

HIGH COURT OF MADHYA PRADESH: JABALPUR

NOTICE INVITING E-TENDER

Tenders are invited by the High Court of Madhya Pradesh Jabalpur from experienced and reputed vendors /firms /dealers /Original Equipment Manufacturer for rate contract for regular the Supply of the Stationery Articles at the High Court of Madhya Pradesh, Jabalpur. The last date of online tender submission is **9th February, 2026 before 06:00 P.M. (mandatory)**. The sealed tenders complete in all respect addressed to "**Registrar General, High Court of Madhya Pradesh, Jabalpur**" must be submitted before **05:00 P.M. on 10th February, 2026 (mandatory)**. The Technical bids of the tenders shall be opened online on **11th February, 2026 at 11:30 A.M.** The detailed tender document is available in the official website of the High Court of Madhya Pradesh www.mphc.gov.in and Government e-procurement portal www.mptenders.gov.in.

Sd/-

REGISTRAR GENERAL

HIGH COURT OF MADHYA PRADESH : JABALPUR

NOTICE INVITING TENDER

No: Reg(IT)(SA)/2026/ 113

Jabalpur, Date: 20-01-2026

Subject:- Tender for rate contract for supply of the Stationery articles of the High Court of Madhya Pradesh, Jabalpur.

The Registrar General, on behalf of High Court of Madhya Pradesh, Jabalpur invites sealed tender from registered firm/vendors/dealers regarding the rate contract for supply of Stationery Articles (Form "A") as per details given below :-

1. Important Dates:-

S. No.	EMD (In Rs.)	Cost of Tender Document (In Rs.)	Last Date / Time of online tender Submission	Last Date / Time of tender submission (Hardcopy)	Date / Time of Opening of Technical Bids	Time for Completion of the work / project
1.	1 LAKH	2,000/-	9 th February, 2026 before 06:00 P.M.	10 th February, 2026 before 05:00 P.M.	11 th February, 2026 before 11:30 A.M.	Rate contract

1.1 *Tender documents may be viewed or purchased online by interested and eligible bidders from the website <https://mptenders.gov.in> after paying tender fee of Rs.2,000/- and Processing Fee, as applicable. The tender document is also available in website of the High Court <http://www.mphc.gov.in> .*

1.2 *Bidders can submit its tender online at <https://mptenders.gov.in/> on or before the key dates given above. The Physical copy of the Technical Bid along with*

copy of online EMD should also be submitted at the address below latest by 10th / February., 2026 05:00 PM.

- 1.3 All further notifications /amendments, if any shall be posted on <https://mptenders.gov.in> and www.mphc.gov.in only. No separate communication shall be made with individual Bidders.
- 1.4 **The financial bids are to be submitted in online mode only and no hard sheet/ copy is to be submitted along with the bid document.**

2. All other terms and conditions for submission of tender are contained in this document. If the date of submitting /opening of the Bid is declared as holiday then the bids shall be submitted / opened on next working day.

The Registrar General, High Court of Madhya Pradesh, Jabalpur (M.P.) reserves the right to accept or reject any or all bids without assigning any reason thereof.

Address for communication:-

**Registrar General,
High Court of Madhya Pradesh
Jabalpur (M.P.)**
Email ID:- regithcjp@mp.gov.in
Landline: 0761-2623358

Section – I

3. Terms and Conditions for e-Tendering:-

- I.** For participation in e-tendering module, it is mandatory for prospective bidders to get registration on website www.mptenders.gov.in Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.
- II.** Tender document can be purchased *only online* on payment of tender fees and downloaded from website www.mptenders.gov.in by making online payment for the tender document fee.
- III.** Service and gateway charges shall be borne by the bidders.
- IV.** Since the bidders are required to sign their bids online using Class-III Digital Signature Certificate, they are advised to obtain the same at the earliest.
- V.** For further information regarding issue of Digital Signature Certificate, the bidders are requested to visit website www.mptenders.gov.in . Please note that it may take upto 7 to 10 working days for issue of Digital Signature Certificate. Department will not be responsible for delay in issue of Digital Signature Certificate.
- VI.** If bidder is going first time for e-tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- VII.** Bidders are requested to visit our e-tendering website regularly for any clarification and / or due date extension.
- VIII.** Bidder must positively complete online e-tendering procedure at www.mptenders.gov.in
- IX.** Department shall not be responsible in any way for delay /difficulties /inaccessibility of the downloading facility from the website for any reason whatever.

X. For any type of clarification bidders can / visit www.mptenders.gov.in. For any technical related queries please call at 24 x 7 Help Desk Number 0120-4001 002 ; 0120-4200 462 ; 0120-4001 005 ; 0120-6277 787 ; Technical - support-eproc@nic.in. Support timings: Monday to Saturday from 10:00 AM to 7:00 PM.

XI. Interested bidders may attend the free training programme in Bhopal at their own cost. For further query please contact help desk.

XII. The bidder who so ever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of same in physical form with the offer of particular tender.

XIII. In case of any technical issue at the time of filling of bid documents the High Court of Madhya Pradesh will not be responsible for any non-submission / late submission of bid documents.

XIV. ***The firms registered under NSIC and MSME (The vendor to be registered with both NSIC and MSME for claiming exemption of tender fees) are exempted for submission of tender fees only. But they have to submit valid EMD as per the tender requirement.***

4. General Terms and Conditions of the tender :-

- 4.1 The Bidder shall be solely responsible for delivering the stationery items to the High Court as per the purchase order.
- 4.2. The Registrar General has the right to cancel all or any the tenders without assigning any reason.
- 4.3. In the tender, it is mandatory to mention in each item the name of manufacturing company/OEM, and other details asked in the tender, and also bear the seal of the firm on the sample items to be submitted along with hardcopy (tender document).
- 4.4 The tender and all the documents attached with the tender must bear the signature along with seal of the Bidder.
- 4.5 The Bidder shall be bound to deliver items of the list furnished by him as per the requirement at the approved rate and quantity till the specified date.
- 4.6 In case any item supplied is not packed by the company or of substandard, all such items shall be taken back by the Bidder at his own cost and the replacement shall be supplied at the earliest.
- 4.7 On receipt of the requirement/order of the items, the items have to be delivered within the stipulated period of time.
- 4.8 The rates of the tender shall be valid for the period of one year from the date of contract which may be extended for a further period of one year at the rates approved on mutual agreement and subject to satisfactory performance of the vendor.
- 4.9. The Bidder shall attach the valid certificate of Registration from the Commercial Tax Department and also make it clear that the firm has paid income tax and no tax is due on it.
- 4.10. According to the list of stationery items, items on which the names of manufacturing companies are mentioned, quote the

rates for items of only those companies, otherwise it shall not be accepted.

- 4.11. It shall be mandatory to provide samples of all stationery items along with the tender document.
- 4.12. In the event of a breach of any of the conditions, the Registrar General, High Court of Madhya Pradesh reserves the right to cancel the contract, and the EMD/PBG shall be forfeited.
- 4.13. The GST rates applied by the Government will be considered if there is any increase or decrease in tax factor.
- 4.14. Rates of all stationery items shall be inclusive of all taxes and Bidders shall also mandatorily provide a sample of stationery items having rates inclusive of all taxes.
- 4.15. Rates of items quoted by the Bidders will remain valid for the period of one year. Any increase in the rate of any item by the bidder shall not be considered. The items shall have to be supplied as per the rate quoted in the tender document by the Bidder.
- 4.16. After signing of contract, the successful bidder is required to submit Performance Bank Guarantee in the form of FDR/Bank Guarantee of Rs. 50,000/- valid for the period of minimum one year without fail.

5. Terms & Conditions for Tender quoted:-

- 5.1. The proposal should be submitted along with only application fee of Rs. 2,000/- (Rs. Two Thousand only) and Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One Lakh Only) in online mode. The Bid submitted without EMD and/or the application fee shall be summarily rejected. ***The firms registered under NSIC and MSME (The vendor to be registered with both NSIC and MSME for claiming exemption of tender fees) are exempted for submission of tender fees only. But they have to submit valid EMD as per the tender requirement.***
- 5.2. Tender in sealed envelope should be addressed to the Registrar General, High Court of Madhya Pradesh, Jabalpur "***Tender for rate contract for supply of Stationery articles of the High Court of Madhya Pradesh, Jabalpur.***
- 5.3. The hardcopy of tender must reach at "***Inward / Receipt Section, High Court of Madhya Pradesh, Jabalpur***" on or before the due date and time otherwise the same will be rejected. Tenders received after due date and time due to any reason whatsoever including postal delays shall not be considered.
- 5.4. The Registrar General, High Court of Madhya Pradesh, Jabalpur reserves the right to accept or reject any/all bids without assigning any reason whatsoever.
- 5.5. Each page of the tender document should be sealed and signed by the bidder (s).
- 5.6. Incomplete and unsigned Tender are liable to be rejected.
- 5.7. No interest is payable for the Earnest Money Deposit (EMD).
- 5.8. The High Court and District Judiciary Officers / employees and their relatives are not allowed to participate in the tender process.

Form: PQ-1

Techno-commercial Bid

Sl. No.	Description	Indicate also page number where attached
1.	Name, address & telephone number of the agency/firm	
2.	Name, designation, address & telephone number of authorized person	
3.	Please specify as to whether Tenderer is sole Proprietor/Partnership Firm/Private or Limited Company.	
4.	Name, address & telephone number of Directors/Partners, Fax No., e-mail address.	
5.	Copy of PAN Card issued by Income Tax Department and Copy of 3 Financial Year's Income Tax Returns 2022-2023, 2023-2024 and 2024-2025.	
6	GST Registration (Please attach copy)	
7.	Latest GST Return (Please attach copy)	
8.	Details of Bid Security/Earnest Money Deposit (online):- a) Amount: Rs.1,00,000/- (One Lakh only) b) Demand Draft : c) Date of issue: d) Name of issuing Bank:	
9.	Tender Fees details (online):- a) Amount: Rs.2,000/- b) Demand Draft : c) Date of issue: d) Name of issuing Bank:	
10.	Sample	Please make all detail.

Form: PQ-2

BIDDER'S ANNUAL TURNOVER

_____ (Location)
_____ (Date)

From (Name & Address)

To

The Registrar General,
High Court of Madhya Pradesh,
Jabalpur

Ref.: _____

Dear Sir/Madam,

We hereby certify that the average annual turnover of M/s.
_____ (name of the bidder) is not less than Rs.
_____ Lakh during three financial years.

S. No.	Firm	2022-2023	2023-2024	2024-2025
		Amount	Amount	Amount
1				

Yours Sincerely,

(Signature of Authorized Bidder)

Name of the Authorized Bidder:

Seal:

PQ-3

(Price Bid)

(High Court of Madhya Pradesh, Jabalpur)

Table 'A'.

S. No.	Name of Stationery Articles.	Make/Brand	Unit price	GST as applicable	Total amount in Rs.
1.	Acknowledgement Card (better one)				
2.	Pen like Add Zel (Achiever) or better.				
3.	Refill Like Add Gel (Achiever) or better.				
4.	Adhesive Tap 20 Meter Roll premier or better one.				
5.	Platinum Pencil Like Apsara or better.				
6.	Big Size Pencil Rubber Like Apsara or better.				
7.	Brown & Transparent Tap 1' Inch 60 meter roll Like IC Winner or better.				
8.	Brown & Transparent Tap 2' Inch 60 meter roll Like IC Winner or better.				
9.	Brown & Transparent Tap 3' Inch 60 meter roll Like IC Winner or better.				
10.	Brown Paper (100 GSM) Like Star or better.				

11.	Brown Paper 70c.m.x 112 c.m. 80 GSM. Rates in a ream for 480 sheets better one.				
12.	Calculator Citizen (original one) Like CT – 512 or better one.				
13.	Pen Stand (with 02 Pen Holder with Jotter Refill) Fiber (Medium size) better one.				
14.	Pen Ink Like Chelpark/Camel/Par ker or better				
15.	Clip File Folder (F.S.) Bombay Clip (Company make).				
16.	Colour Stick Flag Like Oddy or better (Plastic) 125 Sheets				
17.	Colour Stick Flag (Page Marker) Like Oddy or better 120 Sheets.				
18.	Eraj-ex-White Flud diluter less Like Kores or better.				
19.	Fevistick 8 gm. Like Kores or better.				
20.	File Lace 924 No. 24 Inch (Veer) or better.				
21.	Gum Bottle 60 m.l. Like Mohini/Kores or better.				
22.	Gum Bottle 700 m.l. Like Mohini/Kores or better.				
23.	Gum Tube (company make)				

24.	Highlighter Pen Like Luxor or better.				
25.	Index File Folders F.S. Size (Veer) or better.				
26.	Jotter Dot Pen (Use of Pen Stand) Like Linc or better.				
27.	Jotter Refill (Pointed) Steel Body Like Montex or better.				
28.	Laser Inkjet Labels A/4 Like Oddy or better.				
29.	Lead Pencil Like Natraj 621 or better.				
30.	Colour Pencil Like Natraj or better.				
31.	Leaf File (Veer) 40 Leaf (Company make)				
32.	Ordinary Refill Pointed better one.				
33.	Paper Cutter Big Like Omega or better.				
34.	Paper Cutter (Small size) Like Natraj or better.				
35.	Paper Pin 70 gram Like Bell Co. or better.				
36.	Paper Shredder 7 Sheet or 8 sheets Like Oddy/Kores or better.				
37.	Paper Weight (Glass) better one.				
38.	Pencil Rubber (Natraj).				

39.	Pencil Sharpener Big Like Apsara or better.				
40.	Permanent Marker Pen Like Cello or better.				
41.	Pin Kushion (Magnetic) Like (Company make).				
42.	Poker (Plastic Handle) better one.				
43.	Poker Wooden Handle better one.				
44.	Punching Machine Big (Punch 600) Like Kangaroo or better Small Punch (280) Like Kangaroo or better.				
45.	PVC Strip File Folder A/4 Size better one.				
46.	Register 2 Quir size approx. 18x29" Like Shikhar or better.				
47.	Register 4 Quir size approx. 18x29" Like Shikhar or better.				
48.	Register 6 Quir size approx. 18x29" Like Shikhar or better.				
49.	Scale 12" Plastic Like Natraj or better				
50.	Scissor (Big) 8 Inch Like Kangaroo munix or better.				
51.	Short Hand Note Book (Rajhans) 192 Pages better one.				
52.	Sketch Pen Big Black/Colour Like Luxor or better.				
53.	Slip Pad (Big) Conference Superior better one.				

54.	Small Tag Superior Quality or better.				
55.	Stamp Pad 70mm x 110mm Like Ashoka or better.				
56.	Stamp Pad 97mm x 160 mm Like Ashoka or better.				
57.	Stamp Pad Ink 30 ml. Like Ashoka or better				
58.	Stapler HP-45 Like Kangaroo or better.				
59.	Stapler HDZ-45 Like Kangaroo or better.				
60.	Stapler 10 No Like Kangaroo or better.				
61.	Stapler Pin 24/6 Like Kangaroo or better.				
62.	Stapler Pin 10 No Like Kangaroo or better.				
63.	Stapler Pin 23/13 Like Kangaroo or better.				
64.	Stapler Pin 23/24 Like Kangaroo or better.				
65.	Sutli Rope (Nylon) better one.				
66.	Sutli (Jute) better one.				
67.	Glass 2'x3' 5 mm. (White) rate in per sq. foot.				
68.	Glass 5 mm. (Black) (rate in per sq. foot).				
69.	Glass 5 mm. (Brown) (rate in per sq. foot).				
70.	Glass 8 mm. with polish. (White) (rates in per sq. foot).				

71.	Glass 8 mm. with polish. (Black) (rates in per sq. foot).				
72.	Glass 8 mm. with polish. (Brown) (rates in per sq. foot).				
73.	Glass 12 mm. with polish (White) (rates in per sq. foot).				
74.	Glass 12 mm. with polish (Black) (rates in per sq. foot).				
75.	Glass 12 mm. with polish (Brown) (rates in per sq. foot).				
76.	Threads Like Vardhman or better.				
77.	Clip File F.S. Size Like Trio or better.				
78.	U Shape Pin (Plastic) Like Gorilla or better.				
79.	Water Spunj better one.				
80.	White Envelopes 9"x4" Swarn Mahal 80 GSM or better.				
81.	White Envelopes 12"x6" (Plain) 80 GSM (superior quality).				
82.	White Envelopes 12"x6" (Printed) 80 GSM (superior quality).				
83.	Yellow Envelopes 8x10 Lamination Like Veer or better.				
84.	Yellow Envelopes 10x12 Lamination Veer better one.				

85.	Yellow Envelopes 10x14 Lamination Like Veer or better.				
86.	Yellow Envelopes 11x5 Lamination Like Veer or better.				
87.	Yellow Envelopes 12x16 Lamination Like Veer or better.				
88.	Ring Folder F.S. Size Plastic Company make.				
89.	Four Folio File pad Company make.				
90.	Big Size Rubber Bands 3 & 4 Inch Superior quality.				
91.	Stapler Pin Opener Like Kangaroo or better.				
92.	Clip Board F.S. Size Like Omega or better.				
93.	Pocket Diary (Spiral ordinary) better one.				
94.	Liquiball Pen Like Cello or better.				
95.	V-10 Pen Hi-tech Like Pilot or better.				
96.	V-7 Pen Hi-tech Like Pilot or better.				
97.	Gel Pen Like Cello butter or better				
98.	Ball Pen Like Cello Trimate plus or better.				
99.	Like Uniball eye Pen or better.				
100.	Luxor Pen Like Pilot or better.				
101	Ordinary Pen use and throw.				
102.	White Board Marker Pen Like Luxor/Camlin or better.				

103.	D.J. 120D two way power Calculator Like Casio or better.				
104.	Pocker Diary (Black) Spiral Like Luxor or better.				
105.	Card Sheets (Colored) better one.				
106.	Card Board 24 Once (approx 450 gram) (Rates in Bundle mentioning No. of Sheets in a bundle) better one.				
107.	Card Board 32 Once (approx 900 Gram) (Rates in Bundle mentioning No. of sheets in a bundle) better one.				
108.	Coated Cotton Fabric Raxin (Yellow) better one.				
109.	Blue Thotha better one.				
110.	Imitation Paper Like Marble or better.				
111.	Lunkloth better one.				
112.	Maida better one.				
113.	Muslin Cloth 119 c.m. better one.				
114.	Rexin Label Red/Black better one.				
115.	Sares better one.				
116.	White Paper Marble 28 ½ x 19 (Binding use) better one				
117.	Golden Leaf (use of Book Print) better one.				
118.	Raxin Superior Quality 20 Meter Roll better one.				

119.	Fevicol White 500 MI. Like Pidilite or better one.				
120.	PaplaZ better one.				
121.	Ordinary Binding Cloth better one.				
122.	Sticker Sheet Red and Black better one.				
123.	Transparent L – Folder A/4 size Like Sun Brand or better.				

I / We have gone through the terms and conditions given in the tender document and agree with the same. I / We understand that in the event of non-compliance of terms & condition of the tender my / our EMD shall be forfeited by the Registrar General, High Court of Madhya Pradesh, Jabalpur.

(Seal & Signature of the Tenderer)

Date: _____

*Note : The bidder may submit the price breakup in separate sheets (if required)

CERTIFICATES

WE CERTIFY THAT:-

1. We will not LEAK / DISCLOSE any information of High Court of Madhya Pradesh to any other institutions/organizations, bodies and also in the market on the rates quoted by us to the High Court.
2. The rate of TAXES / DUTIES mentioned in the tender is in accordance with the provisions of the rules in all respects and the same is payable to the Authorities.
3. We have read and understood the rules, regulations, terms and conditions of the tender as applicable from time to time and agree to abide by them.
4. The sample submitted by us along with the tender document is genuine and of original make.

Authorized Signatory

(Seal of the Company)

