OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE
MEDCHAL MALKAJGIRI DISTRICT, MALKAJGIRI, AT KUSHAIGUDA.

Lr.Dis.No. 4804 /2025 Dt: 10 /10/2025.

TENDER NOTIFICATION TO CALL FOR QUOTATIONS
FOR SUPPLY OF STATIONARY ITEMS

Sealed quotations, in the Prescribed Performa are invited by the undersigned for supply of the following Stationary items mentioned hereunder for the use in the unit of Prl. District and Sessions Judge, Medchal-Malkajgiri District.

Sl.No	Name of the Item	Quantity	Rate per each (inclusive of taxes)
1	White Papers (A4 Size) (75 GSM) JK Copier Red	2500 packets	
2	Judgement papers (A4 Size) (80 GSM)	500 packets	
3	Brown colour envelope covers big size	3000 No.s	
4	Brown colour envelope covers small size	2000 No.s	
5	Green colour envelope covers small size (cloth)	500 No.s	
6	Cellophane tape 1" Inch	25 No.s	
7	Cellophane tape 3" Inch	100 No.s	
8	Brown colour tape 1" Inch - 50 mtrs	25 No.s	
9	Brown colour tape 3" Inch - 50 mtrs	100 No.s	
10	Stamp pad big size Supreme	25 No.s	
11	Stamp pad small size Supreme	25 No.s	
12	Cotton thread rolls	100 No.s	
13	Short hand books	200 No.s	
14	Kangaro big size HD45 stappler machine	25 No.s	
15	Kangaro 24/6 size stappler pins	50 boxes	
16	Kangaro medium HD 10 stappler	25 No.s	
17	Kangaro medium HD 10 stappler pins	50 boxes	
18	Bastha cloth	2000 meters	
19	Green pens-Uniball Eye Fine	200 No.s	
20	Blue pens-Butter flow	30 packets	
21	Sticky notes File Flags 3 colors	50 packets	
22	Stick files (A4 size)	50 No.s	
23	Natraj Pencils HB	20 boxes	
24	Camlin Whiteners Big size	2 boxes	
25	Faber castle Highliters Yellow	50 No.s	
26	Markers (Black)-Camlin Big size	5 No.s boxes	
27	Markers (Red)-Camlin Big size	5 No.s boxes	
28	File tags big (green)	100 packets	
29	File tags small (Red)	30 packets	
30	Red pens-Uniball Air Micro	200 No.s	

31	Camlin erasers	50 no.s	
32	Camlin scales 30 cms	50 no.s	
33	Camlin Stamp ink bottles 500 ml- Blue	20 No.s	
34	Tochens plastic handle	60 No.s	
35	File pads	1500 No.s	
36	Scissors big	15 No.s	
37	Scissors medium	15 No.s	
38.	Camel gum bottle 700ml	20 No.s	
39.	Camel gum bottle 300ml	20 No.s	
40.	Fevistick Big	20 No.s	
41.	Tape machine	10 No.s	
42.	Kangaro paper single hole punch	20 No.s	
43.	Gem clips	10 boxes	
44.	Calculators - Casio MJ 120D	5 No.s	

The quotations along with sample paper have to be submitted to the Prl. District and Sessions Judge, at Kushaiguda on or before 17/11/2025, by 04:30 P.M with the rates quotated and it is the discretion of the undersigned to accept or reject the quotations without assigning the reasons.

Note:-

1) Quotations must be by an authorized dealer/supplier and shall supply the material within 5 days from the receipt of the purchase order.
2) The items should be supplied on a credit basis.
3) Contact details & numbers have to be mentioned on the sealed quotation cover.
4) For any further clarification with regard to above stationary, inspect the samples at Central Nazarath Section, District Court Complex at Kushsiguda.
5) Delivery details and warranty should be mentioned in the quotation.

10.11.25

Prl. District & Sessions Judge
Medchal-Malkajgiri Dist.,

Prl. Dist & Sessions Judge
Cum-Judge Family Court
Medchal Malkajgiri District

Copy to:-

1) **The II Addl.District & Sessions Judge, at Medchal.**
2) **The III Addl.District & Sessions Judge, at Kukatpally.**
3) **The Prl.District and Sessions Judge, R.R.District, at L.B.Nagar.**
4) **The Chief Judge City Civil Court, Hyderabad.**
5) **Notice Board of the Administration Section of this Court.**

} **With a request to display on the Notice Board**