

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

TENDER NOTIFICATION

ROC.NO. 1/2025 – STATIONERY,

Quotations in sealed covers are invited from the reputed agencies for supply of the following stationery and non-stationery items to the High Court of A.P. on credit basis:

I. **STATIONERY ITEMS:**

Sl. No.	Item description	Unit
1.	Adjustable Writing Pad – Gemson make 18x24 size Transparent (Acrylic)	Each
2.	All Pins (Bell Pins-Bright plated steel pins-box containing 700 Pins-Export quality)	Each Box
3.	Attendance Registers (Liberty make / Quality of Paper, Printing and Binding as per sample of High Court) (Rates to be quoted for 100 Sheets Register, 50 Sheets Register, 25 Sheets Register and 15 Sheets Register)	Each
4.	Binder Clips – 19mm – packet containing 12 pieces	Each packet
5.	Binder Clips – 25mm – packet containing 12 pieces	Each packet
6.	Binder Clips – 32mm – packet containing 12 pieces	Each packet
7.	Binder Clips – 41 mm – packet containing 12 pieces	Each packet
8.	Binder Clips – 51 mm – packet containing 12 pieces	Each packet
9.	Box Files – F/S size	Each
10.	Brown Tape – 2" -100 meters	Each
11.	Calculator (Check & Correct, 12 digit) (CASIO-DJ 120D)	Each
12.	Cellophane Tape – 1"-100 meters	Each
13.	Chemical based Gum Paste (Rates to be quoted for 1 Kg. and ½ Kg packets) (White Camel- Synthetic Resin Adhesive)	1 Kg. Pack and ½ Kg. Pack.
14.	Cloth Line Covers (Polynet covers) – 18x14 size	Each
15.	Cloth Line covers (Polynet covers) – 16x12 size	Each
16.	Cloth Line Covers (Polynet covers) – 14x10 size	Each

17.	Cloth Line Covers (Polynet covers) – A4 size	Each
18.	Cloth Line Covers (Polynet covers) – 16x6 size	Each
19.	Cloth Line Covers (Polynet covers) – 11x5 size	Each
20.	Cloth Line Covers (Polynet covers) – 18x14 size - Self Adhesive	Each
21.	Cloth Line covers (Polynet covers) – 16x12 size - Self Adhesive	Each
22.	Cloth Line Covers (Polynet covers) – 14x10 size - Self Adhesive	Each
23.	Cloth Line Covers (Polynet covers) – A4 size - Self Adhesive	Each
24.	Cloth Line Covers (Polynet covers) – 16x6 size - Self Adhesive	Each
25.	Cotton Tape (Nada) – a bundle containing 8 rolls of 9 meters each 13mm size	Bundle
26.	Damper (Box Type)	Each
27.	Double Punch (Kangaro-52, 8 cm -1mm capacity)	Each
28.	Eraser – Apsara Non dust (packet containing 20 pieces)	Each Packet
29.	Envelope (Dispatch Cover – brown-80 GSM 11x5 size)	Each
30.	Envelope (White Covers – 100 GSM 10x5" size)	Each
31.	Envelope (White Covers – 100 GSM 11x9" size)	Each
32.	Erase Ex White Fluid – Kores 15 ml/Luxor correction Pen	Each
33.	Fevi Stick – 15 grams	Each
34.	Fevi Gum-Synthetic Gum 20ml bottles	Each
35.	Fevi Gum-Synthetic Gum 200ml bottles	Each
36.	File Tags – Red 8" size (Bundle containing 500 pieces)	Each Bundle
37.	File Tags – Green 14" size (bundle containing 100 pieces)	Each Bundle
38.	Gem Clips with plastic coating (U clips – box containing 100 pieces)	Each Box
39.	Laminated Pad Covers (yellow) – 10x12 inch size	Each
40.	Laminated Pad Covers (Yellow) – 16x12 inch size	Each
41.	Nayagara make L-Type Subject Folder (F/S size)	Each
42.	Nayagara make L-Type Subject Folder (A4 size)	Each
43.	Marker (Permanent Marker-Reynolds -10pc packet)	Each Packet

44.	Marker (White Board Markers-10 piece packet)	Each packet
45.	Marker (CD marker – 10 piece packet)	Each packet
46.	TEJCO Magnifier Glass	Each
47.	Notice Board Pins (Push pin-Gorilla-box containing 35 pieces)	Each box
48.	PP Clear Folder (F/S size) (Each packet containing 12 Pcs)	Each packet
49.	PP Clear Folder (A4 size) (Each packet containing 12 Pcs)	Each packet
50.	Paper Cutter – 1. Push back – premier and 2. Natraj Mini cutter	Each
51.	Paper weight Gemson- big-12 pieces pack – Glass	Each Packet
52.	Pencil - Apsara Platinum Pencils - (Packet containing 10 pencils)	Each packet
53.	Pen - Ball Pen (Rorito B Max / Reynolds brite) (4 colours i.e., Blue, Black, Green and Red)	Each Pen
54.	Pen - Gel Pen (Linc Executive) (4 colours i.e., Blue, Black, Green and Red)	Each Pen
55.	Pen - Uni Ball Eye Fine Pen (Micro/Macro) (4 colours i.e., Blue, Black, Green and Red)	Each Pen
56.	Pen - Pilot Hi-Tecpoint Pens (4 colours i.e., Blue, Black, Green and Red)	Each Pen
57.	Pen – Reynolds Trimax 0.5mm (4 colours i.e., Blue, Black, Green and Red)	Each Pen
58.	Pen - Highlighter Pen (Feber Castle – Yellow/Orange/Green/Pink)	Each
59.	Pen - Highlighter Pen (Feber Castle Text Liner Super Gel – Yellow/Orange/Green/Pink)	Each
60.	Pen Stand – Wooden Revolving Type big size – Xingli	Each
61.	Pen Stand – Multipurpose Tumbler-Khyati-Metal Pen stand	Each
62.	Plastic Tray (Chetan – 15 ½"x11 ½" size)	Each
63.	Poker (Johnman-Unbreakable Opaque handle-6x125 mm size – packet containing 10 pcs)	Each packet
64.	Post-it-pads 3"x1" size – Yellow or Pink (single colour)	Each packet
65.	Post-it-pads (Stick on pad) – 3 in one i.e., 1"x3"x3	Each packet
66.	Sticky notes - 3"x3", 4"x4", 5"x5", 6"x6" sizes	Each packet
67.	Post-it-pads – Plastic (Sticky Notes-44mm x 12.5mm)	Each packet
68.	Rubber bands (2" size 100 grams packets)	Each packet
69.	Sharpener – Apsara (packet containing 20 pieces)	Each packet

70.	Sketch Pens – Luxor -10 pieces single colour packets (Red, Blue, Black, Green)	Each packet
71.	Single Punch (Kangaroo No. 376224)	Each
72.	Steel Scale 12" size	Each
73.	Stamp pad 160mm x 97 mm size (Ashoka) – Blue	Each
74.	Stamp pad 110mm x 70mm size (Ashoka) – Blue	Each
75.	Stamp Pad Ink bottle (Ashoka-30ml) – (Blue & Red)	Each
76.	Stapler (Kangaroo-HP 45)	Each
77.	Stapler (Kangaroo-No.10)	Each
78.	Stapler (Kangaroo Company Model-DS 23S24FL)	Each
79.	Staples – Kangaroo Munix-No.10-1m (Packet containing 1000 staples)	Each packet
80.	Staples – Kangaroo Munix 24/6-1m (Packet containing 1000 staples)	Each packet
81.	Staples – Kangaroo Munix 23/17-H 17mm(5/8") (Packet containing 1000 staples)	Each packet
82.	Staples – Kangaroo Munix 23/24-H 24mm(15/16") (Packet containing 1000 staples)	Each packet
83.	Shorthand books (140 pages)	Each
84.	Munix GL-2185 SS Scissors	Each
85.	Spiral book-Top open (Rules-100 pages, 10.5x16.5cm size)	Each
86.	Spiral book-Top open (Rules-100 pages, 21.5x17cm size)	Each
87.	Spiral book-Top open (White-100 pages, 21.5x17cm size)	Each
88.	Classmate Note Book (Rules-100 pages)	Each
89.	Stickers-A4 size (Desmat- ST12-pack of 100 sheets)	Each pack
90.	Stickers-A4 size (Desmat- ST1-pack of 100 sheets)	Each pack
91.	Strip Folders F/S size	Each
92.	Strip Folders A4 size	Each
93.	Stitching Thread (Cotton Binding Thread-Anil Thread-400metres)	Each
94.	Touchen (Kargo Plastic Bodkine - pack containing 12 pieces)	Each packet
95.	Writing Pad – as per the sample of High Court	Each
96.	Kraft Paper-100 GSM F/S Size as per the sample of High Court – Bundle containing 480 sheets)	Each bundle

97.	Kraft Paper-100 GSM-43x69 Size (Ream size) (Ream containing 480 sheets)	Each Ream
98.	Slip pads – Top open (Made with 70 GSM White Paper-100 pages, 10.5x16.5cm size) as per the sample of High Court	Each
99.	Slip pads – Top open (Made with 70 GSM White paper-100 pages, 21.5x17cm size) as per the sample of High Court	Each
100.	High Court's Emblem sheets (as per sample of High Court)	Each
101.	Judge's Note Book (200 pages each made with 90 GSM Deluxe Maplitho Natural Shade Paper, binding, as per the sample of High Court)	Each
102.	Long note books (Single Rules) – 100 pages each with numbering and binding as per the sample of High Court	Each
103.	Long note books (Single Rules) – 400 pages each with numbering and binding as per the sample of High Court	Each
104.	Long Note books (white) – 500 pages each with numbering and binding as per the sample of High Court	Each
105.	Long Note books (white) – 300 pages each with numbering and binding as per the sample of High Court	Each
106.	Long Note books (white) – 600 pages each with numbering and binding as per the sample of High Court	Each
107.	CL Printed Ledgers – 300 pages each made with 90 GSM white paper (with printing, numbering and binding as per the sample of High Court).	Each
108.	Stock Register – 800 pages each made with 90 GSM white paper (with printing, numbering and binding as per sample of High Court)	Each
109.	Stock Register – 500 pages each made with 90 GSM white paper (with printing, numbering and binding as per sample of High Court)	Each
110.	Acknowledgement Cards – as per the sample of High Court	Each
111.	Appointment Stand – Gemson A4 size	Each
112.	Pitney Bowes DM 140i Franking Machine Ink Cartridges	Each
113.	Kraft paper Folders 140 GSM, 17"x12½" (A4 size) with printing (Docket Sheets) as per the sample of High Court	Each
114.	White Proceeding Sheets-120 GSM A4 size with printing as per sample of High Court.	Each

115.	Photocopy Paper – A4 size 75 GSM (JK Copier)	Each Ream
116.	Photocopy Paper – A5 size 70 GSM (JK Sparkle)	Each Ream
117.	Photocopy Paper – A3 size 75 GSM (JK Copier)	Each Ream
118.	Judgment Paper – (Deluxe Maplitho Natural Shade Paper-90 GSM, A4 size, packet containing 500 sheets)	Each Packet
119.	File Pads of 12.5"x9.11" size made with 2LB/2Pounds board and quality calico cloth and thread	Each
120.	Office Files as per sample of High Court	Each
121.	Punch Pins of Heavy Duty Punching Machines (Single/Double)	Each
122.	Green File Pad made with handmade paper (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)	Each
123.	File Cover made with handmade paper with printing (Green Colour) (Size: 300 GSM thickness, 12" Length, 9½" width (when folded), with calico, two eyelets - as per the sample)	Each
124.	File Folder made with handmade paper with printing (Green Colour) (Size: 260 GSM thickness, 12" Length, 7" extended for folding, 9½" width, 1½" breath (pocket space) - as per the sample)	Each

II. NON-STATIONERY ITEMS:

Sl. No.	Item description	Unit
1.	Agarbathi (Cycle Brand- packet by mentioning grams & sticks) (36 to 55 grams)	Each packet
2.	Allout Liquid – 45 Nights per piece	Each
3.	Campure (Camphor Power Mosquito Repellent)	Each
4.	Allout Machine – Ultra with refill per piece	Each
5.	Allout Spray (All Night Mosquito and Fly Spray)	Each
6.	Brasso Polish (100ml bottle) as per sample of High Court	Each
7.	Buckets – Chetan 20 ltrs.,	Each
8.	Car perfume – Godrej Aer Twist Gel	Each
9.	CamPure Cone	Each

10.	Car Flags as per sample of High Court	Each
11.	Colin Spray 500ml	Each
12.	Cloth (Kora Cloth-per meter) (Duster Cloth)	Per meter
13.	Coat Hangers – OMAX Multipurpose – packet containing 12 pieces	Each packet
14.	Wooden Coat Hangers	Each packet
15.	Country Twine (Purikosa – 5 ply) – per kg	Per Kg
16.	Cup and Saucers – Dankotuwa 12 PC NS Platinum 4589 Tea Set (set containing 6 cups and 6 saucers) (For use of Hon'ble Judges)	Per Set
17.	Cup and Saucers – Laopala (set containing 6 cups and 6 saucers) (For use of Officers) as per sample of High Court	Per Set
18.	Dettol Hand Wash Liquid – 200 ml	Each
19.	Hit Mosquitoes	Each by mentioning ml/quantity
20.	Knife (Fruit Cutter)	Each
21.	Mysore Sandal Soap – 75 grams	Each
22.	Mugs – Chetan – 500 ml	Each
23.	Masks	Each
24.	Odonil Air Freshener – 50 grams	Each
25.	Godrej Aer Power Pocket	Each
26.	Odonil Room Freshener / Air Freshener 126g/220ml	Each
27.	Soap Box – medium size	Each
28.	Tea Trays (4 cups and saucers capacity) as per the sample of High Court	Each
29.	Tea Coaster – packet containing 6 pieces	Each Packet
30.	Tissue Paper box (Premier)	Per Box
31.	Umbrella (Citizen-Big size-Black)	Each
32.	Vim Bar Soaps – 300 grams	Each
33.	Wall Clock – 10" size Ajantha.	Each
34.	Wall Clock – 15½" size – Ajantha.	Each
35.	Waste paper Basket (Chetan – medium size)	Each
36.	Thermoware Vacuum Insulated Flask – Milton ½ ltr.,	Each

37.	Thermosteel Vacuum Insulated Flask – Milton – ½ ltr, 1 ltr & 3 ltr capacities	Each
38.	Napkin and Napkin holders	Each
39.	Door Mats – Big and Small	Each
40.	Hot Kettle – 1 ltr., capacity - Milton	Each
41.	SS Spoon (Lunch) – packet (United Desert Spoon)	Per packet (by mentioning quantity also)
42.	SS Spoon (Tea) – packet (United Desert Spoon)	Per packet (by mentioning quantity also)
43.	SS Fork – packet containing 12 Nos.	Per packet
44.	SS Fruit Fork – packet containing 12 Nos.	Per packet
45.	Water Glasses–Set containing 6 pieces – Ocean B01210-280ml	Per Set
46.	Water Glasses-Set containing 6 pieces- Ocean B11010-Plaza Rock- 295 ml	Per Set
47.	Lunch Plates–set containing 6 pieces – Larah Opal Glass - BOROSIL	Per Set
48.	Quarter Plates–set containing 6 pieces– Larah Opal Glass - BOROSIL	Per Set
49.	Curry Bowls (Ceramic) as per the sample of High Court	Each
50.	Fruit Bowls (Ceramic) as per the sample of High Court	Each
51.	Sweet Bowls (Ceramic) as per the sample of High Court	Each
52.	Soup Bowls (Ceramic) set containing 1 plate, bowl & spoon – as per the sample of High Court	Each
53.	Pen Cells (AA Cells) – Dura cell	Each
54.	Remote Cells (AAA Cells) - Dura cell)	Each
55.	Extension Cord-Round-Gold Medal	Each
56.	Spikes – Gold Medal – 4 sockets – 2 meters length wire	Each
57.	Spikes – Gold Medal – 4 sockets – 5 meters length wire	Each
58.	Remote Calling Bell (WiTE the Right Choice-Lino Plus Electronic Wireless door bell)	Each
59.	Circulation bags 15x15x21 size as per High Court's Sample	Each
60.	Circulation bags 13x12x15 size as per High Court's Sample	Each
61.	Brass Badge for Cross Belt as per High Court's Sample	Each

62.	Chest Piece as per High Court's Sample	Each
63.	Chest Piece Buttons of Brass or Copper along with rings as per High Court's sample	Per Packet (by mentioning quantity also)
64.	Cross Belt as per High Court's Sample	Each
65.	Peak Caps along with emblem for Drivers as per High Court's Sample	Each
66.	Red Silk Turbo Caps as per High Court's Sample	Each
67.	Waist Belt as per High Court's Sample	Each
68.	Hammer – Medium size	Each
69.	Sealing Wax (Red Bird Sealing Wax – 300 Grams packet)	Per Packet
70.	Pest Killer (as per the sample of High Court)	Each
71.	Paper Shredder Machine – Antiva CC231CD	Each
72.	1 Feet Tube Light for Samson Pest Killer	Each
73.	Starter for Samson Pest Killer	Each
74.	Choke for Samson Pest Killer	Each
75.	Gandhi Cap – made with good quality cloth-as per sample of High Court	Each
76.	V Shape Plastic Name Board as per High Court's Sample	Each
77.	Table Lamp (WIPRO & Philips)	Each mention the model No.
78.	Mosquito Bat (Branded)	Each
79.	Downlighters – For Elevators – 8W white light with Warranty	Each
80.	Round ceiling lights (Downlighters) 18W along with LED drivers/choke (Model No.- DN172BLED 15S) with Warranty	Each
81.	Round Ceiling Lights along with LED Drivers/chokers – 12.5 W (Model No.- DN172BLED 10S) with Warranty	Each
82.	Linear Lights along with chokes – 36 W (Model No.- RC780RC780BLED26S) with Warranty	Each
83.	Master LED Tube lights – 18W with Warranty	Each
84.	Tubelights – 34W with Warranty	Each

85.	Rubber Stamps - 1 Line, 2 Line, 3 Line, 4 Line, 5 Line, 6 Line & Big Stamp with quality - Dater Stamp - Round Seal Stamp -Self inked Rubber stamp -Self Inked Dater Stamp as per samples of High Court	Each
86.	Letter Heads (A4 size, 100 GSM Bond Paper) for Hon'ble Judges - Without Gold foiling (Embossing) - With gold foiling (Embossing) as per samples of High Court	Each
87.	Address Covers (5" x 12" inch) for Letter Heads as per samples of High Court	Each
88.	Visiting Cards for Hon'ble Judges - Without Gold foiling of High Court Emblem (Embossing) - With gold foiling of High Court Emblem (Embossing) as per samples of High Court	Each

The intending bidders may submit the sealed quotations to the undersigned superscribing "Quotation for Stationery Items" during office hours i.e., 10.30 AM to 5.00 PM on or before 10.02.2025 at 2nd Floor of High Court Buildings, Nelapadu, Amaravati-522239, either in person or through post.

TERMS AND CONDITIONS:

1. The intending bidder may verify the samples in the Stationery Section, High Court of A.P., Nelapadu, Amaravati between 10.30 AM to 5.00PM on all working days before submitting quotation.
2. The bidder should mention the price inclusive of all taxes and the successful tenderer has to supply the items as per the requirement of the High Court till 31.03.2026 at the quoted rates.
3. The successful tenderer should deliver the items so ordered in the Stationery Section, High Court of A.P., Nelapadu, Amaravati at its/his/her own expenses.
4. The items supplied, if found to be other than the specified brand and inferior in quality, will summarily be rejected.
5. The successful tenderer should submit a bank guarantee as security for Rs.50,000/- (Rupees fifty thousand only) in favour of the Registrar (Management), High Court of Andhra Pradesh at Amaravati, for the items for which it is the lowest tenderer.
6. If the tenderer fails to abide by any of the conditions, the High Court will have the right to forfeit the Bank Guarantee.
7. Upon complete fulfillment of the terms and conditions by the successful tenderer, the bank guarantee shall be returned to him deducting the amount, if any, due by the tenderer to the High Court.

8. If the successful bidder of the previous year successfully complied with the terms and conditions and is deemed eligible to return the amount, if he is also issued supply orders for the current year, he may renew the bank guarantee furnished previously.
9. The quotations received after the time and date prescribed will not be considered.
10. The **REGISTRY** reserves the right to accept or reject any or all the quotations without assigning any reason.

Amaravati,
DT:23.01.2025


REGISTRAR (MANAGEMENT)