



Date: 23-01-2019

Ref. RGUKT/APIIIT/SKLM/Proc/Stores Stationery /Lr.No.01/2018-19

NOTICE INVITING QUOTATIONS

IIIT-SRIKAKULAM, RGUKT-AP invites sealed quotations from interested parties for supply of Stationery Items for IIIT-SRIKAKULAM campus, S.M.Puram (V), Etcherla (M), Srikakulam District, Pin:-532402

Last Date for Submission : 31/01/2019

Item Description : As per Annexure – A

Quotations must be Addressed to : Administrative Officer,

IIIT-SRIKAKULAM,

Located at IIIT Nuzvid pre fab campus,

Nuzvid, Krishna District, Pin-521202.

Material Delivery Adress : IIIT-SRIKAKULAM,

Campus-1 (Gurukulam),

S.M.Puram (V), Etcherla (M),

Srikakulam District, Pin:-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. The quotations must be addressed to “Administrative Officer, IIIT-Srikakulam, RGUKT,AP. Camp Office at IIIT-Nuzvid, Krishna Dist. Pin- 521202
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 Three 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. Unloading 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.
11. IIIT-SRIKAKULAM, RGUKT, A.P 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 IIIT-SRIKAKULAM, RGUKT, A.P.

Sd/-
Administrative Officer (i/c)
IIIT- Srikakulam- RGUKT –A.P.

Annexure – A

The requirement details are as follows:-

S.No	Item name	Quantity	Unit price	Total Price
1	A4 sheets paper box	1Box		
2	A4 Brown covers	25 nos.		
3	A4 cloth covers	25 nos.		
4	box files	30		
5	File pads (ordinary/urgent)	50		
6	Transparent folders (A4 Size clear sheet protectors)	10 pacs.		
7	L-Folder	5 pacs.		
8	File Threading	10 bunches		
9	Threads bundels	10		
10	Writing pads (10 pages)	100		
11	Calculators	4		
12	White long note books 200 pgs	100		
13	White binding note books	10		
14	Long Rule binding note books	20		
15	Long Note Books Rule 150 pages	30		
16	Rough note books (300 pages)	20		
17	Deluxe Register (220 pages)	10 nos.		
18	Stock Registers (OSWAL) 100 pg.	10 nos.		
19	Fevistick	30		
20	Gum Tubes(Camel)50ml	20 Nos.		
21	Highlighter	10 packets		
22	Correction pens	20		
23	Pencils (Apsara)	20 boxes		
24	Erasers	5 boxes		
25	Sharpener	5 boxes		

26	Pen stand	10		
27	pens - blue (3 rs.)	30 boxes		
28	pens - black (3 rs.)	5 boxes		
29	Pens- red	20 boxes		
30	Green Pens gel pen	10 Nos.		
31	Rorito teramax Blue pens	10 nos.		
32	Skethches	10 pacs.		
33	File punching machines (small)	10		
34	File punching machines (big)	2		
35	Single puncher	2		
36	Paper pins	10 boxes		
37	Binder Clips (Big,Small,Medium)	15 pacs.		
38	Drawing pins	5 pacs.		
39	Push pins	5 packets		
40	J Hook Pins	2 pacs.		
41	T Pins 30mm	5 pacs.		
42	Gem Clips 28mm	15 pacs.		
43	Scissors (small)	10		
44	Scissors (big)	10		
45	Envelop (small)	5 pacs.		
46	Envelop (medium)	5 pacs.		
47	Envelop (big)	5 pacs.		
48	Envelop Cover (White)	5 pacs.		
49	Mailer envelop	2 pacs.		
50	Cataloug envelop	4		
51	Iron scales	10		
52	Paper weights	20		
53	Planks big size	5		
54	Staplers (big)	4		
55	Staplers (small)	12		
56	Stapler pins (Small)	20 boxes		
57	Stapler pins (big)	5 boxes		
58	Permanent markers	5		
59	CD Markers -Blue, black, red and green	4 pacs. (each one)		
60	Sticke Notes (all Colors)	20 nos.		
61	Plasters white color 1 inch	5 nos.		
62	Plasters white color 2 inch	15 Nos.		
63	Tape Brown Colour	10 nos.		
64	Stamp pads - Big	10 nos.		
65	Stamp pads - small	20 nos.		
66	Stamp pads Ink bottles	20 nos.		
67	Rubber Bands (3inch)	4 kgs		
68	Rubber Bands (1inch)	2 kgs		
69	Plastic Ribbon	5 pacs		
70	Cotton Ribbons	5 pacs		
71	Office Cutter 9mm	10		

72	Plastic Trays for office table	6		
73	Dusters (Wooden)	40 nos.		
74	Carbon papers(kores)	1 pacs.		
75	Scribbling Pads (rule)	25 pacs.		
76	Scribbling Pads (White)	25 nos.		
77	White Bond Papers 85 GS	2 bundels		
78	White Board Marker Ink(camel 15ml) - blue	100 nos.		
79	White Board Markers(Camel) blue	50 nos.		
80	White Board Markers(Camel) Red	10 nos.		
81	Office Files	100 nos		
82	Room freshnners (odonil)	30		
83	Dust cleaning cloths	150		
84	Computer cleaning cloths	50		
85	Godrej locks(7 levers)	5 nos.		
86	Godrej locks(5 levers)	20 nos.		
87	Locks in general	50 nos.		
88	Water Bottels	20 nos.		
			Sub Total	
			GST	
			Transportation Charges	
			Grand Total	

Sd/-
Administrative Officer (i/c)
IIIT- Srikakulam- RGUKT –A.P.