

# HIGH COURT OF ANDHRA PRADESH

## TENDER NOTIFICATION

ROC.NO. 2 /2018-19 – STY.,

Sealed quotations are invited for supply of various stationery and other general items (list of schedules enclosed) for a period of one year on credit basis.

The intending bidders may submit their sealed quotation to the undersigned superscribing “Quotations for supply of Stationery Items” during the office hours, i.e., 10.30 a.m. to 5.00 p.m. on or before ..**23.2.**-2019.


The firm should be registered under GST. The items supplied should be of standard quality and of the brand requested for.

The intending bidders should mention the MRP, Offer price, GST rate and total price separately in the quotation in the order and serial numbers as shown in the schedules and shall **undertake to supply the items at the rates quoted for one year from the date of acceptance of the quotation and the rates quoted shall be valid upto 31.3.2020.**

The intending bidder may verify the samples of the items before submitting the quotation in the Stationery Section and should submit the quotation for the said items only.

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

HYDERABAD,  
DT: **8** .2.2019

  
REGISTRAR (ADMINISTRATION)  
FAC REGISTRAR MANAGEMENT)

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**LIST OF ITEMS**

**SCHEDULE-I**

Sl. No.	Item description	MRP	Rate quoted		
			Offer price	GST Rate	Total price
1.	Adjustable Writing Pad (Kebica Executive Adjustable Table Top-2044)				
2.	Allout Liquid – 45 Nights per piece				
3.	Allout Machine – Ultra with refill per piece				
4.	Box Files – F/S size – RND Lever File				
5.	Office files – F/S size				
6.	Calculator (Check & Correct, 12 digit) – Casio – DJ 120D				
7.	Cellophane Tape – 1” size – GK Wonder 999				
8.	Damper – Mangal brand				
9.	Strip Folders (F/S size) NPM Files – Rajput No.B.22				
10.	Strip Folders (A4 size) NPM Files - Rajput No.B.22				
11.	L-Type Folders (F/S size) (Lamino Moraco – 100 pc packet				
12.	L-Type Folders (A4 Size) (Lamino Moraco – 100 pc packet				
13.	A4 size Transparent Folder – 100pc packet.				
14.	F/S size Transparent Folder – 100pc packet				



15.	Coat Hangers – OMAX Multi purpose)				
16.	Reynolds Pens – 045 (4 colours)				
17.	Reynolds Refills – Blue				
18.	Room Fresheners – 300ml (Premium / Concord – all flavours)				
19.	Soap Box – Chetan medium size				
20.	Erase Ex White fluid – Kores 15 ml				
21.	Erase Ex Pen Correction Pen – Camlin – 7 ml)				
22.	Hit Mosquitoes (400ml - Black)				
23.	Eraser –Apsara Non dust (Packet containing 20 pieces, Code 102300012)				
24.	Sharpener – Apsara (packet containing 20 pieces)				
25.	Gel Pens – Linc (4 colours)				
26.	Water Glasses – Pack of 6 pieces (Jainga - Black Gold / Bone China)				
27.	Water Glasses – Yera				
28.	Odonil Air Freshener – 50 grams				
29.	Mysore Sandal Soap – 75 grams				
30.	Thermos Flask Milton- ½ ltr., Handle type fiber body Cafetressa 500				
31.	Wall Clock -10” size (Ajantha-gold frame / Oreva AQ5237)				

32.	Wall Clock – big size (Ajantha – Oreva AQ 1477)				
33.	Steel Spoons (Lunch) – pkt of 12 nos. (Kalpana Baby Spoon / Globe)				
34.	Steel Spoons (Tea) – pkt of 12 nos. (Kalpana / Globe)				
35.	Cup and Saucers – per dozen (Bone China – Clay craft)				
36.	Lunch Plates – per dozen (Bone China – Deepa)				
37.	Cup and Saucers – per dozen (Bone China – Deepa)				
38.	Tiffin Plates – Spl. Deepa per dozen				
39.	Tiffin Plates – ordinary as per high court sample				
40.	Tea Coaster – Swan 6 pcs pack				
41.	Lunch Plates (Chetan – plastic) – ordinary				
42.	Buckets – Chetan-20 Ltrs.,				
43.	Buckets – Chetan – 5Ltrs.,				
44.	Mugs – Chetan – 1000 ml				
45.	Mugs – Chetan – 500 ml				
46.	Chemical paste (Adhesive paste-1Kg pkt)				
47.	Samsung Toner Cartridges for Fax Machine ML 2010D3 printer (Toner No. D119S)				

48.	Rexene – Maroon (Table top purpose) Style ER 21 – 40 mtrs., bundle width 54” bliss 35 quality				
49.	Briefcase – VIP Safari Aspire 10 cms				
50.	Briefcase – VIP – EBT 14 cms				
51.	Briefcase – Samsonite 14 cms				
52.	Circulation Bags- 15x15x21 size as per High court’s sample				
53.	Circulation Bags- 13x13x15 size as per High court’s sample				
54.	Brass Emblem for Caps as per High court’s sample				
55.	Brass Badge for Cross Belt as per High court’s sample				
56.	Chest Piece as per High court’s sample				
57.	Cross Belt as per High court’s sample				
58.	Peak Caps for Drivers as per High court’s sample				
59.	Red Silk Turbo Caps as per High court’s sample				
60.	Waist Belt as per High court’s sample				
61.	CL Printed Ledgers-300 pages, 90 GSM, Index, Alphabetical with numbering as per high court sample				
62.	Stock Register – 800 pages each made with 90 GSM paper (with printing, numbering and binding as per high court’s sample)				
63.	Car Perfumes (Indian brands only) Per piece				

64.	Citizen Call Bell Executive's Spring Call Bell – per piece				
65.	Pen Stand – Xingli Wooden Pencil Vase - XL-5026-2 – per piece				
66.	Pen Stand - Multipurpose Tumbler – Kebica Art No.2042 – per piece				
67	Umbrella – Citizen – per piece				

**SCHEDULE-II**

Sl. No.	Item description	MRP	Rate quoted		
			Offer price	GST Rate	Total price
68.	AAA Cells (Eveready) – per piece				
69.	Pen Cells (AA Cells-Eveready) – per piece				
70.	Addgel Achiever Pens (4 colours) – per piece				
71.	Agarbathi (Cycle brand-43 grams) – per packet				
72.	Apsara Platinum Pencils				
73.	A4 size Laminated pad covers (yellow) – per piece				
74.	A4 size Stickers (Desmat-ST-1) – per packet				
75.	Binding Clips - 51 mm- 12x12 No.box				
76.	Binding Clips - 41 mm-12x12 No.box				
77.	Binding Clips - 32 mm-12x12 No.box				

78.	CD Markers (Camlin- 10piece packet)				
79.	Colour Pencils - Red & Blue (Nataraj – packet containing 10 Nos)				
80.	Computer File Folders (132 column-landscape)				
81.	File Tags – Green-14” size (100 piece packet)				
82.	Fevi Sticks – 8 grams				
83.	Gem Clips – Silver plated (Pilot office clips 26mm) (Box of 12 packets)				
84.	Gem Clips – Silver plated (35mm) (Box of 12 packets)				
85.	Highlighter Pens (Feber Castle-5piece pkt)				
86.	Knife (Royal kitchen knife SS No.8) (10 Nos. packet)				
87.	Mike Batteries 9 watts (10 piece packet)				
88.	Paper Cutter (push back – Premier)				
89.	Permanent Markers (Reynolds-10pc pkt)				
90.	Laminated Self sticking Polynet Covers 18x14 size				
91.	Laminated Self sticking Polynet Covers 16x12 size				
92.	Laminated Self sticking Polynet Covers 14x10 size				
93.	Post-it-pads – 3x1” size (3M company – Yellow & Pink)				

94.	Post-it-pads – 3 in one (3m company)				
95.	Post-it-pads–5 in one (Jinxin-stick notes)				
96.	PP Clear- L-Type Folders F/S size (Sun – 12) (12 piece packet)				
97.	PP Clear- L-Type Folders A4 size (Sun – 12) (12 piece packet)				
98.	Plastic Folders – Transparent (Mr brand F/C “C”-Folders-100piece pkt)				
99.	Rubber Bands (2” size 100grams packets)				
100.	Scissors (Wilson – 8”)				
101.	Sketch Pens (Red, Blue, Black, Green) (Luxor – 10 pieces single color packets)				
102.	Spiral Pads – small –ruled - top open (Maark Premium notebook Size No.3)				
103.	Spiral Pads – Big –ruled - top open (Kapil No. 555)				
104.	Spiral Binding Spring – 1Kg packets				
105.	Spiral Binding Sheets F/S (per set)				
106.	Spiral Binding Sheets A4 (per set)				
107.	Steel Scale 12” size				
108.	Unigel Impact Pens				
109.	Uni Eye Ball Pens				
110.	Wonder Tape 2” size (Brown-20mtrs)				
111.	Brasso Polish (100ml bottle)				



112.	Bombay Brooms				
113.	Coconut Brooms				
114.	Colin Spray 500 ml				
115.	Dettol Hand Wash Liquid 200 ml				
116.	Dettol Soap – 125 grms				
117.	Hand Gloves – Real Gloves-Disposal (100 Nos pack)				
118.	Harpic Liquid – 500 ml				
119.	Nose Masks – disposals – per piece				
120.	Naphthalene balls (White-100grms pkts)				
121.	Phenyl – Black- 1 ltr., bottle				
122.	Phenyl – White – 1 ltr., bottle				
123.	Pocker – Metal 8” size				
124.	Prill Liquid 425 ml				
125.	Rin Powder – 500 grams packet				
126.	Scrubbers (Green – 4x3 size)				
127.	Surf Excel – 500 grams packet				
128.	Vim Powder – 500 grams packet				
129.	Vim Bar Soaps – 300 grams				
130.	Wheel Powder – 500 grams packets				
131.	Letter Pads (Pad of 100 letter heads) (name and address with tricolour logo to be printed on 100 GSM A4 size Albeto Paper)				


132.	Letter Pads (Pad of 100 letter heads) (name and address with tricolour logo to be printed on 100 GSM, 19½ x26 cms size Albesto Paper)				
133.	Address covers (Address with tricolour logo to be printed on 100 GSM White Cover -10x4 ½” size)				
134.	Visiting Cards – box of 100 cards (printed with tricolour logo – Stretchor)				

**SCHEDULE-III**

Sl. No.	Item description	MRP	Rate quoted		
			Offer price	GST Rate	Total price
135.	Ding Dong Bell (Maru)				
136.	Extension Cords (Maru make – 3 Pin) (10 / 5 meters)				
137.	Remote Calling Bell (White make)				
138.	Buzzer Bell (Maru make)				
139.	Bell Push hanging (Maru make)				
140.	Hot Kettle – 1 Ltr., capacity (Oreva / Crompton make)				
141.	Emergency Lights - LED (Crompton / Philips)				
142.	Table Lamp (Philips or Crompton)				

**SCHEDULE-IV**

Sl. No.	Item description	MRP	Rate quoted		
			Offer price	GST Rate	Total price
143.	All Pins (Lion Pin sheets – plated pins, needle points, packet contains 100 sheets (100))				
144.	Cardboard – 1 pound – Binding material 54 sheets 26x30 size				
145.	Cardboard – 2 pound – Binding material 28 sheets 26x30 size				
146.	Cardboard – 2 ½ pound – Binding material 22 sheets 26x30 size				
147.	Cardboard – 3 pound – Binding material 18 sheets 26x30 size				
148.	Banath Cloth (maroon) – as per sample				
149.	Calico cloth (rate per meter) Vinayaka 105 to 107Cms, 20 mtrs., Role)				
150.	Gunny cloth (rate per meter) As per High Court Sample				
151.	Carbons (Kores) (Packet contains 100 sheets-blue)				
152.	Cotton Tape (Bhavani make – a bundle containing 8 rolls of 9 mts., etc – 13mm size – weight 150 gms)				
153.	Cotton Twine thread box (Anil thread – each packets of 4 balls - 60 grams)				



154.	Despatch covers per 100 Nos. – Packet contains 500 per box) (envelopes – brown – 80 gsm, 11x5 size)				
155.	Double Punch (Kangaro-52, 8 cm – 1mm capacity)				
156.	Address Stickers (Espresso pre-gummed computer labels – 100x47 mm size, each packet containing 200 sheets / 2,400 labels)				
157.	File Tags – 8” size (500 pc per bundle) Red Colour				
158.	Laminated pad covers – each (yellow – 16x12 size)				
159.	Marble Paper per ream				
160.	Pencil Carbon – packet contains 100 (Kores multi copy gold 210x330 mm)				
161.	Stamp Pad Ink bottle (Ashoka-30ml) Blue / Black / Red				
162.	Paper weight (Gemson–Big–12pieces pack) – Glass				
163.	Plastic Tray (Chetan – 15 ½”x11 ½” size)				
164.	Rexene for binding (Vinaka brand 105 to 107 cm, 20 mtrs bundle) As per High Court Sample				
165.	Single Punch (Kangaro No.376224)				
166.	Stamp Pads 160mmx 97 mm Size (Ashoka) – Blue – Big				
167.	Stamp pad 110mm x 70 mm size (Ashoka) – Blue / Black / Red – Small				
168.	Stapler ( Kangaroo-HP 45) - Big				
169.	Stapler (Kangaroo-No.10) – Small				



170.	Staples – Kangaro-Munix 24/6-1M – Stapler pins - Big				
171.	Staples – Kangaro Munix-No.10-1m) Stapler pins - small				
172.	Shorthand books (Kapil 132 pages)				
173.	White Envelope Covers per cover ? (100 gsm, 10x4 ½” size)				
174.	Waste paper basket (Chetan – medium size)				
175.	Writing pads (23x16 size) As per sample)				
176.	Duster Cloth (Kora Cloth – per meter)				
177.	Country twine (Sutili- 5 ply- per Kg.)				
178.	Resograph Ink Tube – CP Ink Black C817227 Ink Tube				
179.	Resograph Master Roll CPMT 23 Master Rolls				
180.	Ink Cartridge for Pitney Bows make Franking Machine Model No. D1+ 100i (793-5SB)				
181.	Stitching Thread (Mayur thread No.2, Ninety gms – Art. No.400)				
182.	Fevi Gum-Synthetic Gum 22.5ml bottles				
183.	Touchen (small size) - Plastic Body				
184.	Cloth made covers 16x6 size				

SCHEDULE-V

Sl. No.	Item description	MRP	Rate quoted		
			Offer price	GST Rate	Total price
185.	Photocopy Paper F/S size, 75 GSM				
186.	Photocopy Paper A4 size, 75 GSM				
187.	Deluxe Maplitho Natural Shade Paper 90 GSM, F/S Size (Legal size)				
188.	Deluxe Maplitho Paper 58 GSM - F/S Size - Ream size i.e., 43x69				

  
**REGISTRAR (ADMINISTRATION)**  
**FAC REGISTRAR (MANAGEMENT)**