

# HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

## SHORT TENDER NOTIFICATION

Sub:- Supply of Green File pads along with File Covers and File folders –  
Regarding

**ROC.NO. 05/2024–STATIONERY**

**Dt. 20.02.2024**

Quotations in sealed covers are invited from the reputed agencies for supply of **File Pads** (Green colour) along with **File Covers** (Green Colour and Dark Pink colour) and **File Folders** (Green Colour and Dark Pink colour) made with handmade paper with printing as per the samples of High Court on credit basis. The approximate specifications are mentioned hereunder for your ready reference:

Sl. No.	Item description	Specifications
1.	File Pad	Size: 3 to 3½ pound thickness, 13” or 32 cms Length, 10” or 25.5 cms width, Flap with double calico of 4” width and thread as per the sample.
2.	File Cover	Size: 300 GSM thickness, 12” length, 9½” width (when folded), with calico, two eyelets – as per the sample
3.	File Folder	Size: 260 GSM thickness, 12” length, with 7” extended for top folding, 9½” width, 1½” breadth (pocket space) – as per the sample

The intending bidders may submit sealed quotations along with samples to the undersigned superscribing “Quotation for supply of Green File Pads with Covers” during office hours i.e., from 10.30 a.m. to 5.00 p.m. on or before 28.02.2024 at 2<sup>nd</sup> Floor of High Court Buildings, Nelapadu, Amaravati-522239, either in person or through post. The quotations received after the said time and date will not be considered.

The intending bidder may verify the samples of File Pad, File Cover and File Folder available in the Stationery Section, High Court of A.P., Nelapadu, Amaravati between 10.30 AM to 5.00 PM on all working days before submitting quotation.

**The price quoted should be valid till 31.03.2025**

The **REGISTRY** reserves the right to accept or reject any or all the quotations without assigning any reason.

Amaravati,  
DT:20.02.2024

  
**REGISTRAR (MANAGEMENT)**