

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

TENDER NOTIFICATION

ROC.NO. 01/2023 – STATIONERY,

Quotations in sealed covers are invited from the reputed agencies for supply of the following stationery and non-stationery items on credit basis:

I. STATIONERY ITEMS:

Sl. No.	Item description	Unit
1.	Adjustable Writing Pad – Gemson 18x24 size Transparent of good quality/export quality (as per the sample of High Court).	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 and 50 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)	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.	Cotton Tape (Nada) – a bundle containing 8 rolls of 9 meters each 13mm size	Bundle

20.	Damper (Box Type)	Each
21.	Double Punch (Kangaro-52, 8 cm -1mm capacity	Each
22.	Eraser – Apsara Non dust (packet containing 20 pieces)	Each Packet
23.	Envelope (Dispatch Cover – brown-80 GSM 11x5 size)	Each
24.	Envelope (White Covers – 100 GSM 10x5” size)	Each
25.	Erase Ex White Fluid –Kores 15 ml	Each
26.	Fevi Stick – 15 grams	Each
27.	Fevi Gum-Synthetic Gum 20ml bottles	Each
28.	Fevi Gum-Synthetic Gum 200ml bottles	Each
29.	File Tags – Red 8” size (Bundle containing 500 pieces)	Each Bundle
30.	File Tags – Green 14” size (bundle containing 100 pieces)	Each Bundle
31.	Gem Clips with plastic coating (U clips – box containing 100 pieces)	Each Box
32.	Laminated Pad Covers (yellow) – 10x12 inch size	Each
33.	Laminated Pad Covers (Yellow) – 16x12 inch size	Each
34.	L-Type Folder (F/S size) as per sample of High Court	Each
35.	L-Type Folder (A4 size) as per sample of High Court	Each
36.	Marker (Permanent Marker-Reynolds -10pc packet)	Each Packet
37.	Marker (White Board Markers-10 piece packet)	Each packet
38.	Marker (CD marker – 10 piece packet)	Each packet
39.	Notice Board Pins (Push pin-Gorilla-box containing 35 pieces)	Each box
40.	PP Clear Folder (F/S size) (Each packet containing 12 Pcs)	Each packet
41.	PP Clear Folder (A4 size) (Each packet containing 12 Pcs)	Each packet
42.	Paper Cutter (Push back – premier)	Each
43.	Paper weight Gemson- big-12 pieces pack) – Glass	Each Packet
44.	Pencil - Apsara Platinum Pencils - (Packet containing 10 pencils)	Each packet
45.	Pen - Ball Pen (Rorito B Max / Reynolds brite) (4 colours i.e., Blue, Black, Green and Red)	Each Pen
46.	Pen - Gel Pen (Linc Executive) (4 colours i.e., Blue, Black, Green and Red)	Each Pen
47.	Pen - Uni Ball Eye Fine Pen (4 colours i.e., Blue, Black, Green and Red)	Each Pen
48.	Pen - Pilot Hi-Tecpoint Pens (4 colours i.e., Blue, Black, Green and Red)	Each Pen

49.	Pen – Reynolds Trimax 0.5mm (4 colours i.e., Blue, Black, Green and Red)	Each Pen
50.	Pen - Highlighter Pen (Faber Castle-multi colour)– 5 piece packet	Each packet
51.	Pen Stand –Wooden Revolving Type big size	Each
52.	Pen Stand – Multipurpose Tumbler-Khyati-Metal Pen stand	Each
53.	Plastic Tray (Chetan – 15 ½”x11 ½” size)	Each
54.	Poker(Johnman-Unbreakable Opaque handle-6x125 mm size – packet containing 10 pcs)	Each packet
55.	Post-it-pads 3”x1” size – Yellow or Pink (single colour)	Each packet
56.	Post-it-pads (Stick on pad) – 3 in one i.e., 1”x3”x3	Each packet
57.	Post-it-pads 3”x3” size (Stick on pad)	Each packet
58.	Post-it-pads – Plastic (Sticky Notes-44mm x 12.5mm)	Each packet
59.	Rubber bands (2” size 100 grams packets)	Each packet
60.	Sharpener – Apsara (packet containing 20 pieces)	Each packet
61.	Sketch Pens – Luxor -10 pieces single colour packets (Red, Blue, Black, Green)	Each packet
62.	Single Punch (Kangaro No. 376224)	Each
63.	Steel Scale 12” size	Each
64.	Stamp pad 160mm x 97 mm size (Ashoka) – Blue	Each
65.	Stamp pad 110mm x 70mm size (Ashoka) Blue	Each
66.	Stamp Pad Ink bottle (Ashoka-30ml)-Blue	Each
67.	Stapler (Kangaroo-HP 45)	Each
68.	Stapler (Kangaroo-No.10)	Each
69.	Stapler (Kangaroo Company Model-DS 23S24FL)	Each
70.	Staples – Kangaroo Munix-No.10-1m (Packet containing 1000 staples)	Each packet
71.	Staples – Kangaroo Munix 24/6-1m (Packet containing 1000 staples)	Each packet
72.	Staples – Kangaroo Munix 23/17-H 17mm(5/8”) (Packet containing 1000 staples)	Each packet
73.	Staples – Kangaroo Munix 23/24-H 24mm(15/16”) (Packet containing 1000 staples)	Each packet
74.	Shorthand books (140 pages)	Each
75.	SS Scissors – 178MM 7.0 inch (Clearcut)	Each
76.	Spiral book-Top open (Rules-100 pages, 10.5x16.5cm size)	Each
77.	Spiral book-Top open (Rules-100 pages, 21.5x17cm size)	Each

78.	Spiral book-Top open (White-100 pages, 21.5x17cm size)	Each
79.	Stickers-A4 size (Desmat- ST12-pack of 100 sheets)	Each pack
80.	Stickers-A4 size (Desmat- ST1-pack of 100 sheets)	Each pack
81.	Strip Folders F/S size	Each
82.	Strip Folders A4 size	Each
83.	Stitching Thread (Cotton Binding Thread-Anil Thread-400metres)	Each
84.	Touchen (Kargo Plastic Bodkine-pack containing 12 pieces)	Each packet
85.	Writing Pad – as per the sample of High Court	Each
86.	Kraft Paper-100 GSM F/S Size as per the sample of High Court – Bundle containing 480 sheets)	Each bundle
87.	Kraft Paper-100 GSM-43x69 Size (Ream size) (Ream containing 480 sheets)	Each Ream
88.	Slip pads – Top open (Made with 60 GSM White Paper-100 pages, 10.5x16.5cm size) as per the sample of High Court	Each
89.	Slip pads – Top open (Made with 60 GSM White paper-100 pages, 21.5x17cm size) as per the sample of High Court	Each
90.	High Court's emblem sheets (as per sample of High Court)	Each
91.	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
92.	Long note books (Single Rules) – 100 pages each with numbering and binding as per the sample of High Court	Each
93.	Long note books (Single Rules) – 400 pages each with numbering and binding as per the sample of High Court	Each
94.	Long Note books (white) – 300 pages each with numbering and binding as per the sample of High Court	Each
95.	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
96.	Stock Register – 800 pages each made with 90 GSM white paper (with printing, numbering and binding as per sample of High Court)	Each
97.	Stock Register – 500 pages each made with 90 GSM white paper (with printing, numbering and binding as per sample of High Court)	Each
98.	Acknowledgement Cards – as per the sample of High Court	Each
99.	Appointment Stand - Gemson A4 size	Each
100.	Pitney Bowes DM 140i Franking Machine Ink Cartridges	Each

101.	Toner Cartridge-Canon NPG-73 for IR ADV 4545 Model Copier Machine	Each
102.	Kraft Paper Folder 140 GSM, 17"x12 ½" size with printing (Docket Sheets) as per the sample of High Court	Each
103.	White Proceeding Sheets-120 GSM A4 size with printing as per sample of High Court.	Each
104.	Photocopy Paper A4 size 75 GSM (JK Copier A4 75 GSM)	Each Ream
105.	Judgment Paper – (Deluxe Maplitho Natural Shade Paper-90 GSM, A4 size, packet containing 500 sheets)	Each Packet
106.	File Pad of 12.5"x9.11" Size made with 2LB/2pounds board and quality calico cloth and thread) (as per the sample of High Court)	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.	Allout Machine – Ultra with refill per piece	Each
4.	Brasso Polish (100ml bottle)	Each
5.	Buckets – Chetan 20 ltrs.,	Each
6.	Car perfume – Godrej Aer Twist Gel	Each
7.	Car Flags as per sample of High Court	Each
8.	Colin Spray 500ml	Each
9.	Cloth (Kora Cloth-per meter) (Duster Cloth)	Per meter
10.	Cloth (Red colour casement cloth-per meter)	Per meter
11.	Coat Hangers – OMAX Multipurpose – packet containing 12 pieces	Each packet
12.	Country Twine (Purikosa – 5 ply) – per kg	Per Kg.
13.	Cup and Saucers – Dankotuwa 12 PC NS Platinum 4589 Tea Set (set containing 6 cups and 6 saucers) (For use of Hon'ble Judges and Registrars)	Per Set
14.	Cup and Saucers – Laopala (set containing 6 cups and 6 saucers) (For use of Officers)	Per Set
15.	Dettol Hand Wash Liquid – 200 ml	Each
16.	Hit Mosquitoes	Each by mentioning ml/quantity
17.	Knife (Fruit Cutter)	Each

18.	Mysore Sandal Soap – 75 grams	Each
19.	Mugs – Chetan – 500 ml	Each
20.	Odonil Air Freshener – 50 grams	Each
21.	Odonil Room Freshener / Air Freshener 126g/220ml	Each
22.	Soap Box – medium size	Each
23.	Tea Trays (4 cups and saucers capacity) as per the sample of High Court	Each
24.	Tea Coaster – packet containing 6 pieces	Each Packet
25.	Tissue Paper box (Premier)	Per Box
26.	Umbrella (Citizen-Big size-Black)	Each
27.	Vim Bar Soaps – 300 grams	Each
28.	Wall Clock – 10” size Ajantha	Each
29.	Wall Clock – 15½” size – Ajantha	Each
30.	Waste paper Basket (Chetan – medium size)	Each
31.	Thermos Flask – Milton ½ ltr., Handle type fiber body	Each
32.	Hot Kettle – 1 ltr., capacity	Each
33.	SS Spoon (Lunch) – packet (United Desert Spoon)	Per packet (by mentioning quantity also)
34.	SS Spoon (Tea) – packet (United Tea Spoon)	Per packet (by mentioning quantity also)
35.	SS Fork – packet containing 12 Nos.	Per packet
36.	SS Fruit Fork – packet containing 12 Nos.	Per packet
37.	Water Glasses–Set containing 6 pieces– Ocean B01210-280ml	Per Set
38.	Water Glasses-Set containing 6 pieces– Ocean B11010 Plaza Rock- 295 ml	Per Set
39.	Lunch Plates–set containing 6 pieces – Larah Opal Glass-BOROSIL	Per Set
40.	Quarter Plates–set containing 6 pieces– Larah Opal Glass-BOROSIL	Per Set
41.	Pen Cells (AA Cells) – Dura cell	Each
42.	Remote Cells (AAA Cells) - Dura cell)	Each
43.	Extension Cord-Round-Gold Medal	Each
44.	Spikes – Gold Medal – 4 sockets 240V AC, 285x65x32mm	Each
45.	Spikes – Gold Medal – 4 sockets – 5 meters length wire	Each

46.	Remote Calling Bell (WiTE the Right Choice-Lino Plus Electronic Wireless door bell)	Each
47.	Circulation bags 15x15x21 size as per High Court's Sample	Each
48.	Circulation bags 13x12x15 size as per High Court's Sample	Each
49.	Brass Badge for Cross Belt as per High Court's Sample	Each
50.	Chest Piece with buttons as per High Court's Sample	Each
51.	Chest Piece Buttons as per High Court's sample	Per Packet
52.	Cross Belt as per High Court's Sample	Each
53.	Peak Caps along with emblem for Drivers as per High Court's Sample	Each
54.	Red Silk Turbo Caps as per High Court's Sample	Each
55.	Waist Belt as per High Court's Sample	Each
56.	Hammer – Medium size	Each
57.	Sealing Wax (Red Bird Sealing Wax – 300 Grams packet)	Per Packet
58.	Pest Killer (Samson-20W – Power: 2x10 Watt)	Each
59.	1 Feet Tube light for Samson Pest Killer	Each
60.	Starter for Samson Pest Killer	Each
61.	Paper Shredder machine – 5-10 pages capacity	Each
62.	Gandhi Cap – made with good quality cloth-as per sample of High Court.	Each


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 5.00 PM 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 31.03.2024 at the quoted rates**. If both parties agree, the validity of the tender may be continued for a further period of one year after 31.03.2024.
3. The successful tenderer/s 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 valid till 31.03.2024, for the items for which it is the lowest tenderer.
4. The successful tenderer/s should deliver the items so ordered in the Stationery Section, High Court of A.P., Nelapadu, Amaravati at its/his/her own expenses.

5. The items supplied, if found to be other than the specified brand and inferior in quality, will summarily be rejected.
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 it/him/her deducting the amount, if any, due by the tenderer to the High Court.
8. The quotations received after the time and date prescribed will not be considered.
9. The **REGISTRY** reserves the right to accept or reject any or all the quotations without assigning any reason.

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 **15.02.2023** at 2nd Floor of High Court Buildings, Nelapadu, Amaravati-522239, either in person or through post.

Amaravati,
DT: 27.01.2023


22/1/23
REGISTRAR (MANAGEMENT)