OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, EAST GODAVARI AT RAJAMAHENDRAVARAM

TENDER NOTIFICATION
DATED: 02-02-2026

Sub: Stationery & Non–Stationery Items – Supply of Stationery and Non-Stationery Items for use in Principal District Court, Rajamahendravaram for the year 2026 (i.e., from 1-01-2026 to 31-12-2026) - Quotations – Called for – Regarding.

Ref: 1. Hon'ble High Court's Circular in ROC.No.174/2014-D1(4), Dt.01-03-2014.
2. Office Note Dt.02-02-2026 and orders passed thereon.

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Sealed tenders are invited for supply of the Stationery Items and Non Stationery Items as per appended **ANNEXURE** to the Principal District Court, Rajamahendravaram at East Godavari, by 12-02-2026.

The intending bidders shall submit their quotations in a sealed cover to the undersigned on or before **5-00 PM of 12-02-2026**. The quotations received after the stipulated time will not be entertained. The intended bidders can inspect the specimen, on any working day at 5.00 PM.

TERMS & CONDITIONS

1. The vendors who offered their price will be negotiated for further reduction of price by the District Level Purchase Committee as per the directions of Hon'ble High Court.
2. The committee shall inspect the items and to satisfy themselves as regards to the quality and durability.
3. The committee shall also inspect the past performance of the agency who quoted lesser price and ability of the firm for supply of best quality items.
4. At the time of delivery of items, the selected vendor has to provide certificate as to the quality and durability of the items.
5. The Principal District Court reserves the right to modify/terminate the purchase process, without assigning any reason.
6. The agencies who quoted lesser price are required to supply items at the negotiated cost for one year period from the date of negotiation.

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Sd/- SUNITHA GANDHAM
PRINCIPAL DISTRICT JUDGE.

Chief Administrative Officer

To

1. The Notice Board, District Court, Rjy
2. The Notice Board, Bar Association, Rjy
3. All the Courts in the Unit of East Godavari
4. The District Collector, East Godavari, Kakinada
5. The Superintendent of Police, Kakinada & Rjy
6. The Revenue Divisional Officer, Rjy
7. The District Public Relations Officer, Kakinada.
8. The Notice Board, Chamber of Commerce, Rjy
9. The e-Court Section, District Court, Rjy

With a request to display the same in their respective Notice Boards for vide publicity.

Dis 1032
3/2/26.

ANNEXURE
STATIONERY ITEMS

Sl. No.	Name of the item	Description
1.	A4 size white papers (75GSM/s. Subhodaya Enterprises, Rajamahendravaram.M)	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	for use in Principal District Court, Rajamahendravaram
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 PensM/s. Subhodaya Enterprises, Rajamahendravaram.	

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 SprayM/s. Subhodaya Enterprises, Rajamahendravaram.	for use in Principal District Court, Rajamahendravaram
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.M/s. Subhodaya Enterprises, Rajamahendravaram.
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	

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Sd/- SUNITHA GANDHAM
PRINCIPAL DISTRICT JUDGE.

Chief Administrative Officer