

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

TENDER NOTIFICATION

ROC.No.5/2026 – 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 Andhra Pradesh, Nelapadu, Amaravati on credit basis:

(I.) STATIONERY ITEMS:

Sl. No.	Item Description	Unit
1.	Envelope (White Covers – 100 GSM 6x9" size) (Invitation Covers)	Each
2.	L-Type Subject Folder (F/S size)	Each
3.	L-Type Subject Folder (A4 size)	Each
4.	Kangaroo Punch Pin of Heavy Duty Punch Machines (HDP 2320 & 1320)	Each
5.	Slip pads – Top open (Made with 70 GSM White paper-100 pages, 21.5x17cm size) with printing of logo and name of the High Court on the cover of the book as per the sample of High Court	Each
6.	High Court's Emblem sheets (as per the sample of High Court)	Each
7.	Judge's Note Book (300 pages each made with 90 GSM Deluxe Maplitho Natural Shade Paper, with good binding and printing of logo and name of the High Court on the cover of the book , as per the instructions/sample of High Court)	Each
8.	Kraft paper Folders 140 GSM, 17"x12½" (A4 size) with printing (Docket Sheets) as per the sample of High Court	Each
9.	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
10.	Oath Pads – (Size: 48 ½ cm x 31 cm) as per the sample of High Court	Each

(II.) NON-STATIONERY ITEMS:

Sl. No.	Item Description	Unit
1.	Agarbathi (Cycle Brand - 55 grams)	Each packet
2.	Coat Hangers – OMAX Multipurpose – packet containing 12 pieces	Each packet
3.	Country Twine (Purikosa – 5 ply) – per kg	Per Kg
4.	Cup and Saucers – Laopala (set containing 6 cups and 6 saucers) (For use of Officers) as per sample of High Court	Per Set
5.	Tea Tray – 40 X 30 cm size (4 cups and saucers capacity) as per the sample of High Court -	Each
6.	Tea Coaster – packet containing 6 pieces	Each Packet
7.	Umbrella (Citizen-Big size-Black)	Each
8.	Wall Clock – 15 ½ “ size – Ajantha	Each
9.	Thermosteel Vacuum Insulate Flask – Milton ½ ltr.,	Each
10.	SS Fork – packet containing 12 Nos.	Per packet
11.	SS Fruit Fork – packet containing 12 Nos.	Per packet
12.	Circulation bags 15x15x21 size as per High Court's Sample	Each
13.	Peak Caps along with emblem for Drivers as per High Court's Sample	Each
14.	Hammer – Medium size	Each
15.	Sealing Wax (Red Bird Sealing Wax – 300 Grams packet)	Per Packet
16.	Gandhi Cap – made with good quality cloth-as per sample of High Court	Each
17.	V Shape Plastic Name Board of sizes - 8” - 10” - 12”	Each

The intending bidder may submit the quotation in sealed cover to the undersigned superscribing “Quotations for supply of Stationery Items” during office hours i.e., 10.30 a.m. to 5.30 p.m. on or before 15.07.2026 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 a.m. and 5.00 p.m. on all working days before submitting quotation.
2. The bidder should submit E.M.D. of Rs.10,000/- by way of a Demand Draft or Bank guarantee in the name of the Registrar (Management), High Court of Andhra Pradesh at Amaravati, which is refundable –
 - (a) After finalization of the Tender, in case of unsuccessful bidder.
 - (b) After submission of Bank guarantee, as per Condition No.7 herein below, in case of successful bidder.
3. The bidder should mention the price inclusive of all applicable taxes and the successful tenderer has to supply the items as per the requirement of the High Court till 31.03.2027 at the quoted rates.
4. The intending bidder should have compulsorily been registered under GST Act and should contain a valid GST Registration number and the successful tenderer has to submit Bills by mentioning the basic price and GST portion separately (GST Bills), after supplying the goods so ordered.
5. The successful tenderer should deliver the items so ordered at the Stationery Section, High Court of A.P., Nelapadu, Amaravati at its/his/her own expenses.
6. The items supplied, if found to be other than the specified brand and inferior in quality, will summarily be rejected.
7. 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. If any tenderer already submitted bank guarantee for the present year, it will be valid for these items also.

8. If the tenderer fails to abide by any of the conditions, the High Court will have the right to forfeit the Bank Guarantee.
9. 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.
10. 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 awarded the tenders for the current year, he may renew the bank guarantee supplied previously.
11. The quotations received after the time and date prescribed will not be considered.
12. The **HIGH COURT** reserves the right to accept or reject any or all the quotations without assigning any reason.

Amaravati,
DT: 30.06.2026

P. Rami 30/6/26
REGISTRAR (MANAGEMENT)