

OFFICE OF PRINCIPAL DISTRICT AND SESSIONS JUDGE MEDAK

TENDER NOTIFICATION

Dis .No. 2658 /2026

Dated: 15-10-2026

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 **23-10-2026, 5-00 P.M** at the Office of Principal District and Sessions Judge, Medak 2nd floor District Court Complex, Medak.

The Sealed quotations will be opened on **27-10-2026 at 5 PM**

Sl.No.	Item Name	Description	Quantity
1.	File Pads	Legal Size	600
2.	Postal Covers	11 X 5 Size	10000
3.	Postal Covers	10 X 4 Size	10000
4.	Ink Bottles	300 ML	10
5.	Touchens	Big Size	80
6.	Brown Tapes	2 inch	200
7.	Transparent Tapes	0.5 inch	200
8.	File Tags	Big Size	200 Bundles
9	Cotton Thred Rolls	One Role	600
10.	L Shape Folders	A-4 Size	500
11.	Stamp Pads	Big Size	200
12.	Stapler Machines	24/6 Size	60
13.	Table Pads	Decolam	50
14.	Ruled Registers	100 pages	300
15.	Ruled Registers	200 pages	400
16.	Ruled Registers	300 pages	100
17.	Ruled Registers	400 pages	50
18.	Ruled Registers	500 pages	50
19	Pencils	HB	400 Boxes
20	Shorthand Books	Ruled	200
21	Room Spray Bottles		10

22	Bastha Cloth	Red, Green and Pink Colour	1000 Mtrs Red 1000 Mtrs Green 1000 Mtrs White
23.	Green pens	Pental Energel 0.7mm	100
24	Blue Pens	Montex Mega Top	200
25	Scrippling pads	Hard Cover Long	100
26	Sticky notes	medium	500 packets
27	Paper weight		50
28	Tray boxes		50
29	Dumpers		80
30	Scissors		10
31	Napthalene Balls	100 Grams packet	500 packets
32	Waste paper basket	Medium size	50
33	Blue pens & Red pens for staff	Medium Quality(10/-)	200+100 Packets
34	File Backers	First Quality(A4)	800
35	Paper clips		50 packets
36	Sharpeners	Apsara	100
37	Erasers	Apsara	200
38	Gum Bottles	Big +Small	50+80
39	Ashok LAC		50 Boxes
40	Markers Pens	Black & Red	20+10
41	Highlighters	Yellow	40
42	Attendance Registers	Big size	20
43	Pay Bill Registers	Big Size(TBR)	20
44	Bathroom Freshner	Power Packets(AER)	60

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.

Principal District & Sessions Judge
Medak Dist.

Copy to:

1. All the Courts in the Medak, Narsapur and Alladurg Court Complexes.
2. The District Collector, Medak.
3. Chief Executive Officer, Zilla Parishad Office, Medak.
4. The Municipal Commissioner, Medak.
5. The District Treasury Officer, Medak.
6. The Senior Superintendent, Nazarath, Principal District and Sessions Judge's Court, Medak.
7. The Incharge, e-Court's project, District Court, Medak to upload in the Official website
8. The District Public Relation Officer, Medak District with a request to publish the same in the "eenadu" Telugu daily NEWS paper, Medak District
9. Notice Board, Prl. District and Sessions Judge's Court, Medak.