



IIIT – Srikakulam

S. M. Puram (V), Etcherla (M), Srikakulam (Dist.), A.P – 532402

Date: 12-04-2019

Ref. RGUKT/APIIIT/SKLM/Proc/Stores Stationery/Lr.No.01/2018-19

NOTICE INVITING QUOTATIONS

IIIT-SRIKAKULAM, RGUKT-AP invites sealed quotations from interested parties for supply of Stores Stationery for IIIT-SRIKAKULAM campus, Located at IIIT Nuzvid pre fab campus, Nuzvid, Krishna District, Pin-521202.

Last Date for Submission : 20-04-2019

Item Description : As per Annexure – A

Quotations must be Adressed to : Administrative Officer,
IIIT-SRIKAKULAM,
Located at IIIT Nuzvid pre fab campus,
Nuzvid, Krishna District, Pin-521202.

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. The quotations must be addressed to “Administrative Officer, IIIT-Srikakulam, RGUKT, AP. Camp Office at IIIT-Nuzvid, Krishna Dist. Pin- 521202
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.
7. Delivery should be within specified days mentioned in Purchase Order, i.e., within Three 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. Unloading 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.
11. IIIT-SRIKAKULAM, RGUKT, A.P 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 IIIT-SRIKAKULAM, RGUKT, A.P.

Sd/-
Administrative Officer (i/c)
IIIT- Srikakulam- RGUKT –A.P.

Annexure – A

The requirement details are as follows:-

| S.no | Item name | Quantity | Unit Price | Total |
|-------------|---|-----------------|-------------------|--------------|
| 1 | Staplers big | 10 nos | | |
| 2 | Staplers Small | 30 nos | | |
| 3 | L – Folders (A4 Size) | 30 packets | | |
| 4 | Fevisticks | 4 boxes | | |
| 5 | File Punching Machines Small | 10 nos | | |
| 6 | Scissors Small | 10 nos | | |
| 7 | Scissors Big | 6 nos | | |
| 8 | Green Gel Pens | 40 nos | | |
| 9 | Box Files Big | 30 nos | | |
| 10 | Long Note Books Ruled 150 pages (Binding Book) | 25 nos | | |
| 11 | Sticky notes all colours | 25 nos | | |
| 12 | Stamp pad small | 10 nos | | |
| 13 | Stamp Pad ink Bottles (Blue Colour) | 30 nos | | |
| 14 | Spikes | 10 nos | | |
| 15 | A3 Size White Papers (75 GSM) | 3 Bundles | | |
| 16 | Calculators Big | 5 nos | | |

| | | | | |
|----|--|--------------------|-----------------------|--|
| 17 | Correction pens | 60 nos | | |
| 18 | Finger Monisters (Sponge) | 10 nos | | |
| 19 | File Threadings | 30 bunches | | |
| 20 | Deluxe Registers (220 pages) | 60 nos | | |
| 21 | A4 Size Transparent Folders | 5 pkts | | |
| 22 | White long note books | 100 nos | | |
| 23 | White Ruled Binding note books Long | 30 nos | | |
| 24 | Stock Registers (OSWAL) 200 pages | 30 nos | | |
| 25 | Pencils | 30 boxes | | |
| 26 | Long Scales Plastic | 20 nos | | |
| 27 | Iron Scale long | 20 nos | | |
| 28 | CD-Markers (Blue,Red,Green) | Each one Packet | | |
| | | | Total | |
| | | | GST | |
| | | | Transportation | |
| | | | Grand Total | |