shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance by the SELLER of the aforementioned CONTRACT. The PURCHASER shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right

which they might have against the SELLER, and to exercise the same at any time in any manner, and either to enforce or forebear to enforce any covenants contained or implied, in the aforementioned CONTRACT between the PURCHASER and the SELLER or any other course of or remedy or security available to the PURCHASER. The Bank shall not be released of its obligations under these presents by any exercise by the PURCHASER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the PURCHASER or any other indulgence shown by the PURCHASER or by any other matter or things.

The Bank also agrees that the PURCHASER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and notwithstanding any security or other guarantee that the PURCHASER may have in relation to the SELLER's liabilities.

Notwithstanding anything contained herein above our liability under this Guarantee is restricted to Rs. _____ (Rupees _____) and it shall remain in force up to and including _____ and shall be extended from time to time for such period as may be desired by the SELLER on whose behalf this guarantee has been given.

Dated at _____ on this _____ day of _____ 20__.

Signed and delivered by

For & on Behalf of
Name of the Bank &
Branch
& Its official Address

Approved Banks: All Nationalised Banks including Public Sector Bank or Private Sector Banks or banks (operating in India having branches at Ahmedabad / Gandhinagar) as per applicable G. R. issued by the Finance Department or further instruction issued by the Finance Department from time to time.

**Proforma P4 - Compliance Letter for Authenticity of Information Provided and
Genuinity of the Product Offered**

**(On Non Judicial Stamp paper of Rs.300 duly attested by the First class
Magistrate/Notary Public)**

Date:

To,
The High Court of Gujarat,
Sola, Ahmedabad.

Subject: Compliance with the tender terms and conditions,
specifications and Eligibility Criteria

Ref: Tender No.STN/NIQ/01/2026.

Dear Sir,

With reference to the above referred tender (NIQ), I, the undersigned <<Name of Signatory>>, in the capacity of <<Designation of Signatory>>, am authorised to give the undertaking on behalf of <<Name of the Bidder>>. We wish to inform you that we have read and understood the technical specifications and total requirements of the above mentioned Bid being submitted by us on _____. We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliant with specifications mentioned in the Bid document.

We also explicitly understand that all quoted items meet technical specifications of the Bid & that such technical specifications overrides the brochures/standard literature if the same contradicts or is absent in brochures.

In case of breach of any tender terms and conditions or deviation from Bid specification other than already specified as mentioned above, the decision of the High Court of Gujarat, for disqualification will be accepted by us.

We also declare that we have not been blacklisted / banned / declared ineligible / declared having dissatisfactory performance by any Government / Quasi-Government Authority in India.

All the information provided in our submitted Bid is correct. In case any information provided by us is found to be false or incorrect, the High Court of Gujarat has the right to reject our Bid at any stage including forfeiture of our EMD/ PBG / cancel the award of contract. In this event, the High Court of Gujarat reserves the right to take legal action against us.

We undertake that all the articles under the quoted items shall be original new articles from respective OEMs of the products and that no refurbished/duplicate/second hand articles have been used or shall be used.

In case we are found not complying with the above item, we agree to take back the articles already supplied at our cost and return any amount paid to us by you in this regard and that you will have the right to forfeit our EMD / PBG for this NIQ.

Thanking you,

Dated this _____ day of _____ 20____

Signature: _____

(in the Capacity of) : _____

Duly authorised to sign Bid for and on behalf of

Note: This Compliance against letter should be signed by authorised signatory of Bidder

PART-II

- : DESCRIPTION OF THE STATIONERY ARTICLES : - (ONLY BASIC RATES TO BE QUOTED BY THE TENDERER)

(EXCLUDING GST)

Sr. No.	Description of stationery articles.	Description	Basic Rate of Article (Rs.)	Present GST Rate (%)
01	02	03	04	05
01	<u>Copier paper (Full scape).</u> <u>01. TNPL Brand</u> (215 x 345 mm Ream, Net Weight - 2.80 Kgs., G.S.M. 75, Company Packing) <u>02. J K Copier (Red Brand)</u> <u>(Full Scape)</u> (Size 215 x 345 mm Ream, Net weight - 2.78 Kgs., G.S.M. 75, Company Packing)	Per One pkt (500 sheet) ---- Supply from Government Store		
02	<u>03. A-4 Copier paper.</u> <u>1. TNPL Brand</u> (A4 Size 210 x 297 mm Ream Net Weight 2.30 Kgs., G.S.M - 75, Company Packing) <u>2. J.K. Copier (Red Brand)</u> (A4 Size 210 x 297mm Ream Net Weight 2.34 Kgs. G.S.M - 75, Company Packing)	Per One pkt (500 sheet) ----- Supply from Government Store		
03	<u>Copier Paper (TNPL BRAND)</u> (A3 size 420 mm x 297mm) (G.S.M.-75)	Per One Pkt (500 Sheet)		
04	JK Ledger Paper without logo (legal size) - (80 GSM)	Per One Pkt (1 Pkt- 500 Sheets)		

Sr. No.	Description of stationery articles.	Description	Basic Rate of Article (Rs.)	Present GST Rate (%)
01	02	03	04	05
05	JK Ledger Paper without logo (A 4 size) – (80 GSM)	Per One Pkt (1 Pkt- 500 Sheets)		
06	Pencils No.621 (Natraj- HB Black)	Per One Pkt (10 Piece)		
07	Pencils (Red/Blue Natraj Brand)	Per One Pkt (10 Piece)		
08	Pencils (Apsara Gold- HB Pencil)	Per One Pkt (10 Pieces)		
09	Pencils (Doms Neon Brand)	Per One Pkt (10 Piece)		
10	Pencil (Youva Stallion Brand)	Per One Pkt (10 Piece)		
11	Eraser (Natraj)	Per One Piece		
12	Eraser (Apsara)	Per One Piece		
13	Correction Pen (Whitner) (Camlin Brand Cover-IT)	Per One Pen		
14	Gum Bottles (Wheel Brand 150 ML)	Per One Bottle		
15	Fevicol (500 gm)	Per One Piece		
16	Kores (Glue-stick, 8 gm) (one box containing 20 units)	Per One Stick		
17	Stapler machine (Model No. HP-45) (Big - Kangaroo Brand)	Per One Piece		
18	Stapler machine (Model No.-10NR, Kangaroo Brand)	Per One Piece		
19	Kangaroo Big Staple pins (24/6) (6 mm length)	Per One Pkt		
20	Kangaroo Small Staple pins (No. 10-1M)	Per One Pkt		
21	Stapler Pin Remover (Big) (Kangaroo Brand SR-500)	Per One Piece		
22	Stapler Pin Remover (Kangaroo SR-100)	Per One Piece		

Sr. No.	Description of stationery articles.	Description	Basic Rate of Article (Rs.)	Present GST Rate (%)
01	02	03	04	05
23	Punch machine (Big) (Kangaroo Brand DP - 500)	Per One Piece		
24	Punch machine (Small) (Kangaroo Brand, Model No. DP-280)	Per One Piece		
25	Push pin	Per One Box		
26	U-pin (100 Clips 50mm Round Elephant Brand)	Per One Box		
27	U Pins (100 Clips 26 mm Round Elephant Brand)	Per One Box		
28	Stamp Pad - Big (Camlin Brand)	Per One Piece		
29	Stamp Pad (small) (Camlin Brand, 110 mm x 70 mm)	Per One Piece		
30	Short hand Note Book (Bilt Paper, 192 pages, 70gsm, 8.7"x5.5.")	Per One Piece		
31	Plastic handle poker	Per One Piece		
32	Cello Tapes (Premier Brand - 1/2 Diameter - size 12 mm x 5 yards)	Per One Piece		
33	Cello Tapes, (Wonder Brand - 2" width) (40 mtr Transparent)	Per One Piece		
34	Cello Tape (1" Wonder Brand)	Per One Piece		
35	Brown Tapes (Wonder Brand - 2" width) (40 mtr.)	Per One Piece		
36	Spring files (Excella Reliable Brand without Patti)	Per One File		
37	Plastic Spring File (Worldone Cobra) (Legal Size)	Per One File		
38	Plastic Spring File (Worldone Cobra) (A-4 Size)	Per One File		
39	Box files (Aero Brand - with good lever)	Per One File		

Sr. No.	Description of stationery articles.	Description	Basic Rate of Article (Rs.)	Present GST Rate (%)
01	02	03	04	05
40	Trio Report File (Legal size)	Per One File		
41	Neo Report File (165 A4 size)	Per One File		
42	Pencil Cells – AA R6(Eveready Brand)(1005 MU Battery AA R6/1.5/1U)	Per One Cell		
43	Pencil Cell – AAA Size, 1.5 V (Eveready-Heavy Duty)	Per One Cell		
44	Dura Cell AA	Per One Cell		
45	Dura Cell AAA	Per One Cell		
46	Super White Dungri Cloth (Thick Quality) (Width- 45 inch)	Per One Mtr		
47	Thick Strings (Cotton Thread- 1kg)	Per One Kg		
48	White Laces (9/ 36" Long) (One bunch containing 100 lace)	Per 100 Lace		
49	Red Tags (200 mm Long) (Size 8")	Per 100 Tags		
50	Navneet Writing Pad (No.16) (57 Gsm.)(40 sheets)	Per One Pad		
51	Navneet Writing Pad (No. 8) (57 Gsm.)(40 sheets)	Per One Pad		
52	Rough Pads No.16 (75 Gsm.) (in single line)(Page - 40)	Per One Pad		
53	Rough pads (No. 8) (in single Line) (75 Gsm.) (40 sheets)	Per One Pad		
54	Spiral Diary (Rename A5WB 14.3X21 cm Pages 150 ruled)	Per One Piece		
55	Portfolio	Per Portfolio		
56	Vim Liquid (140 ml pouch)	Per One Piece		
57	Pucca File Covers (Full scape size) (15 " x 10.5 ")	Per One Pair		

Sr. No.	Description of stationery articles.	Description	Basic Rate of Article (Rs.)	Present GST Rate (%)
01	02	03	04	05
58	Rulled Registers Panchwati Brand (Size 16 x 13") 2 - Quire	Per One Register		
59	Rulled Registers Panchwati Brand (Size 16 x 13") 3 - Quire	Per One Register		
60	Rulled Registers Panchwati Brand (Size 16 x 13") 5 - Quire	Per One Register		
61	Water jug (Cello Brand) (5 litre capacity)	Per One Jug		
62	Water jug (Cello Brand) (10 litre capacity)	Per One Jug		
63	Tea Thermos/Kettle Flask, (Cello Brand, 1000 ml)	Per One Thermos		
64	Tea Thermos/Kettle Flask, (Cello Brand, 500 ml)	Per One Thermos		
65	Cello Livia Thermos/Kettle Vacuum Steel Flask (1000 ml)	Per One Thermos		
66	Milton Thermos/Kettle Vacuum Steel Flask (1000 ml)	Per One Thermos		
67	Cello Livia Thermos/Kettle Vacuum Steel Flask (750 ml)	Per One Thermos		
68	Milton Thermos/Kettle Vacuum Steel Flask (750 ml)	Per One Thermos		
69	Cello Livia Thermos/Kettle Vacuum Steel Flask (500 ml)	Per One Thermos		
70	Milton Thermos/Kettle Vacuum Steel Flask (500 ml)	Per One Piece		
71	Electric Kettle (Prestige/ Cello brand) (1 ltr.)	Per One Piece		
72	Plastic Dustbin (Patel Brand) (Regular Size)	Per One Piece		
73	Water Glasses (Yera-Brand - One box containing 6 water glasses, T-9-C -6 pcs LSR.)	Per One Box (6 Glass)		
74	Borosil Glass (295ml).	01-Box (06 Nos)		

Sr. No.	Description of stationery articles.	Description	Basic Rate of Article (Rs.)	Present GST Rate (%)
01	02	03	04	05
75	Brown covers (Size 14 x 11") My sore - (2.5 " flap, 80 GSM)	Per 1000 Covers		
76	Brown covers - Mysore (Size 12" x 10" 80 G.S.M)	Per 1000 Covers		
77	Brown Covers - Mysore (Size 11" x 5" 80 G.S.M) (One box containing 500 covers)	Per 500 Covers		
78	Craft Khakhi Covers (Size 17.5 x 6.5") (100 GSM)	Per 1000 Covers		
79	White Covers (Size:- 11"x 5") 80 GSM (one box containing 500 covers)	Per 500 Covers		
80	White Covers (Size:- 9"x 4") 80 GSM (one box containing 500 covers)	Per 500 Covers		
81	White Covers (Size:- 7"x 4") 80 GSM (one box containing 500 covers)	Per 500 Covers		
82	Cloth Covers Regular (Size 16 X 12) (One packet contains 100 covers)	Per 100 Covers		
83	Cloth covers (Size 12 "x 10 ") (One packet contains 100 covers)	Per 100 Covers		
84	All out machine (Combipack)	Per One Pack		
85	All out Refill - 60 nights - with extra MMR.	Per One Refill		
86	Good knight Refill (45 Nights)	Per One Refill		
87	Add-Gel Achiever Gel Pen	Per One Pen		
88	Add-Gel Achiver Refill NB-R-20.	Per One Refill		
89	Cello Pen (Liquiball)	Per One Ball Pen		
90	Doms Hexel Ball Pen	Per One Ball Pen		

Sr. No.	Description of stationery articles.	Description	Basic Rate of Article (Rs.)	Present GST Rate (%)
01	02	03	04	05
91	Uni-ball, Eye Fine (UB-157)	Per One Pen		
92	Luxer Sign Pen (Sketch Pen) (one packet containing 10 pens)	Per One Pkt (10 Piece)		
93	Pen Stand Black Round (Net Design) Type	Per One Piece		
94	Faber - Castell Textliner	Per One Pkt. (05 Piece)		
95	Medium Scissor - Godrej Brand (Size 165 mm)	Per One Piece		
96	Three Colour Write On, Removable Self Adhesive Notes (Oddy /Planfix Brand (25 mm x 75 mm) (one box containing 20 nos pads)	Per One Pkt (120 Prompts)		
97	Five Colour Self - Adhesive -Plastic (Arrow Type) Reposition-able Self-Adhesive Film Index, (45x12mm)	Per One Pkt		
98	Air Freshner (200 ml) (Sugandh Vatika)	Per One Bottle		
99	Godrej Air Freshner	Per One Bottle		
100	Air Wick Freshmatic Spray (Automatic Spray)	Per One Bottle		
101	Refill -Air Wick Freshmatic Spray (Automatic Spray)	Per One Refill		
102	Godrej Air Pocket	Per One Pkt (6 Pcs.)		
103	Odonil Godrej	Per One Pkt		
104	Red marron sheet (Size 8.5 x 14 ") (Full scape - 110 GSM)	Per 1000 Sheets		
105	Calulator - Casio Brand (12 - Digit, MJ - 12D)	Per One Piece		
106	Plastic Folder (L Folder) (12 mm) Full Scape (Legal) (aaRPee Brand)	Per One Folder		
107	Plastic Folder (L Folder) (12 mm) Full Scape (Legal) (aaRPee Brand)	Per One Folder		

Sr. No.	Description of stationery articles.	Description	Basic Rate of Article (Rs.)	Present GST Rate (%)
01	02	03	04	05
108	Dettol Handwash (Sensitive Liquid) (215 ml. Bottle)	Per One Piece		
109	Hit Spray (200 ml) (For mosquitoes and Flies)	Per One Bottle		
110	Colin Spray	Per One Piece		
111	Pendrive 4GB (Sandisk)	Per One Piece		
112	Pen Drive 8 GB (Sandisk/HP/CyberX)	Per One Piece		
113	Pen Drive 16 GB (Steel Body) (Sandisk/HP/CyberX)	Per One Piece		
114	Pen Drive 32 GB (Steel Body) (HP Brand-3.1)	Per One Piece		
115	Pendrive 64 GB Steel Body (HP Brand-3.1)	Per One Piece		
116	Hard Disk (1TB) WD Brand (External)	Per One Piece		
117	Cutter (Premier Brand) (One box containing 20 cutters)	Per One Box		
118	Damper Sponge Case DM-821 (Premier Crystal Damper)	Per One Piece		
119	Button Folder (Solo Brand) (Legal Size) (Horizontal)	Per One Piece		
120	Button Folder (Solo Brand) (A 4 Size) (Horizontal)	Per One Piece		
121	Camlin Fine Tip Permanent Marker (OHP CD Marker)	Per One Pkt (10 Pcs.)		
122	Sticker Sheet (Technova- Novajet)	Per One Pkt (100 Sheets)		
123	Tissue Paper (Premium Brand)	Per One Box		
124	Napkin (Trident Home Essentials)	Per One Piece		
125	Napkins (Bombay Dying Santino)	Per One Piece		

Sr. No.	Description of stationery articles.	Description	Basic Rate of Article (Rs.)	Present GST Rate (%)
01	02	03	04	05
126	Camphor Machine (Kapoor Dani)	Per One Machine		
127	Camphor Air Freshner cone 333	Per One Piece		
128	Camphor Bottle 333 (100 gm)	Per One Bottle		
129	Binder Clip oddy 51mm	01 Box (12 Nos.)		
130	Binder Clip oddy 41mm	01 Box (12 Nos.)		
131	Binder Clip oddy 32mm	01 Box (12 Nos.)		
132	Binder Clip oddy 24mm	01 Box (12 Nos.)		
133	Binder Clip oddy 19mm	01 Box (12 Nos.)		
134	Vinay Electric Door Bell (Vesto) Wireless	Per One Piece		
135	Cona Electric Door Bell Wireless	Per One Piece		
136	Lotus Doorbell Wireless	Per One Piece		
137	Colour Flag Planfix (5 in 1)	01 Box (5 Pads, 25 Pieces In Each Pad)		
138	Lotus Power Strip (6+6)	Per One Piece		
139	Three Layer Surgical Mask	Per One Box (Per 100 Nos.)		
140	Micro Fiber Napkin (Duster for Car) (Sassoon Caldezonia Brand) (40×60 cm)	Per One Piece		

Place:- Ahmedabad
Date:- / /2026

Seal & Signature of the Supplier

Note:- Kindly be noted that the office timings of the High Court of Gujarat during the vacation period from 11th May 2026 to 07th June 2026 is morning 08:00 A.M. to 1:00 P.M. Therefore all the bidders are directed to take note for the same.

**Sd/-
Stationery Branch**