



**Date: 31-10-2022**

Ref : RGUKT /AP /SKLM /Proc /Library Dept /Printing Books /Lr.No.66 /2021-22

**NOTICE INVITING QUOTATIONS**

RGUKT-AP, SRIKAKULAM invites sealed quotations from the interested and reputed manufacturers or its authorized dealers for the supply of Printing Books for RGUKT-AP, Srikakulam Campus, S.M. Puram (V), Etcherla (M), Srikakulam District, Andhra Pradesh, Pin-532402

Last Date for Submission : 07 - 11 - 2022

Item Description : Annexure-A & Annexure-B

Quotations must be addressed to : Administrative Officer,  
RGUKT-SRIKAKULAM,  
Located at S.M Puram (V), Etcherla (M)  
Srikakulam District - 532402.

**(Or)**

Email ID: procurement.campus1@rguktsklm.ac.in

**Terms & Conditions:**

1. The bidder should be registered vendor / manufacturer/authorized dealer.
2. The bidder is required to have 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) and validity of the quotation must be 90 days.
5. The quotations must be addressed to "The Administrative Officer, RGUKT-Srikakulam, S.M. Puram (V), Etcherla (M), Srikakulam District, Andhra Pradesh, Pin-532402
6. The sealed cover should be super scribed with the above mentioned NIQ. No. and must reach the office on or before the last date through Speed-post/Registered Post/by person/e-mail.
7. Delivery: Item must be deliver at RGUKT- Srikakulam campus, S.M. Puram (V), Etcherla (M), Srikakulam District, Andhra Pradesh, Pin-532402.
8. Material must be delivered within 10 days. 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 07 days or part thereof and the amount will be deducted from the payment on account of purchase.
9. Unloading of items and delivery to the store place shall be responsibility of the firm/Vendor.
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 certify that the items shall be free from defects.
11. Payment: 100% of the Payment shall be made after the supply of Printing Books at RGUKT-Srikakulam and getting satisfactory certificate from the concerned authority.
12. RGUKT-Srikakulam Campus reserves the right to reject any/all quotation(s) without assigning any reasons whatsoever.

13. Quotations received against our notification are considered as accepting the terms and conditions of RGUKT-SRIKAKULAM.
14. The bidder should be the responsible for providing onsite warranty for all specified goods covered under warranty period.
15. You are instructed to go through the all the terms and conditions properly. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with terms and conditions of RGUKT-Srikakulam. If any queries please contact us through email ID [procurement.campus1@rguktsklm.ac.in](mailto:procurement.campus1@rguktsklm.ac.in)

Sd/-  
Administrative Officer (I/c)  
RGUKT-A.P, SRIKAKULAM.

**Annexure – A**

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

Reference : RGUKT /AP /SKLM /Proc /Library Dept /Printing Books /Lr.No.66 /2021-22

Quote No.:

Date :

To  
The Administrative Officer  
RGUKT- Srikakulam

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

S.No	Item name	Quality and required specifications	Required quantity	Unit Cost	GST	Total Cost
1.	Student Borrower's Registers (40 pages)	¼ legal size (70GSM)	2000			
2.	Library Membership Forms	A4 (70GSM Paper )	2000			
3.	Due Slips	21 cm X 13 cm (70 GSM Paper)	4000			
<b>Total</b>						

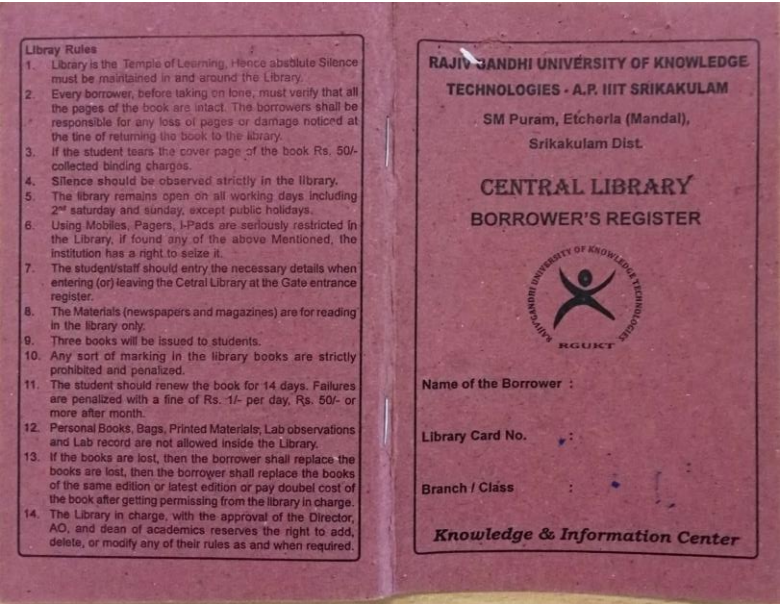
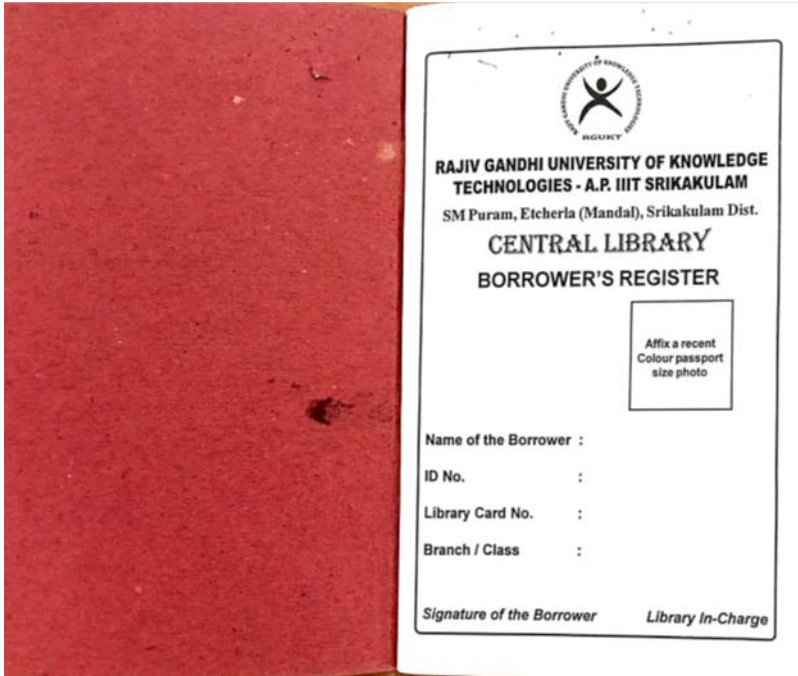
**Authorised signature**

**Name:**

**Designation:**

**Annexure – B**

**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 (40 pages)	¼ legal size (70GSM)	<p align="center"><b><u>Cover page</u></b></p>  <p align="center"><b><u>Inner 1 page</u></b></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.

