

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

TENDER NOTIFICATION

ROC.NO. 61 /2020 – STY.,

Sealed quotations are invited for supply of various stationery and Non Stationery items as per the Schedules – I to IV, for the year 2020-21 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 28-02-2020 at the Office of Registrar (Management) at 5th Floor of Administrative Building.

The firm shall submit details of PAN, GST and other relevant details and items to be supplied shall 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 one year 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 working days between 10 a.m and 5 p.m.

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 quantity may vary.

HYDERABAD,
DT: 10.2.2020


REGISTRAR (MANAGEMENT)

HIGH COURT FOR THE STATE OF TELANGANA
AT HYDERABAD

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) Transparent (size 15 x 12)				
2.	Allout Liquid – 45 Nights per piece				
3.	Allout Machine – Ulta with refill per piece				
4.	Box Files – F/S size – RND Lever File				
5.	Office files -- F/S size Ashoka (777)				
6.	Calculator (Check & Correct, 12 digit) – Casio – DJ-120D				
7.	Cellophane Tape – 1” size – GK Wonder 999 20 mtrs				
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 Transparent				
12.	L-Type Folders (A4 Size) (Lamino Moraco – 100 pc packet Transparent				
13.	A4 size Transparent Folder -- 100pc packet Transparent				
14.	F/S size Transparent Folder -- 100pc packet Transparent				
15.	Steel Coat Hangers – OMAX Multi purpose)				
16.	Reynolds Pens -- 045 (4 colours)				
17.	Reynolds Refills – Blue				

18.	Room Fresheners – 217 ml (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 6 pics pack as per sample				
28.	Odonil Air Freshener–10grams Godrej Co zipper 30days				
29.	Mysore Sandal Soap–75grams				
30.	Thermos Flask Milton- ½ ltr., Handle type fiber body Cafetressa 500				
31.	Wall Clock -10” size (Ajantha-gold frame / Oreva AQ1937 DX)				
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) spl.				
36.	Lunch Plates – per dozen (Bone China – Deepa)				
37.	Cup and Saucers – per dozen (Bone China – Deepa) – Normal				
38.	Tiffin Plates – Spl. Deepa (per dozen)				

39.	Tiffin Plates – ordinary as per sample				
40.	Tea Coaster – Swan 6 pcs pack				
41.	Lunch Plates (Chetan – plastic) – ordinary As per sample per pic				
42.	Buckets – Chetan-20 Ltrs.,				
43.	Buckets – Chetan 5Ltrs.,				
44.	Mugs – Chetan-1000 ml				
45.	Mugs – Chetan – 500 ml				
46.	Adhesive Chemical 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 sample				
54.	Brass Emblem for Caps as per sample				
55.	Brass Badge for Cross Belt as per sample				
56.	Chest Piece - as per sample (cloth)				
57.	Cross Belt - as per sample (cloth)				
58.	Peak Caps for Drivers as per sample				
59.	Red Silk Turbo Caps as per sample				
60.	Waist Belt - as per 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 (Godrej Co) Per piece				
64.	Citizen Call Bell Executive's Spring Call Bell – per piece				
65.	Pen Stand - Multipurpose Tumbler – (Kebica Art) No.2042 – per piece 1314 m with dater				
66	Umbrella – Citizen – per piece Black basic model				

SCHEDULE-II

Sl No.	Item description	MRP	Rate Quoted		
			Offer price	GST Rate	Total Price
67	AAA Cells (Eveready) – per piece				
68.	AA Cells-Eveready – per piece				
69.	Addgel Achiever Pen– per piece 4 colours				
70.	Agarbathi (Cycle brand-44 grams) – per packet				
71.	Apsara Platinum Pencil				
72.	A4 size Laminated pad covers (yellow) – per piece				
73.	A4 size Stickers (Desmat-ST-1) – per packet				
74.	Binding Clips - 51 mm- (12 pic. pkt.)				
75.	Binding Clips - 41 mm- (12 pic. Pkt.)				
76.	Binding Clips - 32 mm- (12 pic. pkt.)				
77.	CD Markers (Camlin- 10piece packet)				
78.	Computer File Folders (132 column-landscape)				

79	File Tags – Green-14” size (100 piece packet)				
80	Fevi Stick – 8 grams				
81	Gem Clips – Silver plated (Pilot office clips 26mm) (Box of 12 packets)				
82	Gem Clips – Silver plated (35mm) (Box of 12 packets)				
83	Highlighter Pens (Feber Castle or camlin -5piece pkt)				
84	Knife (Royal kitchen) SS No.8 (10 Nos. packet)				
85	Paper Cutter (push back – Premier) with high carbon 9mm steel blade				
86	Permanent Markers (Reynolds-10pc pkt)				
87	Laminated Self sticking G.Net Cover 18x14 size				
88	Laminated Self sticking G.Net Cover 16x12 size				
89	Laminated Self sticking G.Net Cover 14x10 size				
90	Past-it-pads – 3x1” size (3M company) – Yellow, Pink, Blue and Orange)				
91	Past-it-pads – 3 in one (3m company)				
92	PP Clear- L-Type Folders F/S size (Sun – 12) (12 piece packet)				
93	PP Clear- L-Type Folders A4 size (Sun – 12) (12 piece packet)				
94	Plastic Folders – Transparent (Mr brand F/C “C”-Folders- 100piece pkt)				
95	Rubber Bands (2” size 100grams packets)				
96	Scissors (Wilson – 8”) 21.5 cms Steel Blade Plastic Handle				

97	Sketch (Luxor – 10 pieces single color packets) Pens Red, Blue, Black, Green				
98	Spiral Pads – small –ruled - top open (Maark Premium notebook Size No.3)				
99	Spiral Pads – Big –ruled - top open (Kapil No. 555)				
100	Spiral Binding Spring – 1Kg pkt as per sample				
101	Spiral Binding Sheets F/S (per 100 pic pkt)				
102	Spiral Binding Sheets A4 (per 100 pic pkt)				
103	Steel Scale 12” size				
104	Uni Eye Ball Pen				
105	Wonder Tape 2” size (Brown-20mtrs)				
106	Brasso Polish (100ml bottle)				
107	Colin Spray liquid (500 ml)				
108	Dettol Hand Wash Liquid bottle (215 ml)				
109	Dettol Soap – (125 grms)				
110	Rubber Stapes (Dater stamps, Designation Stamps per line, Self ink Stamps)				
111	Nose Masks – disposals – per piece as per sample				
112	Naphthalene balls (White-100grms pkts)				
113	Emblem Sheets with (two colour Printing with Ashok emblem A4 size) 90 GSM				
114	Letter Pads (Pad of 100 letter heads) (name and address with twocolour logo to be printed on 100 GSM A4 size Albesto Paper)				
115	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				
116	Address covers (Address with two colour logo to be printed on 100 GSM White / OH white Cover -10x4 ½” size				
117	Visiting Cards – box of 100 cards (printed with two colour logo – Stretcher)				
118	Tissue Box (Premier)				
119	Tissue Roll (Premier)				
120	Spiral Books 5 No. (Mark Co) top open				

SCHEDULE -III

Sl No.	Item description	MRP	Rate Quoted		
			Offer price	GST Rate	Total Price
121	Ding Dong Bell (Maru)				
122	Extension Cords (Maru make-2 Pin) (10/5 meters)				
123	Remote Calling Bell (White make) (Gold Medal)				
124	Buzzer Bell (Maru make)				
125	Mosquito Repellent				
126	Hot Kettle – (1 Ltr.) capacity (Oreva / Crompton make)				
127	Emergency Lights – LED (Philips) / Crompton				
128	Table Lamp (Philips) / Crompton				
129	Mosquito Bats (Akari)				
130	Reynolds (Rorito) Blue, Black				

131	S.S Steel Flask 500 ml (Milton)				
132	S.S Steel Flask 1000 ml (Milton)				

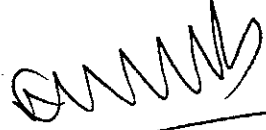
SCHEDULE-IV

Sl No.	Item description	MRP	Rate Quoted		
			Offer price	GST Rate	Total Price
133.	All Pins (Lion Pin sheets – plated pins, needle points, packet contains 100 sheets)				
134.	Cardboard – 1 pound – Binding material 54 sheets 26x30 size				
135.	Cardboard – 2 pound – Binding material 28 sheets 26x30 size				
136.	Cardboard – 2 ½ pound – Binding material 22 sheets 26x30 size				
137.	Cardboard – 3 pound – Binding material 18 sheets 26x30 size				
138.	Banath Cloth (maroon) – as per sample				
139.	Calico cloth (rate per meter) Vinayaka 105 to 107Cms, 20 mtrs., Role)				
140.	Gunny cloth (rate per meter) As per High Court Sample				
141.	Cotton Tape (Bhavani make – a bundle containing 8 rolls of 9 mts., etc – 13mm size – weight 150 gms)				
142.	Cotton Twine thread box (Anil thread – each packets of 4 balls - 60 grams)				
143.	Despatch covers per 100 Nos. – Packet contains 500 per box) (envelopes – brown – 80 gsm, 11x5 size)				
144.	Double Punch (Kangaro-52, 8 cm – 1mm capacity)				

145.	Address Stickers (Expresso / Dismate pre-gummed computer labels – 100x47 mm size, each packet containing 200 sheets / 2,400 labels)				
146.	File Tags – 8" size (500 pc per bundle) Red Colour				
147.	Laminated pad covers – each (yellow – 16x12 size)				
148.	Marble Paper per ream				
149.	Stamp Pad Ink bottle (Ashoka-30ml) Blue / Black / Red				
150.	Paper weight (Gemson–Big–12pieces pack) – Glass				
151.	Plastic Tray (Chetan – 15 ½"x11 ½" size)				
152.	Single Punch No 376224				
153.	Stamp Pads 160 mm x 99 mm (big)				
154.	Stamp pad 110mm x 70 mm size (Ashoka) – Blue / Black / Red – Small				
155.	Stapler (Kangaroo-HP 45)-Big				
156.	Stapler (Kangaroo-No.10) – Small				
157.	Staples – Kangaro-Munix 24/6-1M – Stapler pins - Big				
158.	Staples – Kangaro Unix-No.10-1m) Stapler pins - small				
159.	Shorthand Note Books – 200 pages As per High Court's Sample				
160.	White Envelope Covers per cover (100 gsm, 10x4 ½" size) 100 pic pkt				
161.	Waste paper basket (Chetan – medium size) 10" size jail model				

162.	Writing pads (23x16 size) (As per sample)				
163.	Duster Cloth (Kora Cloth – per meter)				
164.	Country twine (Sutili- 5 ply- per Kg.)				
165.	Resograph Ink Tube – CP Ink Black C817227 Ink Tube				
166	Resograph Master Roll CPMT 23 Master Rolls				
167	Ink Cartridge for 21 st Century Electronics & Telecommunications Franking Machine Model No. D1+ 100i (793-5SB)				
168	Stitching Thread (Mayur thread No.2, Ninety gms – Art. No.400)				
169	Fevi Gum-Synthetic Gum 22.5ml bottle				
170	Touchen (small size) - Plastic Body				
171	Cloth made covers 1.6x6 size				
172	Brown folders A/3 as per sample (Black printing)				
173	Proceeding Sheets F/S 21 ½ x 34 ½ cmt with both side black printing				
174	A4 Sticker Sheets A4 label 210 x 297 mm				

Hyderabad
Date: 10.2.2020


REGISTRAR (MANAGEMENT)