

**HIGH COURT FOR THE STATE OF TELANGANA
AT HYDERABAD**

TENDER NOTIFICATION

ROC.NO.61/2025 - STY.,

Sealed quotations are invited for supply of various Stationery and Non Stationery items, for the years 2025-27 on credit basis.

The intending bidders may submit their sealed quotations to the undersigned superscribing "Quotations for supply of Stationery and Non Stationery Items" during the office hours, i.e., 10.30 a.m. to 5.00 p.m. on or before 27.12.2025 at the Office of Registrar (O.S.D) at 5th Floor of Administrative Building.

The firm shall submit details of PAN, GST and other relevant details and items to be supplied shall be of standard quality.

The intending bidders should mention the MRP, Offer price, GST and total price separately in the quotation in the order and serial numbers as shown in the Schedules and **the successful bidder shall supply at the rates quoted for a period of two years from the date of acceptance of the quotation.**

Should the bidder entertain any doubt with regard to quality, size and brand of any item of stationery, he/it shall seek clarification from the Section Officer, Stationery Section of the Hon'ble High Court or inspect the items during Office hours between 10 a.m and 5 p.m. on the working days.

The **REGISTRY** reserves the right to accept or reject any or all the quotations in full or in part without assigning any reason and also reserves the right to issue purchase order to more than one tenderer and the quantity may vary.

HYDERABAD,
DT: 26.11.2025


REGISTRAR (O.S.D)

HIGH COURT FOR THE STATE OF TELANGANA
AT HYDERABAD

LIST OF STATIONERY ITEMS

Sl No.	Description of the Item	MRP	Rate Quoted		
			Offer price	GST Rate	Total Price
1.	Reynolds Pens – 045 (4 colours)				
2.	Reynolds Refills – Blue & Black				
3.	Reynolds pens (Bright) all colours				
4.	Uni Eye Ball Pen 4 colours				
5.	Pilot V5 pens 4 colours				
6.	Addgel Achiever Pen– 4 colours				
7.	Hauser XO Gel /Luxor Gel/ Hauser Air Gel Pens All colours				
8.	Sketch Pens (Luxor / Doms – 10 pieces single color packets) Red, Blue, Black, Green				
9.	Pen Stand - Multipurpose (Kebico No.2042 – per piece 1314 m with dater				
10.	Pen Stand Tumbler black 5” size Kebico (Round)				
11.	CD Markers (Camlin- 10piece packet) 4 colours				
12.	Permanent Markers (Reynolds-10pc pkt) 4 colours				
13.	White Board Markers (Camlin/ Reynolds -10pc pkt) 4 colours				
14.	Highlighter Pens (Feber Castell or camlin - 5piece pkt) 5 Colours				
15.	Erase Ex Pen Correction Pen – Camlin/Reynolds – 7 ml)				
16.	Eraser –Apsara Non dust (Packet containing 20 pieces, Code 102300012)				
17.	Sharpener – Apsara (packet containing 20 pieces)				
18.	Apsara Platinum Pencil				
19.	Steel Scale 12” size (Ajanta/Khyati)				
20.	Cellophane Tape – 1” size – GK (Premier/Wonder 999 20 mtrs				

21.	Wonder Tape 2" size (Brown-20mtrs)				
22.	Cotton Tape (Bhavani make – a bundle containing 8 rolls of 9 mts., each – 13mm size – weight 150 gms)				
23.	Binding Clips - 51 mm-(12 pcs box) Beefly				
24.	Binding Clips - 41 mm-(12 pc. Box.) Beefly				
25.	Binding Clips - 32 mm-(12 pc. Box) Beefly				
26.	Binding Clips - 25 mm-(12 pc. Box.) Beefly				
27.	Binding Clips - 19 mm-(12 pc. Box.) Beefly				
28.	Gem Clips – Silver plated (Pilot office clips 26mm) (Box of 12 packets)				
29.	Gem Clips – Silver plated (35mm) (Box of 12 packets)				
30.	Gem clips – Plastic coated (No.11) (Box of 50 Pcs)				
31.	Fevi Stick – (Pedilite-8 grams Per pc).				
32.	Fevi Gum-(Pedilite Synthetic Gum 22.5ml bottle)				
33.	Damper – Mangal brand				
34.	Paper Cutter (push back – Premier) with high carbon 9mm steel blade per pc.				
35.	Rubber Bands (2" size 500grams packet)				
36.	Rubber Bands (1½ " size 100grams packet)				
37.	Box Files – F/S size – RND Lever File & Clip File Large size Solo				
38.	Office files – F/S size Ashoka (777)				
39.	Post-it-pads – 3"x1" size (3M company – Yellow, Pink, Blue and Orange) per pc.				
40.	Post-it-pads – 3 in one (3M company) 1" size per pkt				
41.	Post-it- pads 3 x 3 yellow butter flags per pkt				
42.	Post it pads 5 colours plastic butter flag 5 x 1 per pkt				
43.	Post it pads multi colour 3 x 3 3M company 100 leaves per pkt				
44.	Spiral Pads – small –ruled - top open (Maark Premium notebook Size No.3)				

45.	Spiral Pads – small –ruled - top open (Maark Premium notebook Size No.5)				
46.	Spiral Pads – small ruled – top open & side open (Maark Premium Note Book size No.6, 140mm x 218mm, 80 pages)				
47.	Spiral Pad books A/4 size side open				
48.	Spiral Pads – Big –ruled - top open (Kapil No. 555)				
49.	Spiral Binding Spring – 1Kg pkt as per HC sample (1 ½ size)				
50.	Spiral Binding Sheets F/S (per 100 pc pkt) (1 size)				
51.	Spiral Binding Sheets A4 (per 100 pc pkt)				
52.	Single Punch No 376224 steel body Kangaroo				
53.	Double Punch (Kangaro-52, 8 cm – 1mm capacity)				
54.	Stapler (Big) (Kangaroo-HP 45)/Munix				
55.	Stapler (Small) (Kangaroo-HD-10-D) /Munix				
56.	Stapler pins (Big)–Kangaroo/Munix 24/6-1M				
57.	Stapler pins (Small) – Kangaroo/Munix-No.10-1m				
58.	All Pins (Lion Pin sheets – plated pins, needle points, packet contains 100 sheets				
59.	File Tags – Green-14” size (100 piece packet)				
60.	File Tags – 8” size (100 pc per bundle) Red Colour per pkt				
61.	Calculator (Check & Correct, 12 digit) – Casio – DJ 120D				
62.	Citizen Table Call Bell Executive’s Spring Call Bell – per piece				
63.	Adjustable Writing Pad (Kebica Executive Adjustable Table Top-2044) Transparent (size 15 x 12)				
64.	Writing pads (23x16 size) (As per sample) Plywood Decolam				
65.	Shorthand Note Books – 200 pages of size 8 x 5 ½ As per High Court’s Sample				
66.	Laminated Self sticking G.Net Cover 18x14 size per pc.				
67.	Laminated Self sticking G.Net Cover 16x12 size per pc.				
68.	Laminated Self sticking G.Net Cover 14x10 size per pc.				

69.	G.Net Cover A4 size 8 ½ x 11 ½ size per pc.				
70.	Cloth made covers 16x6 size per pc.				
71.	Stamp Pad Ink bottle (Ashoka-30ml) Blue / Black / Red				
72.	Stamp Pads 160 mm x 99 mm (big) Ashoka – all colours				
73.	Stamp pad 110mm x 70 mm size (Ashoka) – Blue / Black / Red – Small				
74.	Paper weight (Gemson–Big–12pieces pack) – Glass				
75.	File Pads 10 x 14 size per pad				
76.	Emblem Sheets with (Gold & Green colour Printing with HC Emblem A4 size) 90 GSM				
77.	Letter Pads (Pad of 100 letter heads) (name and address with two colour logo to be printed on 100 GSM A4 size Albesto Paper)				
78.	Letter Pads (Pad of 100 letter heads) (name and address with “Ashok Emblem” Gold Embossing to be printed on 100 GSM, 19½ x26 cms size Albesto Paper) as per the sample				
79.	Address covers (address with “Ashok Emblem” Gold Embossing to be printed on 100 GSM White Cover - 10x4 ½”size)				
80.	Address covers (Address with two colour logo to be printed on 100 GSM White Cover -10x4 ½” size)				
81.	Visiting Cards - box of 100 cards (printed with “Ashok Emblem” Gold Embossing of size 9x5½ Cms)				
82.	Visiting Cards – box of 100 cards (printed with two colour logo – Stretcher of size 9x5½ Cms)				
83.	White Envelop with 2 colour- logo printing 11” x 6”, 90 GSM, 100 pcs pkt				
84.	White Envelope Covers (100 GSM, 10x4 ½” size) 100 pc pkt				
85.	Despatch covers per 100 Nos. – Packet contains 500 per box) (envelopes – brown – 80 gsm, 11x5 size)				
86.	Strip Folders (F/S size) BAR Files –MARK Report cover. (SF 111)				
87.	Strip Folders (A4 size) MSM Files Report Cover (No.B.22)				

88.	L-Type Folders (F/S size) (Lamino Moraco – 25 Nos. packet Clear)				
89.	L-Type Folders (A4 Size) (Lamino Moraco – 25 Nos. packet Clear)				
90.	A4 size Transparent Folder – 100pc packet Transparent Mr. Brand/Raja Clear				
91.	F/S size Transparent Folder – 100pc packet Transparent Mr. Brand/Raja Clear				
92.	Computer File Folders (132 column-landscape) per pc.				
93.	PP Clear- L-Type Folders F/S size (Sun – 12) (12 piece packet)				
94.	PP Clear- L-Type Folders A4 size (Sun – 12) (12 piece packet)				
95.	Plastic Folders – Transparent (Mr brand F/C “C”-Folders-100piece pkt				
96.	Sheet protector A/4 & F/s (sun brand) per pkt 100 pcs.				
97.	A4 size Laminated pad size (12 x10) covers (yellow) – per piece				
98.	F/s Laminated pad covers – (yellow – 16x12 size) per piece.				
99.	Marble Paper per ream all colours				
100.	A4 size Sticker Sheets 210 x 297 mm (Desmat) 100sheets per pkt				
101.	Steel Poker – size 8” as per HC sample				
102.	Dater stamps				
103.	Round Computer Stamp 35x35 size				
104.	Round Computer Stamp 40x40 size				
105.	2 ½” Computer Stamp each line				
106.	3” Computer Stamp each line				
107.	Single Line Computer Stamp 2 ½” size				
108.	Single Line Computer Stamp 3” size (Bold Stamp)				
109.	Big size 8 to 15 line Jumbo stamp				
110.	Specimen Stamp Computer				
111.	Specimen Stamp Self Ink				
112.	Brown folders A/4 as per sample (Black with printing)				
113.	Proceeding Sheets A/4 with both side black printing, 120GSM as per HC sample,				

114.	Lunch Motion slips- 54 GSM, A4 size per bundle 1000 sheets with printing as per High Court sample				
115.	CL Printed Ledgers-300 pages, 90GSM, Index, Alphabetical with leather binding numbering as per High Court sample				
116.	Personal Register – 200 pages, 60GSM, with printing & marble binding as per HC sample				
117.	Police Guard Book – 200 pages, 60GSM, with printing & marble binding as per HC sample				
118.	Log Books – 200 pages, 60GSM, with printing & marble binding as per HC sample				
119.	Tail Books – 200 pages, 60GSM, with printing & marble binding as per HC sample				
120.	Daily Statement of Photo Copy Book – 200 pages, 60GSM, with printing & marble binding as per HC sample				
121.	660 ER Book – 200 pages, 60GSM, with printing & marble binding as per HC sample				
122.	430 Filing Book – 200 pages, 60GSM, with printing & marble binding as per HC sample				
123.	150 Register of Order – 200 pages, 60GSM, with printing & marble binding as per HC sample				
124.	144 Return Register (SC) – 200 pages, 60GSM, with printing & marble binding as per HC sample				
125.	74 File Books (Appeal) – 200 pages, 60GSM, with printing & marble binding as per HC sample				
126.	Record Issue Register – 200 pages, 60GSM, with printing & marble binding as per HC sample				
127.	Work Statement Register (Scrutiny Officers)478 - 200 pages, 60GSM, with printing & marble binding as per HC sample				
128.	Outward Registers – 400 pages, 60GSM, with printing & marble binding as per HC sample				
129.	Stock Register 850 pages, 90GSM, (with printing, numbering and rexin				

	binding as per HC sample)				
130.	Attendance Register – 75 pages, 90GSM, with printing & marble binding				
131.	Attendance Register – 100 pages, 90GSM, with printing & marble binding				
132.	Attendance Register – 150 pages, 90GSM, with printing & marble binding				
133.	CL Books – 75 pages, 80GSM, with printing & marble binding				
134.	CL Books – 100 pages, 80GSM, with printing & marble binding				
135.	CL Books – 150 pages, 80GSM, with printing & marble binding				
136.	Stock Register 850 pages, 90GSM, (with printing, numbering and rexin binding as per HC sample)				
137.	S.S.Prime Pens per pc. (04 colours)				
138.	Hauser XO ball pen per pc. (all colours)				
139.	Apsara Red & Bicolour pencils per pc.				
140.	Faber Castell Bicolour pencil per pc.				
141.	Cellophane Tape – 1” size – GK (Premier/Wonder 999 20 mtrs				
142.	Clip File L/s Solo				
143.	A3 paper 75 GSM per packets				
144.	National Flags (Car Flags) (6' x 9') size original Khadi per pc.				
145.	National Flag (3 x 4.5 size) small original Khadi per pc.				
146.	National Flag (6 x 4 size) big original Khadi per pc.				
147.	White cotton Rope 12mm /16mm per Kg.				

LIST OF NON STATIONERY ITEMS

SI No.	Description of the Item	MRP	Rate Quoted		
			Offer price	GST Rate	Total Price
148.	Allout / Good knight Liquid refill – 45 Nights per piece				
149	Allout/Good knight Machine – Ultra with refill per piece				
150	Mosquito Repellent Big 40 watts or volts				
151	Mosquito Repellent small 20 watts or volts				
152	Mosquito racket (Hit/ Oreva)				
153	Hit Mosquitoes (400ml – Black)				
154	Adhesive Chemical paste (1Kg pkt) Rabbit bold hold(Anti Fungal Formula)				
155	Room Fresheners – 217 ml (Premium / Concord/Odonil – all flavours)				
156	Odonil Air Freshener–10grams Godrej Co zipper 30days				
157	Car Perfumes (Godrej Co) Per piece				
158	Car Perfumes (Campure cone-All Colours, 60 gms) per piece				
159	Car Perfumes (Areon Gel, 45 gms) (Lemon/Orange) per piece				
160	Agarbathi (Cycle brand-44 grams) – per packet				
161	Buckets – Chetan-20 Ltrs.,				
162	Buckets – Chetan 10 Ltrs.,				
163	Mugs – Chetan–1000 ml				
164	Mugs – Chetan – 500 ml				
165	Waste paper basket (Chetan – 10” size jali model)				
166	Waste paper basket with lid (Chetan – 10” size)				
167	Steel Spoons (Lunch) – pkt of 12 nos. (Kalpana / Globe)				
168.	Steel Spoons (Tea) – pkt of 12 nos. (Kalpana / Globe)				

169	Cup and Saucers – set of 6 pcs. (Laopala/ Clay crafts) spl. (for Hon'ble Judges) As per High Court Sample				
170	Cup and Saucers – set of 6pcs. (Bone China – Laopala) (for officers) As per High Court Sample				
171	Lunch Plates – per dozen (Bone China /Laopala/Clay craft) spl. (for Hon'ble Judges)				
172	Lunch Plates (Glass/Bone China/Laopala) – ordinary (for Officers) As per sample per pc.				
173	Tiffin Plates – (per dozen) (Laopala/Clay craft) Spl. (for Hon'ble Judges)				
174	Tiffin Plates – (per dozen) (Glass/Bone China/Laopala) ordinary As per sample per pc.				
175	Sweet Bowls – Set of 6 pcs. (Clay craft/Laopala) spl.(for Hon'ble Judges)				
176	Water Glasses – Pack of 6 pieces (Ocean/Cello) spl. (for Hon'ble Judges)				
177	Water Glasses – Pack of 6 pieces as per sample (Yera/Ocean) ordinary (for Officers)				
178	Tea Coaster – Swan 6 pcs pack				
179	Melamine Tray (Chetan – 15 ½"x11 ½" size)				
180	T.Tray Melamine Off-white 8 x 12 (2 cups size)				
181	T.Tray Melamine Off-white 14 x 18 size (6 cups)				
182	Thermos Flask Milton- ½ ltr., Handle type fiber body Cafetressa 500				
183	S.S Steel Flask 500 ml (Milton/Cello)				
184	S.S Steel Flask 1000 ml (Milton/cello)				
185	S.S Steel Flask 2000 ml (Milton/cello)				
186	Hot Kettle – (1 Ltr.) capacity (Butterfly/ Crompton make/Kenstar)				
187	Soap Box – Chetan medium size				
188	Mysore Sandal Soap–75grams				

189	Dettol Hand Wash Liquid bottle (215 ml)				
190	Dettol Soap – (125 grms)				
191	Colin Spray liquid (500 ml)				
192	Vim bar soap 500grms				
193	Knife (Royal kitchen) SS No.8 (10 Nos. packet)				
194	Scissors (Wilson – 8") 21.5 cms Steel Blade Plastic Handle				
195	AAA Cells (Eveready) – per piece				
196	AA Cells-(Eveready) – per piece				
197	AA Cells-(Durocell) – per piece				
198	Briefcase – 10 cms (Prince or American Tourister or Leather) for A.R				
199	Briefcase – 14 cms (American Tourister or Leather) for Registrars				
200	Briefcase –(Leather Special) 18or20cms for Hon'ble Judges				
201	Circulation Bags- 15x15x21 size as per High court's sample Black (Big)				
202	Circulation Bags- 13x13x15 size as per sample Black (small)				
203	Nose Masks – disposals – per piece as per sample 3 layers Blue				
204	N-95 Mask with out Filter				
205	Disposal Hand Grouses 100 pcs pack				
206	Tissue Box (Premier) 20 x 20 size 100 pcs pkt				
207	Tissue Roll (Premier)				
208	Ding Dong Bell (Maru)				
209	Remote Calling Bell (White make) (Gold Medal)				
210	Buzzer Bell (Maru make)				
211	Brasso Polish (100ml bottle)				
212	Brass Emblem for Drivers & Attenders Caps as per HC sample				
213	Brass Badge for Attenders Cross Belt as per HC sample				
214	Chest Piece - as per HC sample (cloth)				
215	Cross Belt - as per HC sample (cloth)				

216	Peak Caps for Drivers as per HC sample				
217	Red Silk Turbo Caps as per HC sample				
218	Waist Belt - as per HC sample				
219	Wall Clock -10" size (Ajantha-gold frame / Oreva AQ1937 DX) white colour				
220	Wall Clock – big size (Ajantha – Oreva AQ 1477) white colour				
221	Steel Coat Hangers – OMAX Multi purpose)				
222	Umbrella – Citizen – per piece Black basic model				
223	Napthalene balls (White-100grms pkts)				
224	Rexene – Maroon (Table top purpose) Style ER 21 – 40 mtrs., bundle width 54" bliss 35 quality per meter				
225	Rexene Binding work (Red colour) - as per HC sample Per meter				
226	Banath Cloth (Maroon) – as per HC sample per meter				
227	Calico cloth (rate per meter) Vinayaka 105 to 107Cms, 20 mtrs., Role)				
228	Gunny cloth (rate per meter) As per High Court Sample				
229	Duster Cloth (Kora Cloth – per meter)				
230	Cotton Twine thread box (Anil thread – each packets of 4 balls - 60 grams) Round				
231	Country twine (Sutili- 5 ply- per Kg.)				
232	Stitching Thread (Mayur thread No.2, 90 gms – Art. No.400)/Anil				
233	Touchen (small size) - Plastic Body				
234	Extension Cords (Maru make–2 Pin) (10 meters)				
235	Cardboard – 1 pound – Binding material 54 sheets 26x30 size				
236	Cardboard – 2 pound – Binding material 28 sheets 26x30 size				
237	Cardboard – 2 ½ pound – Binding material 22 sheets 26x30 size				
238	Cardboard – 3 pound – Binding material 18 sheets 26 x 30 size				

239	Resograph Ink Tube – Ink Black for DD3344 (CPI 7) Ink Tube				
240	Resograph Master Roll - DD3344(CPMT 15) Master Rolls				
241	Ink Cartridge for Franking Machine Model No. D1+ 100i (793-5SB) Ink Tubes				
242	Franking machine model No DM140i Tape Rolls (item code 613-H) HSN Code 481141				
243	Franking machine model No DM140i Ink Cartridges (Item code 789-BL) connect + ink HSN code 32151990				
244	Emergency Lights – 50 LED (Philips / Crompton/Oreva/Everyday)				
245	Table Lamp (Philips/Crompton/Oreva)				
246	Table Glass 6mm				
247	Table Glass 8mm				
248	White Phenyl 5 ltr. Can (Prince)				