



Ref. RGUKT/SKLM/Proc/Exam Section/Supply of Stationary Items/Lr. 60/2022 Dt.19.09.2022

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 : 26.09.2022

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

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

Sd/-
Administrative Officer
RGUKT – AP, Srikakulam

Annexure –I

SPECIFICATION

Price Bid Format (should be printed in letter head)

Ref : RGUKT/SKLM/Proc/Exam Section/Supply of Stationary Items/Lr. 60/2022 Dt.19.09.2022

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	Specifications	Required Quantity	Unit Cost	Total
1	A4 Size Paper	GSM : 75GSM Thickness : 104 Microns Size : 21.0CM x 29.7CM Net Qty : 500 Sheets	25Boxes		
2	A3 Size Paper	297 mm x 420 mm, Substance : 70g / M ²	1 Box		
3	Graph Sheets	8.5 inches wide and 11 inches long- A4 Size	25000 sheets		
4	Rubber Bands	500grm each packet- 3inch	25 Pkts		
5	Red Pens	Cost-Rs. 3/-	1000 nos		
6	Blue Pens	Cost-Rs. 3/-	500		
7	Box Files	Brand : Tulasi Item code : Rambo-BF 66003 K Clip - Rambo	25 nos		
8	Thread Boxes for tying papers	Each bundle - 100 nos of Threads	50 Boxes		
9	A4 size Sheet protectors	Size : 100 micron Dimensions : 30 x 25 x 1.5cm	500 nos		
Sub. Total					
GST					
Transportation Charges					
Grand Total amount					

Name:

Authorized Signature

Contact No:

(Office Seal)