

OFFICE OF THE PRINCIPAL DISTRICT JUDGE, EAST GODAVARI AT  
RAJAMAHENDRAVARAM

NOTICE

Sub: Stationery & Non –Stationery Items – Supply of Stationery and Non-Stationery Items for use in Principal District Court, Rajamahendravaram for the year 2025 (i.e., from 1-01-2025 to 31-12-2025) - Quotations – Called for – Regarding.

\*\*\*

Sealed quotations are hereby invited for supply of the stationery items and non-stationery items as per the appended Annexure to Principal District Court, Rajamahendravaram by 5.00 P.M. on or before 25-01-2025. The suppliers should supply the items at the same price for one year (i.e., from 01-01-2025 to 31-12-2025) to the Principal District Court, Rajamahendravaram. The quotations received after the prescribed date and time shall not be accepted. The undersigned reserves the right to accept or reject any quotation or quotations without assigning any reason. The firms are required to furnish the rates for single unit.

// BY ORDER //

Prl. District Court, East Godavari,  
Rajamahendravaram, Dt.09-01-2025.

*SSP*

Chief Administrative Officer

*SB*

To

1. The Notice Board, Principal District Court, Rajamahendravaram.
2. The Notice Board, Chamber of Commerce, Rajamahendravaram.
3. The Revenue Divisional Officer, Rajamahendravaram.
4. M/s. Subhodaya Enterprises, Rajamahendravaram.
5. M/s. Ravi Agencies, Main Road, Devi Chowk, Rajamahendravaram
6. M/s. Manikanta Book stall, Main Road, Rajamahendravaram.
7. M/s. Bezawada Venkanna & Sons, Main Road, Rajamahendravaram.
8. M/s. Sri Dhanalakshmi Agencies, Main Road, Danavaipeta, Rajamahendravaram.
9. M/s. Babulal Stationery, KGR Swamy Road, Rajamahendravaram.
10. The e-Court Section, Princiapl District Court, Rajamahendravaram.

*DIS-280*  
*9-1-25*

ANNEXURE

STATIONERY ITEMS

Sl. No.	Name of the item	Description
1.	A4 size white papers (75GSM)	Hammermill
2.	Wrapper paper (120 GSM)	(Sample specimen wrapper paper should be enclosed to the quotation for perusal)
3.	Wrapper paper (90 GSM)	(Sample specimen wrapper paper should be enclosed to the quotation for perusal)
4.	Shorthand notebooks	
5.	Type Ribbons	Kores Co., Containing 20 pieces
6.	Reynold Pens (Green, Blue & Red Colour)	
7.	UnoMax Pens (Green, Blue & Black)	
8.	Rorito Pens (Green, Blue & Red Colour)	
9.	Stamp pads	Violet colour size 157 x 96 mm Camel Co.,
10.	Tags	One Bundle
11.	Stamp pad ink bottles (100 ml.,)	Camlin Co.,
12.	Earz-ex (correcting fluid pens)	
13.	Writing pads(Cardboard)	
14.	Carbon Box	Kores
15.	Pencils (Apsara)	One box
16.	Cello tape white 2"	
17.	Cello tape white 1"	
18.	Cello tape Brown 2"	
19.	Cello tape Brown 1"	
20.	Stapler pins(size:No.10-1M)	Kangaro No.10 containing 20 boxes
21.	Stapler pins(size:23/17-H)	
22.	Stapler pins(size:24/6-1M)	
23.	File pads 2LB	
24.	FS stick files	
25.	Bell pins (Medium size)	
26.	Gem clips	
27.	A4 size cloth covers	
28.	Legal size cloth covers	
29.	Small size cloth covers	
30.	Plastic file folders	
31.	Computer ribbons (wep)	
32.	L Folders A4 Size	
33.	Markers (Red & Black)	
34.	Attendance Register No.2	
35.	No.6 Registers 500 Pgs	
36.	No.6 Register 200pg	
37.	No.3 Registers 250 Pg	

38.	No.5 Registers 500 pg	
39.	Calculators	
40.	Kantanees	
41.	Cardboard sheets(colour)	
42.	Sketch Pens	
43.	Paper Weights	
44.	Dampers	
45.	Single Punch Machine	
46.	Double Punch Machine	

**NON-STATIONERY ITEMS**

Sl. No	Name of the item	Description
1	Phenyl bottles (Branded Germiso)	1Litre
2	Wheel Powder packets	1 Kg
3	LED Bulbs(philips)	20 W
4	Tube Lights(Philips/Crompton)	Big size
5	Country twine	1 Kg.
6	Gamaxin	1 Kg.
7	Odonil	
8	Pen cells(Nippo/Eveready)	
9	AAA size pen Cells (Nippo/Eveready)	
10	Naphthalene balls	1 Kg
11	Harpic Toilet Cleaner	
12	Hit	
13	Room Spray	
14	Calling Bells	
15	Collin	
16	Gum bottles, Camel co.,	700 ml
17	Gum powder packet	1 kg.
18	Cotton cloth tape	Pack of 8 rolls.
19	Hard brooms (Coconut Brooms)	
20	Soft brooms (Hill Brooms)	
21	Floor cleaning stick	
22	Cotton Thread(Multi Coloured)	1 Kg.
23	Bleaching powder	1 Kg.
24	Nippo/Eveready batteries 9V	
25	Lizole	500 ml
26	Good Night Refills	
27	Locks Godrej 3Keys Stainless Steel 7 levers(Medium)	
28	Bathroom Cleaning Brushes	
29	Dettol	
30	Gum Sticks	

// BY ORDER //

Prl. District Court, East Godavari,  
Rajamahendravaram, Dt. 09-01-2025.

3 SP-6-9  
Chief Administrative Officer  
SB