



**Rajiv Gandhi University of Knowledge Technologies**

**SRIKAKULAM CAMPUS**

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

**Dt. 21.08.2021**

**NOTICE INVITING QUOTATIONS FOR RATE CONTRACT**

Sealed quotations are hereby invited from the registered firms/vendors for rate contract to supply of Stationery items to Rajiv Gandhi University of Knowledge Technologies- Srikakulam (RGUKT-SKLM) with term and conditions mentioned below.

NIRC. NO : RGUKT-SKLM/Proc/Stores/Stationery items/2020-21/ RC01

Date of Issue : 21.08.2021

Item Description : Stationery items (As per Annexure –A)

Tender Fee : Rs 500/-

Last Date for submission : 03.09.2021

Address for Submission : Administration Officer  
RGUKT- SKLM (AP-IIIT),  
SM Puram Village  
Etcherla Mandal,  
Srikakulam District  
Andhrapradesh  
Pin: 532402

The bidders are requested to read the document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

**Sd/-  
Administrative officer**

## **INSTRUCTIONS TO BIDDERS – GENERAL TERMS AND CONDITIONS**

### **Eligibility Criteria**

1. The Bidder is required to have GST Registration Number.
2. The Bidder is required to have valid PAN
3. The Bidder should have minimum three years of experience in the relative field
4. Bidder should have minimum one years of experience for execution of rate contract of similar work in any Central/State Govt. Dept., PSU's, Autonomous Bodies, Large Industrial/ Educational Campus.
5. The Bidder should not have been barred by any PSU/Govt. Dept. in doing business with them. (Please submit self-declaration).

### **Tender Fee**

A Demand draft of Rs. 500/- (Rupees five hundred only) towards non-refundable tender fee, drawn in favour of “The Director, IIT, Srikakulam payable at Etcherla , Srikakulam should accompany the tender documents. In the absence of tender fee, the tender will not be accepted.

### **Preparation of Bids**

1. The tender document would be prepared in English. All the pages of the tender document should bear the dated signature (in ink) of the bidder with stamp of Firm. Any over-writing corrections & cuttings should bear dated initials of the bidders. Corrections should be made by writing again instead of shaping or over-writing. Sealed tenders are invited under two bid system viz., Part-I Technical bid and Part-II financial Bid.
2. Technical Bid: To qualify in the technical bid the firm should have the minimum eligibility criteria and the firm in this regard must submit the following documents:
  - a) Check list (as given in Annexure-B)
  - b) Photocopy of certificate of firm registration
  - c) Photocopy of GST Registration certificate
  - d) Photocopy of Valid PAN card
  - e) Income Tax Return for the last three financial years
  - f) Document/Papers supporting previous experience minimum for three years.

- g) Document/Papers supporting minimum one years of experience for execution of rate contract of similar work in any Central/State Govt. Dept., PSU's, Autonomous Bodies, Large Industrial/ Educational Campus
- h) Bidders information sheet (as given in Annexure-C)
- i) Self-declaration stating that "Firm has not been barred/blacklisted by any organization in doing business with them"(as given in Annexure-D)
- j) The bidder has to ensure that the quoted price for RGUKT-SKLM is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to IIT, NIT, State/Central or Deemed Universities, Defense Organizations, Research Establishments or any other Government Institutions. For this purpose the vendor has to furnish a price reasonability certificate (Annexure-E).
- k) Copy of this tender document which should sign and affix his firm's stamp at each page of the tender and all its annexure.
- l) Any additional information, which Firm thinks is necessary in regard to its capabilities to establish that Firm is capable in all respects to successfully complete the envisaged work.
- m) All pages of the bid documents must be serially numbered and signed.

3. Financial Bid:

- a) The bidder shall submit his price bid in the prescribed proforma (Annexure-F) of the tender document.
- b) The financial bid must be addressed to "The Director, RGUKT, Srikakulam
- c) Bidders must quote for all the items. Quote for partial items is liable to be rejected.
- d) The rate for the item may be quoted in INR. The offers should indicate unit price which shall be inclusive of all applicable taxes, duties, levies, insurance, transportation etc.
- e) The price must be in figure as well as in words for all items. In case of any deviation, the discount quoted in words will be considered. The price should be quoted clearly without any overwriting/ cutting.
- f) The bids shall be valid for a period of 120 days from the date of opening of the tender. Any offer falling short of the validity period is liable for rejection.

## **Sealing and Marking of Bids**

1. Tender Fee should be sealed in a separate envelope (ENVELOPE-ONE), duly super-scribed as “Tender Fee”.
2. The Technical Bid which containing above mentioned supporting documents should be sealed in separate envelope (ENVELOPE-TWO), duly super-scribed as “Technical Bid”.
3. The Financial Bid, strictly prepared on Business letter of the Firm (as mentioned in Annexure-F) should be sealed in separate envelope (ENVELOPE-THREE), duly super-scribed as “Price Bid”.
4. All the three separate envelopes are to be sealed again in a bigger envelope (ENVELOPE-FOUR). The sealed bigger envelope super-scribed as “RGUKT-SKLM/Stores Dept/Stationery items/2020-21/ RC 01” should reach “Administrative Office, Rajiv Gandhi University of Knowledge Technologies, SM Puram Village, Etcherla Mandal, Srikakulam District – 532402 (A.P.)” on or before above mentioned date.
5. RGUKT-SKLM shall not be responsible for any postal delay about non-receipt /non delivery of the bids or due to wrong addressee.

*Note:* If all the three inner envelopes and the one outer envelope (i.e., bigger envelope) are not sealed and marked as instructed, RGUKT-SKLM will assume no responsibility for the misplacement or premature opening of any of the envelope. An envelope opened prematurely will be rejected. There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the envelope super scribed, “Technical Bid”, the bid document will be summarily rejected in the first instance itself. Any offer containing both the Technical bid and Price bids in the same envelope will also be out rightly rejected.

## **Evaluation Process**

1. The bids will be opened and evaluated by a duly constituted committee.
2. In the process of evaluation, comparison of bids, RGUKT-Srikakulam reserves the right to reject any or all bids.
3. At first stage, ENVELOPE-ONE of the bid will be opened. Bidders who not attached tender fee will be rejected.

4. At second stage, Technical Bid of bidders who submitted tender fee will be evaluated by the constituted committee. The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion / presentation.
5. At third stage, Price Bid of the technically acceptable bidders will be opened for further evaluation.
6. At final stage, the successful bidder will be selected based on committee member's evaluation.

### **Special terms and conditions**

1. The contract period is initially for a period of one year and it may be extended further for a maximum period of one year or till the finalization of new rate contract and there would be no change unless otherwise mutually agreed upon which may be necessitated due to exigencies.
2. The tentative quantity of the items has been given in Annexure-A to this notice. The actual quantity of requirement of the items may vary (as per university needs) from what is indicated in this tender notice which is only an estimate.
3. No conditional quote will be accepted. Even if there is price variation for the quoted items during the contract period, the quote price offered can be decreased but not be increased.
4. Bids of the firms received with quote on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
5. Quotations qualified by such vague and indefinite expression such as "Subject to prior confirmation", "Subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
6. Individual signing the tender or other documents connected with contract must specify whether he sign as: (a) A sole proprietor of the concern or constituted attorney of such sole proprietor; (b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm. (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

7. A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, RGUKT-Srikakulam may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
8. The tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.
9. Bids would be rejected for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
10. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of RGUKT-Srikakulam (<http://www.rguktsklm.ac.in>). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
11. Submission of the tender will signify the acceptance of all the terms and conditions of the contract.
12. The contract may be placed on one or more than one firm depending up on the quote unit price of the particular item. Further, it will not be obligatory for the University to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any bidder.
13. Notwithstanding anything specified in this document, the University unconditionally and without assigning any reasons, reserve the rights (a) To accept or reject the lowest tender or any other or all the tenders, at any time prior to the award of the contract/purchase/work order, without incurring any liability to the affected tenderer or tenderers; (b) To accept any tender in full or in part (c) to reject the tender offer not conforming to the tender terms; (d) To give purchase preference to Public Sector Undertaking/manufacturer wherever applicable as per Govt Policy/Guidelines.
14. **Performance Security:** The successful bidder shall require to submit the performance security (5% of Estimate Cost ) after receipt of award of notification, in the form of DD (only) drawn infavour of "The Director,IIT,Srikakulam" payable at Andhrabank, Etcherla, Srikakulam. The amount will be based on the awarded items which will be informed along with work order. The security deposit

of successful shall be refunded without any interest on it within 15 to 90 days after completion of the contract as per order, or after the expiry of contract on satisfactory completion of the same whichever is later.

15. The rate contract agreement has to be done on an Rs 20/- non judicial stamp paper.
16. If successful tenderer fails to supply material within the stipulated delivery date or material supplied other than specification specified, RGUKT-Srikakulam reserves the right to terminate contract for that item(s), forfeiture of security deposit and to procure same or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Security Deposit and Pending Bills of the existing firm and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and Pending Bills, then same may be recovered if necessary by due legal process.
17. The items shall be free from defects. If any deviations are found, it is complete responsibility of bidder to replace the item with free of cost.
18. Unloading of items and delivery to the store place shall be responsibility of the firm.
19. No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of award of work. Payment shall be made 100% after delivery of the items in good condition. No payment will be made for goods rejected.
20. The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of RGUKT-Srikakulam, which will be at liberty to refuse if thinks fit.
21. In case the bidder requires any clarification regarding the tender documents, they are requested to contact our office (e-mail: [procurement.campus1@rguktsklm.ac.in](mailto:procurement.campus1@rguktsklm.ac.in)) on or before above mentioned date.
22. RGUKT reserves the right to reject any/all quotation(s) without assigning any reasons whatsoever.

## ANNEXURE –A

The following are the approximate quantities of the Stationary items requirement per year. The quantities mentioned may increase or decrease as per university need.

<b>S NO.</b>	<b>Name of the Item</b>	<b>Brand/ Make</b>	<b>Unit</b>	<b>Approx. Qty</b>
1	A4 Paper 70,GSM	Paper Line	Box(10.Rim)	250
2	A4 Paper 75,GSM	Paper Line	Box(10.Rim)	100
3	A4 Paper 75.GSM (500.Copy)	Replica	Box(5.Rim)	10
4	A4.Paper Executive Bond ( 85.GSM)	ROYAL	Box	20
5	Add Gel Pens	Achiever	Packets	10
6	Ball headed pins	Superior Qlty	Box	50
7	Batteries for AC remote	Nippo	No	100
8	Batteries-mike	Nippo	No	50
9	Binder Clips 12.MM	Bombolio	Box (12.Pic)	30
10	Binder Clips 19.MM	Bombolio	Box (12.Pic)	50
11	Binder Clips 32.MM	Bombolio	Box (12.Pic)	13
12	Binder Clips 41.MM	Bombolio	Box (12.Pic)	10
13	Binder Ring File 17.MM	RJS&RND	NO	100
14	Bitco Pens	Bitco&Shark	Box(20.Pic)	100
15	Box Files	RJS&RND	NO	50
16	Box Files Leather	RJS&RND	No	20
17	Brown Postal Covers ( 11x5)	Superior Qlty	Pack Of 100.pice	5
18	Brown. A4 Postal Covers	Superior Qlty	Pack Of 100.pice	5
19	Business Card Holder (A4 Size 120)	Superior Qlty	NO	10
20	Business Card Holder (A4 Size 240)	Superior Qlty	NO	10
21	Postal Cloth Cover ( A4.Size)	Superior	Pack Of	10



		Qty	100.pice	
22	Calculator (10.Digit)	Citizen	NO	5
23	Calculator (12.Digit)	Citizen	NO	5
24	Calculator (10.Digit)	Casio	NO	5
25	Calculator (12.Digit)	Casio	NO	5
26	Calculator (Es Plus Scientific)	Casio	NO	5
27	Carbon Paper	Kores	Book	30
28	Cell Fine Grip Pens	Cello	Packet	10
29	Cello Pinpoint Pens	Cello	No	10
30	Cello Paper Soft Pens	Cello	NO	10
31	Paper Cutter	Superior Qty	NO	5
32	Chalk piece Box	Kores	Box (100.Pic)	10
33	Cello Tapes 1.Inch	Superior Qty	Tub	225
34	Cello Tapes 2.Inch	Superior Qty	Tub	50
35	Cello Tapes 3.Inch	Superior Qty	Tub	20
36	Cello Tapes 1.Inch( Brown)	Superior Qty	Tub	100
37	Cello Tapes 2.Inch ( Brown)	Superior Qty	Tub	50
38	Cello Tapes 3.Inch (Brown)	Superior Qty	Tub	20
39	Colin For Glass Cleaning	Superior Qty	No	20
40	Dettol Hand Wash	Superior Qty	NO	50
41	Door Mats	Superior Qty	NO	55
42	Dust Bin Big Pedal(Open & Close)	Jain	NO	30
43	Dust Bin Big Pedal(Normal)	Jain	NO	50
44	Drawing Sheets	Superior Qty	Packet (50 Pic)	50
45	Eraser	Apsara	Box(20.Pic)	50
46	Fevi Stick 8. Gram	Fevi Stick	NO	50
47	Fevi Stick 5. Gram	Fevi Stick	NO	50
48	Fevi Stick 15. Gram	Fevi Stick	NO	50
49	Fevi Kwick	Fevi Stick	NO	50
50	File Tags	Superior Qty	Bundle	10

51	File Pads Ordinary & Urgent	Superior Qlty	NO	300
52	File (A3 Brown Paper)	Superior Qlty	NO	300
53	Floker Stainless	Superior Qlty	NO	7
54	Gems Clips Stainless (Small)	Luxur	Pack	10
55	Gems Clips Stainless (Big)	Luxur	Pack	10
56	Gems Clips Plastic Coated (Big)	Luxur	Pack	10
57	Gems Clips Plastic Coated (Small)	Luxur	Pack	10
58	Graph Sheets (Normal)	Superior Qlty	Book	100
59	Graph Sheets (Semi log)	Superior Qlty	Book	30
60	Gum Bottle 300.Ml	Camlin	NO	10
61	Gum Fevi Coll 500.Ml	Fevi Coll	NO	10
62	High Lighters	Fabric Castel	Pack Of 5.Pic	120
63	HIT	SUPERIOR Qlty	No	10
64	Key Chains	Superior Qlty	NO	5
65	L Folders	Superior Qlty	NO	150
66	Legal Papers	Paper Line	Bundle	20
67	Locks Big Size	Superior Qlty	NO	50
68	Locks Medium Size	Superior Qlty	NO	25
69	Notice Board Pins	Superior Qlty	Pack	50
70	Numbering Machine (8.Digit)	Bombolio	NO	5
71	Numbering Machine (10.Digit)	Bombolio	NO	5
72	Numbering Machine (12.Digit)	Bombolio	NO	5
73	Numbering Machine (Ink 30.Ml)	Bombolio	NO	20
74	Office File 999	Superior Qlty	NO	200
75	Office Tag File 999	Superior Qlty	NO	200
76	PVC Plastic Folder Thick	Superior Qlty	NO	50
77	Paper Weight (Rubber)	Superior Qlty	NO	30
78	Paper Weight (Glass)	Superior	NO	30

		Qty		
79	Pen Stand	Omega	NO	50
80	Pen Stand (Wooden)	Superior Qty	NO	5
81	Pencils	Apsara	Pack Of 10.Pic	20
82	Permanent Markers	Camlin	NO	100
83	Plastic Rope	Superior Qty	Bundle	50
84	Plastic Trays	Superior Qty	NO	30
85	Poilet V5 Gell Pens	Luxur	NO	300
86	Punching Machine (Dp-280)	Kangaroo	NO	10
87	Punching Machine (Dp-480)	Kangaroo	NO	10
88	Punching Machine (Dp-600)	Kangaroo	NO	10
89	Punching Machine (Dp-900)	Kangaroo	NO	150
90	Punching Machine (Single Hole)	Kangaroo	NO	10
91	Pocket Books	Superior Qty	NO	5
92	Register 1Q	Superior Qty	No	50
93	Register 2Q	Superior Qty	No	50
94	Register 3Q	Superior Qty	No	50
95	Register 4Q	Superior Qty	No	20
96	Register 5Q	Superior Qty	No	50
97	Register- In Ward & Out Ward	Superior Qty	No	50
98	Register - Students Attendance	Superior Qty	No	500
99	Register - Staff Attendance	Superior Qty	No	50
100	Rubber Stamps	Superior Qty	No	20
101	Rubber Bands 3inch	Superior Qty	Kg	50
102	Plastic Scale 30.cm	Camlin	No	10
103	Steel Scale 30.cm	Camlin	No	10
104	Scissors Small	Wilson	No	100
105	Scissors Big Size	Wilson	No	100
106	Scissors Extra Large	Wilson	No	25

107	Scribbling Pads NO.5	Naresh	No	25
108	Sharpeners	Apsara	Box(20.Pi ce)	10
109	Sketch Pens (12.Shades)	Camlin	Pack	10
110	Spiral Note Pads	Komal	No	10
111	Sponge Dumper	Superior Qlty	No	10
112	Plastic Stamp Pad ( Small)	Camlin	No	20
113	Plastic Stamp Pad( Big)	Camlin	No	20
114	Steel Stamp Pad (Small)	Ashock	No	20
115	Steel Stamp Pad( Big)	Ashock	No	20
116	Stamp Pad Ink (100.ML)	Camlin	No	100
117	Stapler Small (No.10)	Kangaroo	No	50
118	Stapler Big (HP.45)	Kangaroo	No	25
119	Stapler Small Pins (No.10)	Kangaroo	Box Of 20.Pack	70
120	Stapler Big Pins (24/6)	Kangaroo	Box Of 20.Pack	50
121	Stapler (HD.45)	Kangaroo	No	20
122	Stick Note (3.Colour)	Polo	Pack	50
123	Stick Note (4.Colour)	Polo	Pack	50
124	Stick Note (1.Colour)	Polo	Pack	50
125	Stick Note (Extra Large)	Polo	Pack	30
126	Tag 8.Inches (Bundle of 500.Tags)	Superior Qlty	Bundle	10
127	Polestar Additional Tag Roles	Superior Qlty	Pack Of 8.Roles	10
128	Tag 6.Inches (Bundle of 500.Tags)	Superior Qlty	Bundle	10
129	Two Side Tape	Superior Qlty	Tub	5
130	Water Bottle (No.1 Qty)	Fliar & H 0.2	No	100
131	Water Can White	Superior Qlty	No	20
132	White Board Marker	Camlin	No	650
133	White Board Marker Ink 15.ml	Camlin	No	750
134	Wooden Dusters	Ajantha	No	10
135	Whitener Pens	Camlin	No	10
136	OHP Markers Blue & Black	Camlin	No	50
137	OHP Sheets (100.Sheets)	Superior Qlty	Pack	5
138	Letter Heads With Print (100.GSM)	Royal	Copy	35

139	Extension Box (6+1)	Goldmeda 1	No	10
140	M Seal	Mseal	No	10
141	Button Bags	Superior Qlty	Packets	10
142	Two Side File	Superior Qlty	No	10
143	Room Freshener	Superior Qlty	No	10
144	Remote Calling Bell (Wireless)	Goldmeda 1	No	10
145	Table Long Pads (Wooden)	Superior Qlty	No	20
146	Stick File	Superior Qlty	No	20
147	White Note Books 200.Page	Superior Qlty	No	20
148	White Note Books 240.Page	Superior Qlty	No	20
149	Lab Records as per RGUKT format (100 Pages bounded book)	Superior Qlty	No	1000
150	Wall Clock	Ajanta	NO	10
151	DVD marker	Flair	Packet of 10pcs	10
152	DVD	Sony	Box of 10 Pcs	5
153	CD-RW	Sony	Box of 10 Pcs	2
154	Spiral binding Sheets (A4)	Superior Quality	Box of 50 pcs	3
155	Spiral binding spring	Superior Quality	5 M length	5
156	Open Notice Board (4X4ft)	SUPERIO R QLTY	No	5
157	Transfer certificates as per RGUKT-RKV format (legal size)	Superior Qlty	Book of 100 pages	10
158	Study Certificates as per RGUKT-RKV format (A5 size)	Superior Qlty	Book of 100 pages	10
159	Bonafide certificate as per RGUKT-RKV format (A5 size)	Superior Qlty	Book of 100 pages	10
161	Prescription Pads as per RGUKT-RKV format (A5 size) with carbonless copy paper	Superior Qlty	Book of 100 pages	10

## ANNEXURE-B

### Check List

Description		Page No
<b>Envelope I</b>		
1.	Tender Fee DD	
<b>Envelope II (Technical Bid)</b>		
2.	Photocopy of certificate of firm registration	
3.	Photocopy of Valid GST	
4.	Photocopy of Valid PAN card	
5.	Income Tax Return for the last three financial years	
6.	Document/Papers supporting previous experience minimum for three years.	
7.	Documents/Paper supporting minimum one experience in Central/State funded body	
8.	Bidders information sheet (as given in Annexure-C)	
9.	Non Blacklisting Certificate (as given in Annexure-D)	
10.	Higher Price/Lower Price Certificate (as given in Annexure-E)	
11.	Tender document which duly signed at each page of the tender and all its annexure.	
<b>Envelope III (Price Bid)</b>		
12.	Price bid (as per Annexure –F)	

**NOTE: All pages of the bid documents must be serially numbered and signed.**

**ANNEXURE-C**

The bidder information sheet:

1	Name of the organization:				
2	Year of establishment:				
3	Complete postal address:				
4	Name & Designation of Authorized person:				
5	Phone No.				
6	Fax No.				
7	Email-ID				
8	Nature of the firm (Proprietary/partnership/etc...)				
9	<b>Bank Details of the Agency:</b>				
	Bank Name				
	Bank Address				
	Bank Account Number				
	IFSC Code				
10	PAN No.				
11	TIN No.				
12	Total No. of branch offices in Andhra Pradesh				
13	Bid Document Fee (Non-refundable)			Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :	
14	Experience Details:				
	S.No	Period		Name of the Organization (along with contact details)	Services provided
	.	From	To		
15	Details of certificates enclosed				

**ANNEXURE-D**

NON BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by RGUKT-SKLM and also abide all the terms and conditions stipulated in Rate Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT-Srikakulam may imposed any action as per the rules.

Date :

Name :

Place :

Business Address :

Signature of Bidder :

Seal of the Bidder :



**ANNEXURE-E**

**HIGHER PRICE/LOWER PRICE CERTIFICATE**

1. I/We \_\_\_\_\_ hereby certify that the prices quoted by us in our offer letter No.....are not higher than prices to any Government Department/PSU/Institution.
  
2. I/We further certify that I/We have not supplied or quoted for any item in offer letter at prices lower than those quoted for the relevant items to any Government/Semi Government/ Public/ Charitable Trust Organization/ Institution/ Wholesalers/ Stockiest/ Distributors within the period of 180 days preceding the last date of submission of the offer.
  
3. I/We hereby undertake that I/We will not supply or quote for any item in offer letter at prices lower than those quoted for the relevant items to any Government/Semi Government/ Public/ Charitable Trust Organization/ Institution/ Wholesalers/ Stockiest/ Distributors within the period of validity of the offer/rate contract.
  
4. I/We also undertake to bring the attention of the Director, any incidence of breach of any of the above paras within 30 days from the occurrence of the breach and further undertake to refund/reimburse the difference which may arise due to breach of any of the above paras and I/We also understand that the decision of Director regards to the determination of quantum payable shall be final.

Date:

(SIGNATURE & STAMP OF THE AUTHORIZED SIGNATORY)

**Annexure –F**

**Price Bid Format (should be printed in letter head)**

Reference : RGUKT-SKLM/Proc/Stores/Stationery items/2020-21/ RC01  
Quote No :  
Date :  
Validity : 365 days

**To**

The Director  
RGUKT-SKLM  
Etcherla-532402

I/We hereby submit the price bid to participate in the rate contract for supplying of the item listed below:

S NO.	Name of the Item	Brand/Make	Unit	Approx . Qty	Unit Price including tax	Total Price including tax	Amount in words
				(A)	(B)	(AxB)	
1	A4 Paper 70,GSM	Paper Line	Box(10.Rim)	250			
2	A4 Paper 75,GSM	Paper Line	Box(10.Rim)	100			
3	A4 Paper 75.GSM (500.Copy)	Replica	Box(5.Rim)	10			
4	A4.Paper Executive Bond ( 85.GSM)	ROYAL	Box	20			
5	Add Gel Pens	Achiever	Packets	10			

6	Ball headed pins	Superior Qlty	Box	50			
7	Batteries for AC remote	Nippo	No	100			
8	Batteries-mike	Nippo	No	50			
9	Binder Clips 12.MM	Bombolio	Box (12.Pic)	30			
10	Binder Clips 19.MM	Bombolio	Box (12.Pic)	50			
11	Binder Clips 32.MM	Bombolio	Box (12.Pic)	13			
12	Binder Clips 41.MM	Bombolio	Box (12.Pic)	10			
13	Binder Ring File 17.MM	RJS&RND	NO	100			
14	Bitco Pens	Bitco&Shark	Box(20.Pic)	100			
15	Box Files	RJS&RND	NO	50			
16	Box Files Leather	RJS&RND	No	20			
17	Brown Postal Covers ( 11x5)	Superior Qlty	Pack Of 100.pice	5			
18	Brown. A4 Postal Covers	Superior Qlty	Pack Of 100.pice	5			
19	Business Card Holder (A4 Size 120)	Superior Qlty	NO	10			
20	Business Card Holder (A4 Size 240)	Superior Qlty	NO	10			
21	Postal Cloth Cover ( A4.Size)	Superior Qlty	Pack Of 100.pice	10			
22	Calculator (10.Digit)	Citizen	NO	5			
23	Calculator (12.Digit)	Citizen	NO	5			
24	Calculator (10.Digit)	Casio	NO	5			
25	Calculator (12.Digit)	Casio	NO	5			

26	Calculator (Es Plus Scientific)	Casio	NO	5			
27	Carbon Paper	Kores	Book	30			
28	Cell Fine Grip Pens	Cello	Packet	10			
29	Cello Pinpoint Pens	Cello	No	10			
30	Cello Paper Soft Pens	Cello	NO	10			
31	Paper Cutter	Superior Qlty	NO	5			
32	Chalk piece Box	Kores	Box (100.Pic)	10			
33	Cello Tapes 1.Inch	Superior Qlty	Tub	225			
34	Cello Tapes 2.Inch	Superior Qlty	Tub	50			
35	Cello Tapes 3.Inch	Superior Qlty	Tub	20			
36	Cello Tapes 1.Inch( Brown)	Superior Qlty	Tub	100			
37	Cello Tapes 2.Inch ( Brown)	Superior Qlty	Tub	50			
38	Cello Tapes 3.Inch (Brown)	Superior Qlty	Tub	20			
39	Colin For Glass Cleaning	Superior Qlty	No	20			
40	Dettol Hand Wash	Superior Qlty	NO	50			
41	Door Mats	Superior Qlty	NO	55			
42	Dust Bin Big Pedal(Open & Close)	Jain	NO	30			
43	Dust Bin Big Pedal(Normal)	Jain	NO	50			
44	Drawing Sheets	Superior Qlty	Packet (50 Pic)	50			
45	Eraser	Apsara	Box(20.Pic)	50			
46	Fevi Stick 8. Gram	Fevi Stick	NO	50			
47	Fevi Stick 5. Gram	Fevi Stick	NO	50			

48	Fevi Stick 15. Gram	Fevi Stick	NO	50			
49	Fevi Kwick	Fevi Stick	NO	50			
50	File Tags	Superior Qlty	Bundle	10			
51	File Pads Ordinary & Urgent	Superior Qlty	NO	300			
52	File (A3 Brown Paper)	Superior Qlty	NO	300			
53	Floker Stainless	Superior Qlty	NO	7			
54	Gems Clips Stainless (Small)	Luxur	Pack	10			
55	Gems Clips Stainless (Big)	Luxur	Pack	10			
56	Gems Clips Plastic Coated (Big)	Luxur	Pack	10			
57	Gems Clips Plastic Coated (Small)	Luxur	Pack	10			
58	Graph Sheets (Normal)	Superior Qlty	Book	100			
59	Graph Sheets (Semi log)	Superior Qlty	Book	30			
60	Gum Bottle 300.Ml	Camlin	NO	10			
61	Gum Fevi Coll 500.Ml	Fevi Coll	NO	10			
62	High Lighters	Fabric Castel	Pack Of 5.Pic	120			
63	HIT	SUPERIOR QLTY	No	10			
64	Key Chains	Superior Qlty	NO	5			
65	L Folders	Superior Qlty	NO	150			
66	Legal Papers	Paper Line	Bundle	20			
67	Locks Big Size	Superior Qlty	NO	50			
68	Locks Medium Size	Superior Qlty	NO	25			
69	Notice Board Pins	Superior Qlty	Pack	50			

70	Numbering Machine (8.Digit)	Bombolio	NO	5			
71	Numbering Machine (10.Digit)	Bombolio	NO	5			
72	Numbering Machine (12.Digit)	Bombolio	NO	5			
73	Numbering Machine (Ink 30.Ml)	Bombolio	NO	20			
74	Office File 999	Superior Qlty	NO	200			
75	Office Tag File 999	Superior Qlty	NO	200			
76	PVC Plastic Folder Thick	Superior Qlty	NO	50			
77	Paper Weight (Rubber)	Superior Qlty	NO	30			
78	Paper Weight (Glass)	Superior Qlty	NO	30			
79	Pen Stand	Omega	NO	50			
80	Pen Stand (Wooden)	Superior Qlty	NO	5			
81	Pencils	Apsara	Pack Of 10.Pic	20			
82	Permanent Markers	Camlin	NO	100			
83	Plastic Rope	Superior Qlty	Bundle	50			
84	Plastic Trays	Superior Qlty	NO	30			
85	Poilet V5 Gell Pens	Luxur	NO	300			
86	Punching Machine (Dp-280)	Kangaroo	NO	10			
87	Punching Machine (Dp-480)	Kangaroo	NO	10			
88	Punching Machine (Dp-600)	Kangaroo	NO	10			
89	Punching Machine (Dp-900)	Kangaroo	NO	150			
90	Punching Machine (Single Hole)	Kangaroo	NO	10			
91	Pocket Books	Superior Qlty	NO	5			
92	Register 1Q	Superior Qlty	No	50			

93	Register 2Q	Superior Qlty	No	50			
94	Register 3Q	Superior Qlty	No	50			
95	Register 4Q	Superior Qlty	No	20			
96	Register 5Q	Superior Qlty	No	50			
97	Register- In Ward & Out Ward	Superior Qlty	No	50			
98	Register - Students Attendance	Superior Qlty	No	500			
99	Register - Staff Attendance	Superior Qlty	No	50			
100	Rubber Stamps	Superior Qlty	No	20			
101	Rubber Bands 3inch	Superior Qlty	Kg	50			
102	Plastic Scale 30.cm	Camlin	No	10			
103	Steel Scale 30.cm	Camlin	No	10			
104	Scissors Small	Wilson	No	100			
105	Scissors Big Size	Wilson	No	100			
106	Scissors Extra Large	Wilson	No	25			
107	Scribbling Pads NO.5	Naresh	No	25			
108	Sharpeners	Apsara	Box(20.Pice)	10			
109	Sketch Pens (12.Shades)	Camlin	Pack	10			
110	Spiral Note Pads	Komal	No	10			
111	Sponge Dumper	Superior Qlty	No	10			
112	Plastic Stamp Pad ( Small)	Camlin	No	20			
113	Plastic Stamp Pad( Big)	Camlin	No	20			
114	Steel Stamp Pad (Small)	Ashock	No	20			
115	Steel Stamp Pad( Big)	Ashock	No	20			
116	Stamp Pad Ink (100.ML)	Camlin	No	100			

117	Stapler Small (No.10)	Kangaroo	No	50			
118	Stapler Big (HP.45)	Kangaroo	No	25			
119	Stapler Small Pins (No.10)	Kangaroo	Box Of 20.Pack	70			
120	Stapler Big Pins (24/6)	Kangaroo	Box Of 20.Pack	50			
121	Stapler (HD.45)	Kangaroo	No	20			
122	Stick Note (3.Colour)	Polo	Pack	50			
123	Stick Note (4.Colour)	Polo	Pack	50			
124	Stick Note (1.Colour)	Polo	Pack	50			
125	Stick Note (Extra Large)	Polo	Pack	30			
126	Tag 8.Inches (Bundle of 500.Tags)	Superior Qlty	Bundle	10			
127	Polestar Additional Tag Roles	Superior Qlty	Pack Of 8.Roles	10			
128	Tag 6.Inches (Bundle of 500.Tags)	Superior Qlty	Bundle	10			
129	Two Side Tape	Superior Qlty	Tub	5			
130	Water Bottle (No.1 Qty)	Fliar & H 0.2	No	100			
131	Water Can White	Superior Qlty	No	20			
132	White Board Marker	Camlin	No	650			
133	White Board Marker Ink 15.ml	Camlin	No	750			
134	Wooden Dusters	Ajantha	No	10			
135	Whitener Pens	Camlin	No	10			
136	OHP Markers Blue & Black	Camlin	No	50			



137	OHP Sheets (100.Sheets)	Superior Qlty	Pack	5			
138	Letter Heads With Print (100.GSM)	Royal	Copy	35			
139	Extension Box (6+1)	Goldmedal	No	10			
140	M Seal	Mseal	No	10			
141	Button Bags	Superior Qlty	Packets	10			
142	Two Side File	Superior Qlty	No	10			
143	Room Freshener	Superior Qlty	No	10			
144	Remote Calling Bell (Wireless)	Goldmedal	No	10			
145	Table Long Pads (Wooden)	Superior Qlty	No	20			
146	Stick File	Superior Qlty	No	20			
147	White Note Books 200.Page	Superior Qlty	No	20			
148	White Note Books 240.Page	Superior Qlty	No	20			
149	Lab Records	Superior Qlty	No	50			
150	Wall Clock	Ajanta	NO	10			
151	DVD marker	Flair	Packet of 10pcs	10			
152	DVD	Sony	Box of 10 Pcs	5			
153	CD-RW	Sony	Box of 10 Pcs	2			
154	Spiral binding Sheets (A4)	Superior Quality	Box of 50 pcs	3			
155	Spiral binding spring	Superior Quality	5 M length	5			
156	Open Notice Board (4X4ft)	SUPERIOR QLTY	No	5			

157	Transfer certificates as per RGUKT-RKV format (legal size)	Superior Qlty	Book of 100 pages	10			
158	Study Certificates as per RGUKT-RKV format (A5 size)	Superior Qlty	Book of 100 pages	10			
159	Bonafide certificate as per RGUKT-RKV format (A5 size)	Superior Qlty	Book of 100 pages	10			
161	Prescription Pads as per RGUKT-RKV format (A5 size) with carbonless copy paper	Superior Qlty	Book of 100 pages	10			
<b>Total (Rs)</b>							

**Note: Don't change the above order. Mention as 'NA', if the items are not quoted.**

- I/we shall be bound by a communication of acceptance / rejection by RGUKT-Srikakulam.
- I/We have understood and agree the terms and conditions mentioned in the notice inviting quotations for rate contract.
- I/We shall agree to supply the examination booklets for the above mentioned price throughout the contract period.

**Name:**

**Contact No:**

**Signature:**

**(Office Seal)**