



Date: 21.06.2019

Ref: RGUKT/APIIIT/SKLM/Proc/Stores Dept./Stationary Items /Lr.No.01/2019-20

NOTICE INVITING QUOTATIONS

IIIT- SRIKAKULAM, RGUKT-AP invites sealed quotations from interested parties for supply of Stationary Items for IIIT - SRIKAKULAM Campus, Located at IIIT-Nuzvid Pre-fab campus, Nuzvid, Krishna District Pin: 521201.

Last Date for Submission : 01/07/2019

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.

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 quoted rates must valid for 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 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. 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 after delivery of the items in good condition and receiving the satisfactory certificate from concerned authority.

11. IIT-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 IIT-Srikakulam, RGUKT, A.P.

Sd/-
Administrative Officer (I/c)
IIT- Srikakulam- RGUKT –A.P.

Annexure – A

The requirement details are as follows:-

S.No	Item name	Total	Unit Cost	Total Cost
1	A4 sheets paper boxes	35		
2	Box files	75		
3	Transparent folders (A4 Size clear sheet protectors)	10 pacs.		
4	L-Folder	20 pacs.		
5	File Threading	30 bunches		
6	Threads bundels (rolls type)	15		
7	Calculators	10		
8	White long note books	200		
9	White binding note books	25		
10	Long Rule binding note books	40		
11	Long Note Books Rule 150 pages	100		
12	Rough note books (300 pages)	100		
13	Deluxe Register (220 pages)	15		
14	Stock Registers (OSWAL) 100 pg.	10		
15	Fevistick- 15grams	100		
16	Gum Tubes(Camel)50ml	10 boxes		
17	Highlighter	10 packets		
18	Pencils	50 boxes		
19	Erasers	5 boxes		
20	Sharpener	5 boxes		
21	Pens - blue (3 rs.)	150 boxes		
22	Pens - black (3 rs.)	10 boxes		
23	Pens- red	20 boxes		
24	Green Pens gel pen	30 Nos.		
25	File punching machines (small)	15		
26	Scissors (small)	10		

27	Scissors (big)	10		
28	Envelop Cover (White)	10 pacs.		
29	Iron scales	10		
30	Wooden scales	25		
31	staplers (big)	4		
32	staplers (small)	20		
33	CD Markers -Blue, black, red and green	4 pacs		
34	Sticke Notes (all Colors)	20 nos.		
35	Plasters white color 1 inch	10 nos.		
36	Plasters white color 2 inch	30 Nos.		
37	Tape Brown Color	15		
38	Stamp pads – Big	10 nos.		
39	Stamp pads – small	20 nos.		
40	Stamp pads Ink bottles	20 nos.		
41	Dusters (Wooden)	100 nos.		
42	White Board Markers(Camel) Blue	400		
43	Dust cleaning cloths	250		
44	Computer cleaning cloths	100		
General Items				
1	Godrej locks(7 levers)	9nos.		
2	Godrej locks(5 levers)	30		
3	Locks in general	100 nos.		
4	Water Bottles	30 nos.		
			GST	
			Grand Total	

Authorised Signature