

OFFICE OF PRINCIPAL DISTRICT AND SESSIONS JUDGE :: MEDAK

TENDER NOTIFICATION

Dis .No. 2633 /2024

Dated: 30-12-2024

Sealed quotations are invited for supply of Stationery Items from various Merchants/Vendors.

The intending bidders may submit their sealed quotations to the undersigned superscribing “**QUOTATIONS FOR SUPPLY OF STATIONARY ITEMS**” on or before 25-01-2025, 5-00 P.M at the Office of Principal District and Sessions Judge, Medak 2nd floor District Court Complex, Medak.

Sl.No.	Item Name	Description	Quantity
1	File Pads	Legal Size	500
2	Postal Covers	11 X 5 Size	2000
3	Postal Covers	10 X 4 Size	2000
4	Ink Bottles	300 ML	30
5	Touchens	Big size	50
6	Brown Tapes	2 inch	100
7	Transparent Tapes	0.5 inch	300
8	File Tags	Big Size	100 Bundles
9	Cotton Thread Rolls	One roll	200
10	L Shape Folders	A-4 Size	300
11	Stamp Pads	Big Size	100
12	Stapler Machines	24/6 Size	20
13	Table Pads	Decolam	30
14	Ruled Registers	100 pages	100
15	Ruled Registers	200 pages	100
16	Ruled Registers	300 pages	50
17	Ruled Registers	400 pages	50
18	Ruled Registers	500 pages	50
19	Pencils	HB	100 Boxes
20	Shorthand Books	Ruled	100
21	Judgment Paper	A-4 Size 90 GSM	100
22	Bastha Cloth	Red, Green and Pink Colour	500 Mtrs Red 500 Mtrs Green 500 Mtrs Pink

23	Green pens	Pentel Energel 0.7mm	100
24	Blue Pens	Montex Mega top	100
25	Scribbling Pads	Hard Cover long	50
26	Sticky Notes		50 packets
27	Paper weight		20
28	Tray Boxes		20
29	Dumpers		30
30	Scissors		10
31	Naphthalene Balls		10 packets
32	Waste Paper Basket	Medium Size	10
33	Blue, Red pens for staff		100

Principal District & Sessions Judge
Medak Dist.

30/12/24

TERMS & CONDITIONS:

1. Principal District & Sessions Judge reserves the right to accept or reject any or all quotations without assigning any reason. Further, Addendum / Corrigendum, if any shall be uploaded on to website of District Court only.
2. The bidder shall have valid registration or trade license and GST to carry / supply the item in quotations. (Shops and Establishment Registration or Sale Tax act (GST) registration or Registered under certain enactment or any other certificate issue by Government or Government Agency).
3. The vendor must have PAN No. and Bank Account in any of the Nationalized Banks / Scheduled Banks. (In case of Ltd. / Pvt., / Partnership Firm, the PAN and Account shall be in the name of the Firm / Company and in case of individual Ownership, the PAN and Account may be in the name of owner).
4. Tender must reach this office not later than the time and date notified in the tender. In the event of tender received after scheduled date and time, the tender will not be allowed and it will be rejected summarily.

Copy to:

1. The Member, Purchase Committee-Cum- Senior Civil Judge, Medak
02. The District Collector, Medak for display on Notice Board.
03. Notice Board, Prl. Dist Court, Medak.
04. Senior Superintendent, Central Nazarath, Prl. District Court, Medak
05. Superintendent, Accounts Section, Prl. District Court, Medak.
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