



Rajiv Gandhi University of Knowledge Technologies

SRIKAKULAM CAMPUS



SM Puram (V), Etcherla (M), Srikakulam (Dist), Andhra Pradesh - 532402

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Date: 19.02.2020.

RGUKT /AP /SKLM /Procurement /Stores Dept. /Stationary Items /Lr.No.03 /2019-20

NOTICE INVITING QUOTATIONS

RGUKT-AP, SRIKAKULAM invites sealed quotations from interested parties for supply of Stationary Items for RGUKT-AP, Srikakulam Campus, located at SM Puram, Etcherla mandal, Srikakulam District, Pin-532402

Last Date for Submission : 26.02.2020

Item Description : **As per Annexure-1**

Quotations must be addressed to : Administrative Officer,
RGUKT-SRIKAKULAM,
Located at S.M Puram (V), Etcherla (M)
Srikakulam District - 532402.

Terms & Conditions:

1. The bidder should be reputed manufacturer or its authorized dealer.
2. The Bidder is required to have CST/TIN Registration Number and GST Registration
3. The Bidder should not have been barred by any PSU/Govt. Dept. in business with them.
4. Bidders are requested to follow the given price bid format to quote the items. The rate for the item may be quoted in INR. The offers should indicate unit price (excluding GST). The validity of the quotation must be 180 days.
5. Items in the Annexure-1 must be addressed and delivered to "Administrative Officer, RGUKT-AP, Srikakulam, S.M Puram (V), Etcherla (M), Srikakulam District, Pin-532402.
6. The sealed cover should be super scribed with above mentioned Ref. No. and must reach the office on or before the last date through Speed-post/Registered Post.
7. Delivery should be within specified days mentioned in Purchase Order, i.e., within Two weeks from the date of purchase order. If the items are not delivered within the stipulated time, the supplier shall be liable to pay a penalty of 1% of the total order value for each delay of 10 days or part thereof and the amount will be deducted from the payment on account of purchase.
8. Un-loading of items and delivery to the store place shall be responsibility of the firm.

9. The suppliers will undertake warranty of items from the date of supply and shall have to mention clearly the period of warranty in financial bid. The supplier further warrants that the items shall be free from defects.
10. Payment shall be made 100% after delivery of the items in good condition. And received satisfactory certificate from the concern department.
11. RGUKT-A.P, SRIKAKULAM reserves the right to reject any/all quotation(s) without assigning any reasons whatsoever.
12. Quotations received against our notification are considered as accepting the terms and conditions of RGUKT-AP, SRIKAKULAM.

Sd/-
Administrative Officer (I/c)
RGUKT-A.P, SRIKAKULAM.

Annexure – 1

The list of required items are as follows:-

S.No	Item name	Required Quantity	Unit Cost (Rs/.)	Total Cost (Rs/.)
1	A4 sheets paper box 75 GSM	40 boxes		
2	A4 Sheets all colours	5 bundles		
3	Transparent folders (A4 Size clear sheet protectors) 125 MIC	9 packets		
4	A4 Size L – Folders 20 MIC	5 packets		
5	A4 Size Envelop Covers(Cloth) with Peal & Seal	60 Nos		
6	White long note books	130 Nos		
7	Long Ruled Binding books (150 pages)	70 Nos		
8	Rough note books (300 pages)	70 Nos		
9	Deluxe Register (220 pages)	30 Nos		
10	Stock Registers (OSWAL) 100 pg.	10 Nos		
11	Whitener pens	35 Nos		
12	Fevistick	70 Nos		
13	Feviquick Tubes	40 Nos		
14	Fevicol Tubes 50 ml	40 Nos		
15	Pens - blue (3 Rs.)	55 boxes		
16	Pens - black (3 Rs.)	45 boxes		
17	Pens- red	30 boxes		
18	File punching machines (Big)	15		
19	File punching machines (Small)	10		
20	Scissors (big)	15		
21	Scissors (Small)	20		
22	Envelop Cover (White) (11 x 5) & (10.5 x 4.5)	150 nos each		
23	CD Markers -Blue, black, red and green	2 boxes		
24	Plasters white color 2 inch	30		
25	Tape Brown Color	30		
26	Dusters (Wooden)	80		
27	White Board Markers(Camel)Blue	200		
28	White Board Markers(Camel) Black	200		
29	White Board Markers(Camel) Red	50		

30	White Board Markers Ink(Camel) Blue	120		
31	White Board Markers Ink (Camel) Black	120		
32	White Board Markers Ink (Camel) Red	45		
33	Godrej locks(7 levers)	4		
34	Water Bottles	70		
35	Bell pins	10 packets		
36	Push pins or Notice board pins	15 packets		
37	Drawing Charts(White , Yellow , Pink)	Each 50nos		
38	Stick Files	50		
39	Ledgers Book With Cloth Binding Cover (350pages)	2		
40	CD Catalogued Pouches	8		
41	Planks Big size	20		
42	Electrical Spikes (Gold medal)	18		
43	A3 Size White Papers	3 Bundles		
44	Long Scales (Iron & Plastic)	20 + 20 nos		
45	Staplers (Small)	15		
46	Permanent Markers	21		
47	Box files –A4 SIZE (INDEXED DELUX FILE)	30		
48	Stamp Pad Ink Bottles 25ml (Gold Class)	12		
Total				

Items listed above must be delivered at RGUKT-AP, Srikakulam, S.M. Puram Village, Etcherla Mandal, Srikakulam – Dist, Pin – 532402.

Authorized Signature