

**High Court of Judicature at Allahabad, Lucknow Bench, Lucknow**  
**Tender Notice for supply of Short Hand Note Books**

Sealed Tenders on prescribed proforma are invited from the Firms/Societies registered with under Trade Tax/VAT for supply of Short Hand Note Books to be used in this Court during the financial year 2015-2016. Desirous Firms may obtain the prescribed proforma alongwith Terms & Conditions from the office of the Section Officer (Stationery) of the Court on any working day between 10-00 a.m. to 3-00 p.m. on payment of Rs.100/- only upto 06.05.2015. Tender Form can also be downloaded from the official website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) of the Allahabad High Court or official website [www.upgov.nic.in](http://www.upgov.nic.in) of U. P. Government. Downloaded Forms be submitted alongwith a Demand Draft/Cash Receipt of Rs.100/- as per rules towards Tender Document Fee in favour of "Senior Registrar, High Court, Lucknow Bench, Lucknow" payable at Lucknow. The Tender may be submitted latest by 07.05.2015 upto 2-00 p.m. in the Stationery Section of this Court positively. The Tenders received shall be opened on the same day at 3-00 p.m. in the Chamber of Sri Ravi Nath, O.S.D.(J) (S) in presence of Tenderers who wish to remain present at that time.

**Senior Registrar**

**माननीय उच्च न्यायालय इलाहाबाद, लखनऊ खण्ड पीठ, लखनऊ**  
**शार्ट हैण्ड नोटबुक्स की आपूर्ति हेतु**  
**निविदा सूचना**

एतद द्वारा माननीय उच्च न्यायालय, लखनऊ खण्ड पीठ, लखनऊ हेतु वित्तीय वर्ष 2015-2016 में प्रयोग होने वाली शार्ट हैण्ड नोटबुक्स की आपूर्ति हेतु मोहरबन्द निविदायें व्यापार-कर/वैट द्वारा पंजीकृत फर्मों/ समितियों से 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 रु0100/- का भुगतान कर दिनांक 06.05.2015 तक प्राप्त कर सकते हैं। निविदा प्रपत्र को माननीय उच्च न्यायालय की अधिकारिक वेबसाइट [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) अथवा उ0 प्र0 सरकार की अधिकारिक वेबसाइट [www.upgov.nic.in](http://www.upgov.nic.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 रु0100/- मूल्य (निविदा प्रपत्र शुल्क) का डिमाण्ड ड्राफ्ट, जोकि लखनऊ में भुगतान योग्य हो अथवा नियमानुसार नगद, संलग्न होकर न्यायालय में प्राप्त किये जायेंगे। निविदायें दिनांक 07.05.2015 अपरान्ह 2 बजे तक माननीय उच्च न्यायालय, लखनऊ खण्ड पीठ, लखनऊ, के लेखन-सामग्री अनुभाग में प्राप्त की जायेंगी एवं उसी दिन, दिनांक 07.05.2015 को अपरान्ह 3 बजे श्री रवि नाथ, विशेष कार्याधिकारी(न्या0)(ले0सा0) के कक्ष में खोली जायेंगी। जो निविदादाता निविदा के खुलने के समय उपस्थित रहना चाहते हैं, कक्ष में समय से उपस्थित रहें।

**वरिष्ठ निबंधक**

**High Court of Judicature at Allahabad, Lucknow Bench, Lucknow**  
**Terms and Conditions of Tender**

1. The Firms/Societies may send their tenders alongwith the samples of required items. Tenders not supported by the samples will not be considered.
2. The Firms/Societies desirous for supply of required items shall deposit the earnest money of Rs.750/- in the form of Bank Draft or Cash as per rules in favour of the Senior Registrar, High Court, Lucknow Bench, Lucknow alongwith their tenders. This amount shall be returnable, in case, the tender is not accepted by the Court and the earnest money shall be returnable for successful Tenderer after depositing the security money.
3. The Firms/Societies, whose tender is accepted, shall charge the rates as accepted by the Court for each item throughout the financial year 2015-2016 rates once approved shall not be enhanced within the financial year.
4. The Firms/Societies, whose tender is approved, shall supply the requisite items within a period of fifteen days from the date of written order. In case of any failure, the court reserves the right to deduct amount from the security money as penalty.
5. The Firms/Societies shall arrange the supply of required items through their own conveyance, and no charges in this behalf shall be paid by the Court.
5. If any item supplied, is not found upto the mark and not in accordance with the approved sample, such item will not be accepted and the supplier shall be liable to pay 5% of the cost as damages.
7. The offer can be canceled at any time at the discretion of the Senior Registrar without assigning any reason.
8. The successful Tenderer shall be required to deposit a sum of Rs.1500/- as security money in shape of FDR of nationalized Bank pledged in favour of Senior Registrar, Lucknow Bench, Lucknow which is returnable after the end of financial year 2015-16.
9. The rates should be quoted including all charges and taxes, nothing extra shall be paid.
10. In case of any dispute, the jurisdiction will be with the appropriate court in the Lucknow District.

**Senior Registrar**

**Tender for supply of Short Hand Note Books**

1. Firm name of tenderer .....
2. Name of Proprietor/ Partner .....
3. Address .....
- .....
4. Phone No. ....
5. Trade tax/ VAT registration no. ....
6. Details of Earnest Money  
Draft No. ....  
Drawn on (Bank) .....
- Date .....
- Amount .....
7. Name of Authorised person  
with phone no.(if any) .....
- .....

(Signature of Tenderer)

**High Court of Judicature at Allahabad, Lucknow Bench, Lucknow Tender  
Proforma of Short Hand Note Books**

<b>Sl.No.</b>	<b>Details of Items</b>	<b>Projected Requirement</b>	<b>Rates per Thousand</b>
1.	Short Hand Note Books (a) Number of pages.....200 (b) Size .....21X13 (c) Thickness ..... 80 gsm (d) Cover printed with High Court Emblem (Sample as per Court's Specimen sample enclosed)	2,000	.....

**Dated - - -2015**

.....  
**Signature of Prop./Manager**  
**Name of Firm.....**  
 .....  
 .....  
**(Seal)**