



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**  
**ANDHRA PRADESH**

Accredited by 'NAAC' with 'B+' Grade

(Established through Act No.18 of 2008 by the Govt. of Andhra Pradesh and  
recognized as per Section 2(f), 12(B) of UGC Act, 1956)

**RGUKT Srikakulam**

S.M Puram, Etcherla(M), Srikakulam District-532402

Ref: RGUKT/SKLM/Proc/Exam Sec/Stationery Materials/NIQ.No.05/2024,

Dt. 05.01.2025

**Notice Inviting Quotations**

RGUKT-AP, Srikakulam campus invites the sealed quotations from the registered firms/vendors to Supply of the **Stationery Materials** for Examination section 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 : 11.02.2025  
Item Description : As per Annexure – A Quotations  
Address : The Administrative Officer,  
RGUKT-AP, Srikakulam  
SM Puram (V), Etcherla (M),  
Srikakulam District, Andhra Pradesh-532402 (or)  
e-mail [tenders@rguktsklm.ac.in](mailto:tenders@rguktsklm.ac.in)  
Contact No: 7989399056

**TERMS & CONDITIONS:**

1. The bidder should be a registered vendor/manufacturer/authorized dealer.
2. The Bidder should have GST registration certificate and should submit the same along with the quotation.
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 as mentioned in the tender.
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. Partial quotations will be rejected. The offers should indicate a 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 quotation must be valid for 90 days.
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 the NIQ.NO.**RGUKT/SKLM/Proc/ Exam.Sec/ Stationery Materials/NIQ.No.05/2025** and must reach the office on or before the last date through E mail/Speed-post/Registered Post. 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. It is the responsibility of the Firm/Vendor to deliver and unload the Quoted Material at the Department of Stores, RGUKT-Srikakulam.
10. The suppliers will undertake warranty of items from the date of supply and shall have to mention the period of warranty in the price 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 concerned department.
12. RGUKT Srikakulam reserves the right to reject any/all quotation(s) without assigning any reasons whatsoever.
13. The quantity mentioned may be changed (if any) as per the requirements of the institute.
14. Quotations received against our notification are considered as accepting the terms and conditions of RGUKT-AP, Srikakulam Campus.
15. Kindly read the above 'Terms and Conditions' properly and complied. No correspondence shall be entertained in case your quotation is rejected on the ground of not complying with the terms and conditions of RGUKT-AP, Srikakulam.
16. The Invoice/Bill must be generated on the name of the following address.

The Director,

RGUKT- Srikakulam

Campus, S.M.Puram (v)

Etcherla(M), Srikakulam Dist,

Andhrapradesh. PIN-532402

If any queries, please contact us through email ID [tenders@rguktsklm.ac.in](mailto:tenders@rguktsklm.ac.in)

Sd/-

**Administrative Officer**  
**RGUKT –A.P- Srikakulam**

**Annexure – A**

**SPECIFICATIONS**

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

**Ref: RGUKT/SKLM/Proc/Exam Sec/Stationery Materials/NIQ.No.05/2024,**

**Dt. 05.01.2025**

**Quote No :**

**Date:**

**To**

**The Administrative Officer  
RGUKT- Srikakulam**

**The requirement details are as follows:-**

<b>Detailed Estimated</b>				
<b>SNO</b>	<b>Name of the item &amp; Specifications</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Amount</b>
1	A4 Size Papers (JK Red Paper 75 GSM)	10 Boxes. (100 bundles)		
2	A5 Size Papers (JK Red Paper 75 GSM)	15 Boxes (150 Bundles)		
3	Rubber Bands (1 ½ inch ) (long)	5 Packets (1/2k.g each)		
			GST 18%	
			Grand Total	

**Name:**

**Authorized signature**

**Contact No :**

**Office Seal**