



Rajiv Gandhi University of Knowledge Technologies

SRIKAKULAM CAMPUS



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

Office : 9398029016

E-Mail : [ao.sklm@rgukt.in](mailto:ao.sklm@rgukt.in)

Date: 08.01.2021

RGUKT /AP /SKLM /Procurement /Stores Dept. /Stationary Items /Lr.No.04 /2019-20

### NOTICE INVITING QUOTATIONS

RGUKT-AP, SRIKAKULAM invites sealed quotations from interested parties for supply of Stationary Items for RGUKT-AP, Srikakulam Campus-1&3, SM Puram, Etcherla mandal, Srikakulam District, Pin-532402

Last Date for Submission : 18.01.2021

Item Description : **As per Annexure-1 and Annexure-2**

**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, S.M Puram (V), Etcherla (M), Srikakulam District, Pin-532402. And Annexure-2 should be delivered to Located at Prefeb campus, RGUKT-Nuzvid, mylavaram road, 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. 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 Following list of items are required at Srikakulam campus : -**

<b>S.No</b>	<b>Item name</b>	<b>Required quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
1.	Transparent folders (A4 Size clear sheet protectors) 125 MIC	<b>10 pkts</b>		
2.	A4 Size L – Folders 20 MIC	<b>20pkts</b>		
3.	Above A4&A4 Size Envelop Covers(Cloth Cover) with Peal & Seal	<b>0</b>		
4.	White long note books	<b>20 nos</b>		
5.	Deluxe Register (220 pages)	<b>20 nos</b>		
6.	Stock Registers (OSWAL) 100 pg.	<b>10</b>		
7.	Office Files	<b>50</b>		
8.	File wrapper sheets	<b>300</b>		
9.	Whitener pens	<b>-</b>		
10.	Fevistick	<b>-</b>		
11.	Gel Pens- blue	<b>50 nos</b>		
12.	Gel Pens- red	<b>-</b>		
13.	Ball point pens(Rs.25/-)	<b>50</b>		
14.	White Board Markers Camel (Blue)	<b>20</b>		
15.	White Board Markers Camel (Black)	<b>20</b>		
16.	CD Markers -Blue, black, red and green	<b>-</b>		
17.	Plasters white color 1 inch	<b>-</b>		
18.	Godrej locks(7 levers)	<b>35 nos</b>		
19.	Godrej locks medium	<b>-</b>		
20.	Godrej locks small	<b>-</b>		
21.	Water Bottles	<b>-</b>		
22.	Water Glasses	<b>40</b>		
23.	A3 Size White Papers	<b>1 Bundle</b>		
24.	Staplers (Small)	<b>10 nos</b>		

25.	Staplers big	<b>5 nos</b>		
26.	Stapler pins big	-		
27.	Box files –A4 SIZE (INDEXED DELUX FILE)	<b>70 nos</b>		
28.	Binder clips big	-		
29.	Binder clips small	-		
30.	Note pads 40 pages	<b>150 nos</b>		
31.	Pen stands	<b>10</b>		
32.	Highlighters	-		
33.	Pencil	<b>5 boxes</b>		
34.	Eraser	<b>2 boxes</b>		
35.	Sharpener	<b>2 boxes</b>		
36.	Knife cutter type	<b>0</b>		
37.	Batteries (purpose of remote)	<b>50nos</b>		
38.	Brown colour tape	-		
39.	Single punching machine	<b>15 nos</b>		
<b>Total</b>				

Items in the Annexure-1 must be delivered to Administrative Officer, RGUKT-AP, S.M Puram (V), Etcherla (M), Srikakulam District, Pin-532402

#### Annexure-2

**The Following list of items are required to Srikakulam Campus at Nuzvid :-**

S.No	Item name	Required quantity	Unit Cost	Total Cost
1.	Transparent folders (A4 Size clear sheet protectors) 125 MIC	<b>10 pkts</b>		
2.	A4 Size L – Folders 20 MIC	<b>5 pkts</b>		
3.	Above A4&A4 Size Envelop Covers(Cloth Cover) with Peal & Seal	<b>30</b>		
4.	White long note books	-		
5.	Deluxe Register (220 pages)	<b>15 nos</b>		
6.	Stock Registers (OSWAL) 100 pg.	<b>10 nos</b>		
7.	Office Files	-		
8.	File wrapper sheets	-		
9.	Whitener pens	<b>20 nos</b>		
10.	Fevistick	<b>20 nos</b>		
11.	Gel Pens- blue	<b>30 nos</b>		
12.	Gel Pens- red	<b>30 nos</b>		
13.	Ball point pens(Rs.25/-)	-		

14.	White Board Markers Camel (Blue)	-		
15.	White Board Markers Camel (Black)	-		
16.	CD Markers -Blue, black, red and green	<b>8 nos (Each two boxes)</b>		
17.	Plasters white color 1 inch	<b>20</b>		
18.	Godrej locks(7 levers)	<b>5 nos</b>		
19.	Godrej locks medium	<b>100 nos</b>		
20.	Godrej locks small	<b>50 nos</b>		
21.	Water Bottles	<b>20 nos</b>		
22.	Water Glasses	<b>20 nos</b>		
23.	A3 Size White Papers	<b>3 Bundiles</b>		
24.	Staplers (Small)	<b>10 nos</b>		
25.	Staplers big	<b>15 nos</b>		
26.	Stapler pins big	<b>10 boxes</b>		
27.	Box files –A4 SIZE (INDEXED DELUX FILE)	<b>70 nos</b>		
28.	Binder clips big	<b>3 boxes</b>		
29.	Binder clips small	<b>3 boxes</b>		
30.	Note pads 40 pages	<b>50 nos</b>		
31.	Pen stands	<b>20 nos</b>		
32.	Highlighters	<b>3 Packets</b>		
33.	Pencil	<b>10 boxes</b>		
34.	Eraser	<b>2 boxes</b>		
35.	Sharpener	<b>2 boxes</b>		
36.	Knife cutter type	<b>2 nos</b>		
37.	Batteries (purpose of remote)	<b>30 nos</b>		
38.	Brown colour tape	<b>20 nos</b>		
39.	Single punching machine	-		
<b>Total</b>				

Items in the Annexure-2 must be delivered to Administrative Officer, Prefab campus, RGUKT-Nuzvid, Myalavaram Road, Nuzvid, Krishna (Dist), Pin-521202

**Authorized Signature**