

## HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

### TENDER NOTIFICATION

#### ROC.NO. 4 /2024 – 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)	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.	Camlin Kokuyo Paste 300 ml	Each
15.	Cloth Line Covers (Polynet covers) – 18x14 size	Each
16.	Cloth Line covers (Polynet covers) – 16x12 size	Each
17.	Cloth Line Covers (Polynet covers) – 14x10 size	Each
18.	Cloth Line Covers (Polynet covers) – A4 size	Each
19.	Cloth Line Covers (Polynet covers) – 16x6 size	Each
20.	Cotton Tape (Nada) – a bundle containing 8 rolls of 9 meters each 13mm size	Bundle
21.	Damper (Box Type)	Each
22.	Double Punch (Kangaro DP-52, 8 cm -1mm capacity)	Each
23.	Eraser – Apsara Non dust (packet containing 20 pieces)	Each Packet

24.	Envelope (Dispatch Cover – brown-80 GSM 11x5 size)	Each
25.	Envelope (White Covers – 100 GSM 10x5” size)	Each
26.	Erase Ex White Fluid 15 ml/Pen	Each
27.	Fevi Stick – 15 grams	Each
28.	Fevi Gum-Synthetic Gum 20ml bottles	Each
29.	Fevi Gum-Synthetic Gum 200ml bottles	Each
30.	File Tags – Red 8” size (Bundle containing 500 pieces)	Each Bundle
31.	File Tags – Green 14” size (bundle containing 100 pieces)	Each Bundle
32.	Gem Clips with plastic coating (U clips – box containing 100 pieces)	Each Box
33.	Laminated Pad Covers (yellow) – 10x12 inch size	Each
34.	Laminated Pad Covers (Yellow) – 16x12 inch size	Each
35.	Nayagara make L-Type Subject Folder (F/S size)	Each
36.	Nayagara make L-Type Subject Folder (A4 size)	Each
37.	Marker (Permanent Marker-Reynolds -10pc packet)	Each Packet
38.	Marker (White Board Markers-10 piece packet)	Each packet
39.	Marker (CD marker – 10 piece packet)	Each packet
40.	Notice Board Pins (Push pin-Gorilla-box containing 35 pieces)	Each box
41.	L-Type PP Clear Folder (F/S size)	Each
42.	L-Type PP Clear Folder (A4 size)	Each
43.	Paper Cutter (Push back – premier)	Each
44.	Paper weight Gemson- big-12 pieces pack – Glass	Each Packet
45.	Pencil – Apsara Platinum Pencils - (Packet containing 10 pencils)	Each packet
46.	Pen – Ball Pen (Rorito B Max / Reynolds brite) (4 colours i.e., Blue, Black, Green and Red)	Each Pen
47.	Pen – Gel Pen (Linc Executive) (4 colours i.e., Blue, Black, Green and Red)	Each Pen
48.	Pen – Uni Ball Eye Fine Pen (Micro/Macro) (4 colours i.e., Blue, Black, Green and Red)	Each Pen
49.	Pen – Pilot Hi-Tecpoint Pens (4 colours i.e., Blue, Black, Green and Red)	Each Pen
50.	Pen – Reynolds Trimax 0.5mm (4 colours i.e., Blue, Black, Green and Red)	Each Pen
51.	Pen – Highlighter Pen (Faber Castle-multi colour) – 5 piece packet	Each packet
52.	Pen Stand –Wooden Revolving Type big size	Each
53.	Pen Stand – Multipurpose Tumbler-Khyati-Metal Pen stand	Each
54.	Plastic Tray (Chetan – 15 ½”x11 ½” size)	Each
55.	Poker (Johnman-Unbreakable Opaque handle-6x125 mm size – packet containing 10 pcs)	Each packet
56.	Post-it-pads 3”x1” size – Yellow or Pink (single colour)	Each packet
57.	Post-it-pads (Stick on pad) – 3 in one i.e., 1”x3”x3	Each packet
58.	Post-it-pads 3”x3” size (Stick on pad)	Each packet
59.	Post-it-pads – Plastic (Sticky Notes-44mm x 12.5mm)	Each packet



60.	Rubber bands (2" size 100 grams packets)	Each packet
61.	Sharpener – Apsara (packet containing 20 pieces)	Each packet
62.	Sketch Pens – Luxor -10 pieces single colour packets (Red, Blue, Black, Green)	Each packet
63.	Single Punch (Kangaroo No. 376224)	Each
64.	Kangaro Punch Pin for Heavy Duty Punch Machines (HDP 2320 & 1320)	Each
65.	Kangaro Heavy Duty 2 Hole Punch Machine (HDP-2320)	Each
66.	Kangaro Heavy Duty 1 Hole Punch Machine (HDP-1320)	Each
67.	Steel Scale 12" size	Each
68.	Stamp pad 160mm x 97 mm size (Ashoka) – Blue	Each
69.	Stamp pad 110mm x 70mm size (Ashoka) – Blue	Each
70.	Stamp Pad Ink bottle (Ashoka-30ml) – (Blue & Red)	Each
71.	Stapler (Kangaroo-HP 45)	Each
72.	Stapler (Kangaro-No.10)	Each
73.	Stapler (Kangaro Company Model-DS 23S24FL)	Each
74.	Staples – Kangaro Munix-No.10-1m (Packet containing 1000 staples)	Each packet
75.	Staples – Kangaro Munix 24/6-1m (Packet containing 1000 staples)	Each packet
76.	Staples – Kangaro Munix 23/17-H 17mm(5/8") (Packet containing 1000 staples)	Each packet
77.	Staples – Kangaro Munix 23/24-H 24mm(15/16") (Packet containing 1000 staples)	Each packet
78.	Shorthand books (140 pages)	Each
79.	Munix GL-2185 SS Scissors	Each
80.	Spiral book-Top open (Rules-100 pages, 10.5x16.5cm size)	Each
81.	Spiral book-Top open (Rules-100 pages, 21.5x17cm size)	Each
82.	Spiral book-Top open (White-100 pages, 21.5x17cm size)	Each
83.	Classmate Note Book (Rules-100 pages 26.7x20.3 cm size)	Each
84.	Stickers-A4 size (Desmat- ST12-pack of 100 sheets)	Each pack
85.	Stickers-A4 size (Desmat- ST1-pack of 100 sheets)	Each pack
86.	Strip Folders F/S size	Each
87.	Strip Folders A4 size	Each
88.	Stitching Thread (Cotton Binding Thread-Anil Thread-400metres)	Each
89.	Touchen (Kargo Plastic Bodkine-pack containing 12 pieces)	Each packet
90.	Writing Pad – as per the sample of High Court	Each
91.	Kraft Paper-100 GSM F/S Size as per the sample of High Court – Bundle containing 480 sheets)	Each bundle
92.	Kraft Paper-100 GSM-43x69 Size (Ream size) (Ream containing 480 sheets)	Each Ream
93.	Slip pads – Top open (Made with <b>70 GSM White Paper-100</b> pages, 10.5x16.5cm size) as per the sample of High Court	Each

94.	Slip pads – Top open (Made with <b>70 GSM White paper-100</b> pages, 21.5x17cm size) as per the sample of High Court	Each
95.	High Court's Emblem sheets (as per sample of High Court)	Each
96.	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
97.	Long note books (Single Rules) – 100 pages each with numbering and binding as per the sample of High Court	Each
98.	Long note books (Single Rules) – 400 pages each with numbering and binding as per the sample of High Court	Each
99.	Long Note books (white) – 300 pages each with numbering and binding as per the sample of High Court	Each
100.	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
101.	Stock Register – 800 pages each made with 90 GSM white paper (with printing, numbering and binding as per sample of High Court)	Each
102.	Stock Register – 500 pages each made with 90 GSM white paper (with printing, numbering and binding as per sample of High Court)	Each
103.	Token Book – 400 pages each made with 90 GSM white paper (with printing, numbering and binding as per sample of High Court)	Each
104.	Acknowledgement Cards – as per the sample of High Court	Each
105.	Appointment Stand – Gemson A4 size	Each
106.	Pitney Bowes DM 140i Franking Machine Ink Cartridges	Each
107.	Toner Cartridge-Canon NPG-73 for IR ADV 4545 Model Copier Machine	Each
108.	Kraft paper Folders 140 GSM, 17"x12½" (A4 size) with printing (Docket Sheets) as per the sample of High Court	Each
109.	White Proceeding Sheets-120 GSM A4 size with printing as per sample of High Court.	Each
110.	Photocopy Paper – A4 size 75 GSM (JK Copier)	Each Ream
111.	Photocopy Paper – A5 size 70 GSM	Each Ream
112.	Judgment Paper – (Deluxe Maplitho Natural Shade Paper-90 GSM, A4 size, packet containing 500 sheets)	Each Packet
113.	File Pads of 12.5"x9.11" size made with 2LB/2Pounds board and quality calico cloth and thread	Each
114.	Office Files for Good Quality as per sample of High Court	Each
115.	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



116.	Address Covers (5" x 12" inch) for Letter Heads as per samples of High Court	Each
117.	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
118.	Ink Waste pad for Pitney Bowes DM 140i Franking Machine	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.	Brasso Polish (100ml bottle)	Each
6.	Buckets – Chetan 20 ltrs.,	Each
7.	Car perfume – Godrej Aer Twist Gel	Each
8.	Car Flags as per sample of High Court	Each
9.	Colin Spray 500ml	Each
10.	Cloth (Kora Cloth-per meter) (Duster Cloth)	Per meter
11.	Cloth (Red colour casement cloth-per meter)	Per meter
12.	Coat Hangers – OMAX Multipurpose – packet containing 12 pieces	Each packet
13.	Wooden Coat Hangers	Each
14.	Country Twine (Purikosa – 5 ply) – per kg	Per Kg
15.	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
16.	Cup and Saucers – Clay Craft (set containing 6 cups and 6 saucers)	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.	Odonil Air Freshener – 50 grams	Each
24.	Godrej Aer Power Pocket	Each
25.	Odonil Room Freshener / Air Freshener 126g/220ml	Each
26.	Rooperi Silver Polish	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.	Thermos Flask – Milton ½ ltr., Handle type fiber body	Each
37.	Thermos Flask – Milton ½ ltr., Steel	Each
38.	Thermos Flask – Milton 1ltr., Steel	Each
39.	Thermos Flask – Milton 3ltr., Steel	Each
40.	Hot Kettle – 1 ltr., capacity	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 – <b>Ocean B01210-280ml</b>	Per Set
46.	Water Glasses-Set containing 6 pieces- <b>Ocean B11010-Plaza Rock- 295 ml</b>	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)	Each
50.	Fruit Bowls (Ceramic)	Each
51.	Sweet Bowls (Ceramic)	Each
52.	Pen Cells (AA Cells) – Dura cell	Each
53.	Remote Cells (AAA Cells) - Dura cell)	Each
54.	Extension Cord-Round-Gold Medal	Each
55.	Spikes – Gold Medal – 4 sockets – 2 meters length wire	Each
56.	Spikes – Gold Medal – 4 sockets – 5 meters length wire	Each
57.	Remote Calling Bell (WiTE the Right Choice-Lino Plus Electronic Wireless door bell)	Each
58.	Circulation bags (15x15x21 inch) as per High Court’s Sample	Each
59.	Circulation bags (13x12x15 inch ) as per High Court’s Sample	Each
60.	Brass Badge for Cross Belt as per High Court’s Sample	Each
61.	Chest Piece as per High Court’s Sample	Each
62.	Chest Piece Buttons as per High Court’s sample	Per Packet
63.	Cross Belt as per High Court’s Sample	Each



64.	Peak Caps along with emblem for Drivers as per High Court's Sample	Each
65.	Red Silk Turbo Caps as per High Court's Sample	Each
66.	Waist Belt as per High Court's Sample	Each
67.	Hammer – Medium size	Each
68.	Sealing Wax (Red Bird Sealing Wax – 300 Grams packet	Per Packet
69.	Pest Killer (as per the sample of High Court)	Each
70.	Paper Shredder Machine (ANTIVA - CC231CD)	Each
71.	1 Feet Tube Light for Samson Pest Killer	Each
72.	Starter for Samson Pest Killer	Each
73.	Choke for Samson Pest Killer	Each
74.	Gandhi Cap – made with good quality cloth-as per sample of High Court	Each
75.	V Shape Plastic Name Board as per High Court's Sample	Each
76.	Mosquito Bat (Branded)	Each (by mentioning company)
77.	Banath Cloth (Maroon/Blue colour table top cloth)	Per meter
78.	Rubber Stamps - 2 Line, 3 Line, 4 Line, 5 Line & Big Stamp with quality - Round Seal Stamp - Dater Stamp - Self Inked Dater Stamps - Self Inked Stamps etc., as per samples of High Court	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.	Tube lights – 34W with Warranty	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 28.02.2024 at 2<sup>nd</sup> 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 5.00 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 31.03.2025 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 complied with the then terms and conditions and is deemed eligible for return of the amount, he may renew the bank guarantee submitted 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: 12.02.2024

  
12/2/24  
**REGISTRAR (MANAGEMENT)**