



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

Date: 06-02-2021

RGUKT /AP /SKLM /Procurement /Library /Printing Stationary /Lr.No.06 /2020-21

NOTICE INVITING QUOTATIONS

RGUKT-AP, SRIKAKULAM invites sealed quotations from interested reputed manufacturer or its authorized dealer for supply of Printing Stationary Items for RGUKT-AP, Srikakulam Campus, SM Puram, Etcherla mandal, Srikakulam District, Pin-532402

Last Date for Submission : 12-02-2021

Item Description : **Annexure-1 & 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. Printing stationary items must be addressed and delivered to "Administrative Officer, RGUKT-AP, 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/by hand.
7. Delivery should be within specified days mentioned in Purchase Order, i.e., within Four 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 Financial Bid

(To be submitted on the letterhead of the company / firm)

Format for Financial Bid :-

S.No	Item name	Quality and required specifications	Required quantity	Unit Cost	GST	Total Cost
1.	Student Borrower's Registers (80 pages)	¼ legal size (70GSM)	2000			
2.	Library Membership Forms	A4 (70GSM Paper)	4000			
3.	Library Gate Registers (1000 Pages)	28.5 cm X 22 cm (60 GSM Paper)	30			
4.	Due Date Slips	21 cm X 13 cm (70 GSM Paper)	5000			
5.	Board Paper Token slips	6 cm X 4.5 cm (300 GSM Paper)	2000			
Total						

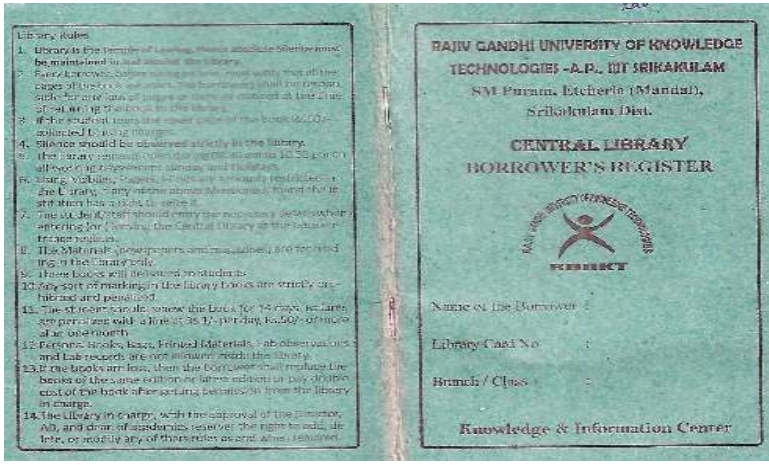
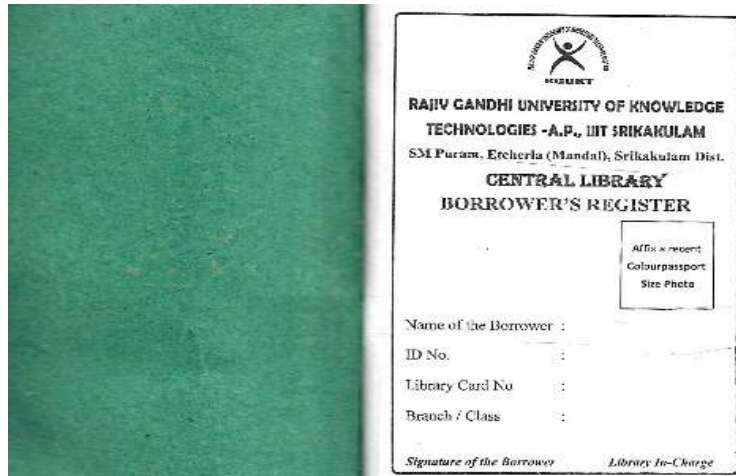
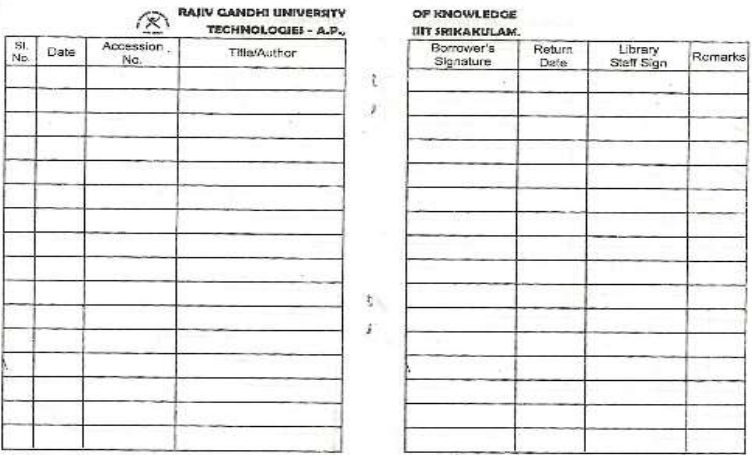
Authorised signature

Name:

Designation:

Annexure – 2

Specifications and sample images of the required printing stationary items :-

S.No	Item name	Quality and required specifications	Sample Image
1.	Student Borrower's Registers (80 pages)	¼ legal size (70GSM)	<p align="center">Cover page</p>  <p align="center">Inner 1 page</p>  <p align="center">Inner other pages</p> 

2. Library Membership Forms

A4 (70GSM Paper)

Page-1

**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE
TECHNOLOGIES-A.P., HIT SRIKAKULAM**
SM Puram, Ficherla (Mandal), Srikakulam Dist.
APPLICATION FOR LIBRARY MEMBERSHIP

To
The Librarian
Sir,

I wish to enroll as a member in the HIT Srikakulam Library. I have read the rules and regulations of Library and abide by the same.

Name (in Black Letters) : _____
ID No. (In case of Student) : _____ Class/Branch: _____
Designation and Dept/Section: _____
Date of Joining : _____ Valid Up to: _____
Address for Correspondence : _____

Permanent: Temporary:

E-mail: _____ Pst./Mobile No.: _____

I read and understand the rules of the Library given overleaf and I hereby undertake to abide by the m. I also understand that the institute may modify these rules from time to time and in such an eventuality I shall be bound by the rules in force at any point of time.

Date: _____ Signature of the applicant _____

(FOR OFFICE USE ONLY)

Borrower's Book No. _____ Membership given on: _____
Remarks: _____

DEAN OF ACADEMICS LIBRARY IN CHARGE

Page-2



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE
TECHNOLOGIES-A.P., HIT SRIKAKULAM**
SM Puram, Ficherla (Mandal), Srikakulam Dist.

LIBRARY RULES

- Every member of the Library can borrow for specified period a limited number of books depending on his/her category and as decided by the institute from time to time
- The books borrowed shall be returned on or before the due date. A fine of 1 Rs. shall be collected for every calendar day's delay in returning the book. However, if the due date falls on a holiday, the borrower may return it on the next working day without paying fine.
- If a book is lost, a penal charge equivalent to three times the prevailing price of the book shall be collected from the concerned borrower.
- Any book which is not returned to the Library within a month from due date shall be treated a lost book and the prescribed penal charges shall be collected.
- Every borrower, before taking on loan, must verify that all the pages of the book are intact. The borrowers shall be responsible for any loss of pages or damage noticed at the time of returning the book to the Library.
- Defacing of a book in any manner shall be returned as loss of the book and the prescribed penal charges shall be collected.
- Keep silence in the library and maintain decorum.
- Library materials (newspapers and magazines) are for reading in the library only.

-sd-
LIBRARY IN-CHARGE

Note: Fill the application form, attach a passport size photograph to it and submit in the Library together with one more copy of the stamp size photograph.

3.	Library Gate Registers (1000 Pages)	28.5 cm X 22 cm (60 GSM Paper)	<p style="text-align: right;"><small>Copy Page No. & Date</small></p> <p style="text-align: center;"> RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES-A.P., IIT SRIKAKULAM SM Puram, Etcherla (Mandal), Srikakulam Dist. </p>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Date & Sl. No.</th> <th style="width: 10%;">ID No.</th> <th style="width: 25%;">User Name</th> <th style="width: 10%;">Class/ Branch</th> <th style="width: 10%;">Section</th> <th style="width: 10%;">In time</th> <th style="width: 10%;">Out time</th> <th style="width: 10%;">Signature</th> <th style="width: 10%;">Remarks</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Date & Sl. No.	ID No.	User Name	Class/ Branch	Section	In time	Out time	Signature	Remarks																																																																																																																																																																																																						
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