



Ref. RGUKT/SKLM/Proc/Stores.Dept/Supply of Stationary Items/Lr. 59/2022 Dt.09.09.2022

**NOTICE INVITING QUOTATIONS**

RGUKT-AP, Srikakulam campus invites sealed quotations from the registered firms/vendors for supply of Stationary Items at RGUKT-AP, Srikakulam Campus, S.M. Puram (V), Etcherla (M), Srikakulam Dist. Pin-532402 with terms and conditions mentioned below.

Last Date for Submission : 19-09-2022  
Item Description : As per Annexure – A  
Quotations must be addressed to : The Administrative Officer,  
RGUKT-AP, Srikakulam  
SM Puram (V), Etcherla (M),  
Srikakulam District, Andhra Pradesh-532402  
(or) e-mail ID : [procurement.campus1@rguktsklm.ac.in](mailto:procurement.campus1@rguktsklm.ac.in)

**Terms & Conditions:**

1. The bidder should be registered vendor / manufacturer/authorized dealer.
2. The Bidder should have GST registration.
3. The Bidder should not have been barred by any PSU/Govt. Dept. in doing business with them.
4. The bidder is required to quote with the complete specifications. Partial quotations will be rejected.
5. 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). Taxes and other charges (transport, insurance etc.) should be mentioned separately. If not mentioned, it is considered as included in the quoted price.
6. Bid Quote must be valid for 90days.
7. The quotations must be addressed to ‘The Administrative Officer, RGUKT-AP, Srikakulam campus, S.M. Puram(V), Etcherla (M), Srikakulam District, Andhra Pradesh. PIN-532402’.
8. The sealed cover should be super scribed with above mentioned NIQ.NO and must reach the office on or before the last date through E mail/Speed-post/Registered Post/by hand. Kindly note that the E-mail quotations must be password protected. The tender committee will contact with the tenderer at the time of opening of the quotations.
9. Unloading of items and delivery to the store place shall be responsibility of the firm.

10. 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 arising from any act or omission of the supplier or arising from design, materials and workmanship, under normal use in the conditions prevailing in India.
11. Payment shall be made 100% after delivery of the items in good condition. And received satisfactory certificate from the concern department.
12. RGUKT reserves the right to reject any/all quotation(s) without assigning any reasons whatsoever.
13. The quantity mentioned may change as per our requirements.
14. Quotations received against our notification are considered as accepting the terms and conditions of RGUKT-AP, Srikakulam Campus.
15. Please kindly read above Terms and conditions properly and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with terms and conditions of RGUKT-AP, Srikakulam. If any queries please contact us through email ID [procurement.campus1@rguktsklm.ac.in](mailto:procurement.campus1@rguktsklm.ac.in)

Administrative Officer  
RGUKT – AP, Srikakulam

Annexure –I

SPECIFICATION

Price Bid Format (should be printed in letter head)

Ref : Ref. RGUKT/SKLM/Proc/Stores.Dept/Supply of Stationary Items/Lr. 59/2022      Dt.09.09.2022

Quote No :

Date :

To

The Administrative Officer,

RGUKT- Srikakulam

I/We hereby submit the estimate for supplying of the item listed below

Sno	Item Name	Required Quantity	Unit Cost	Total
1	A4 White Papers (75 gsm)	16 boxes(1box=10 bundles)		
2	A4 Transparent Folders	15 pkts(1pkt=50nos)		
3	AA Batteries	70 nos		
4	AAA Batteries	30 nos		
5	Box Files	20 nos		
6	Correction Pens	10 nos		
7	Dusters	50 nos		
8	Deluxe Registers (220 pages)	10 nos		
9	Electrical Extension box( 4 sockets)	5 nos		
10	Exam Threads /Supplementary Threads	200 pkts		
11	Fevisticks (glue stick)	50 nos		
12	Fevicol Tubes	20 nos		
13	Gum Bottles(50ml)	10 nos		
14	Godrej Locks (5levers)	55 nos		
15	L-Folders	10 pkts		
16	Long Rule Books (100pages)	50 nos		
17	Long Rule Books (Binding-200pages)	50 nos		
18	Rough Note Books (300 pages)	30 nos		
19	Ordinary/Urgent File Pads	20 nos		
20	Office Files	50 nos		
21	Plastic Trays	10 nos		
22	Permanent Markers	20 nos		
23	Red Pens	50 boxes(1box = 20nos)		
24	Blue Pens	30 boxes (1box = 20nos)		
25	Black Pens	10 boxes (1box = 20 nos)		
26	Staplers (small)	20 nos		
27	Scribbling Pads (spiral)	20 nos		
28	Sharpeners (apsara)	50 nos		
29	Stick Files	30 nos		
30	Rubber Bands(big size)	5 kgs		
31	White Board Markers (blue)	10 boxes (1 box = 10 nos)		
<b>Sub. total (Taxable amount)</b>				

	<b>GST</b>	
	<b>Transportation Charges</b>	
	<b>Grand Total amount</b>	

**Name:**

**Authorized Signature**

**Contact No:**

**(Office Seal)**