OFFICE OF THE PRINCIPAL DISTRICT JUDGE : : GUNTUR

Dated :25-07-2025.

TENDER NOTICE

The undersigned has decided to issue notice calling for quotations from reputed agencies giving wide publicity with regard to supply of Stationery (Printed Registers) items for all courts working in Guntur District.

The intending agencies should submit their quotations to this Office and also to appear before the Principal District Judge, Guntur as and when his presence is required by the undersigned. The concerned agencies are further informed that the sealed covers will be opened in the presence of Purchasing Committee and concerned agencies.

The particulars of the required Stationery (Printed Registers) items are mentioned hereunder.

S.No.	Register No.	Description	No. of Pages	Required Quantity
1.		ATA Registers	200 Pages	30
2.	CR.119	Cash Book	400 Pages	150
3.		N0.4 Registers	400 Pages	400
4.	CR.16	Civil Dairies	400 Pages	400
5.		Criminal Dairies	400 Pages	400
6.	CR.No.49	Commission Issue Register	100 Pages	100
7.	No.17	CFR Register	400 Pages	300
8.		Dispatch Register	400 Pages	300
9.		IA & EA Register	300 Pages	400
10.		6/6 A Register	400 Pages	300
11.	CR.No.37	Ledger	400 Pages	300
12.	CR.No.01A	OP Register	400 Pages	400
13.		OS Disposal Register	200 Pages	150
14.		Property Register	400 Pages	300
15.	CR.No.63	Return of Documents	200 Pages	150
16.	Cr.R.No.24	Return of Documents	200 Pages	150
17.	Cr.R.No.22	Witness Batta -TA	200 Pages	150
18.	CR.35	Sale Certificate Register	200 Pages	150
19.	Crl.R.No.21	Witness Batta Register	200 Pages	150

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20.		Original Suit Register	400 Pages	500
21.		Plain Register(Vertical Ruled)	300 Pages	300
22.		Plain Register(Horizontal Ruled)	300 Pages	300

The intended agencies should submit their quotations in a closed and sealed cover on or before 12.8.25 at 5.00 P.M. by noting the rates separately.

The concerned agencies are further informed that taking in to the consideration of the quality and the lowest price quoted by the agencies, the quotations will be accepted.

The **PRINCIPAL DISTRICT JUDGE, GUNTUR**, reserves the right of cancellation of the quotations.

Yours Faithfully,

DISNO - 4692
28/7/25

PRINCIPAL DISTRICT JUDGE
GUNTUR.

TO

1 All Local Books and Stationary Agencies.
2 Lakshmi Kamadhenu Industries, Guntur.
3 Kalyani Press, Visakhapatnam.
4 Vasavi& Company, Lalapet, Guntur.
5 Hanuman Trading & Company, Guntur.
6 The Notice Board, District Court Complex, Guntur.
7 The Notice Board, Collectorate Complex, Guntur.
8 The Public Relation Officer, Collectorate Complex, Guntur.
9 The Computer Section, District Court, Guntur with a direction to upload the Tender Notice at District Court Official website.

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purchased from the

S.No.	Description	Required Quantity
1.	Xerox Paper (A4) – JK Copier	500 Boxes (10 in each)
2.	Stamp Pads – Big	20
3.	Gum Bottles – Big	20
4.	Stapler Pins	50 Boxes (20 boxes in each)
5.	Planks (Good Quality)	20
6.	Country Twine (Good Quality)	50 Kgs
7.	Rubber Bands – Small	3 Kgs
8.	Rubber Bands – Medium	3 Kgs
9.	Cloth Covers – A4	250
10.	Thread Rolls Big	20
11.	Brown Sheets (for Records)	2000 Sheets
12.	File Pads (Good Quality)	100
13.	Spring Files	50
14.	Lyzol Bottles – Big	20
15.	Harpic Bottles – Big	20
16.	Acid Bottles – Big	20
17.	Phenol Bottles	30
18.	Mops with Stick	10
19.	Broom Sticks – Coconut	50

Hence, if so pleases Your Honour may be permitted to purchase the above mentioned Stationery Items from the Local Market duly following the purchase procedure.

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