



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

Campus-3- SRIKAKULAM

Located at RGUKT-Nuzvid, Prefab Campus, Eluru Dt- 521202

Ref:- RGUKT/SKLM/Campus-3/Proc/Store Department/ Stationery items /NIQ No.08/2025

Dt.03.02.2025

NOTICE INVITING QUOTATIONS

RGUKT-AP, Srikakulam campus-3, located at Nuzvidu invites sealed quotations from the registered firms/vendors for supply of Stationery items to store at RGUKT-AP, Srikakulam, Campus-3, Located at Nuzvid, Eluru Dist.Pin-521202 with terms and conditions mentioned below.

Last Date for Submission : 10.02.2025

Item Description : As per Annexure-A

Quotations must be addressed to: The Deputy Administrative Officer -Srikakulam, Campus-3
Rajiv Gandhi University of Knowledge Technologies
SrikakulamCampus-3,
Nuzvid, Eluru Dt AndhraPradesh-521202
(or)e-mailID:procurementcampus3@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 Deputy Administrative Officer -Srikakulam, Campus-3, Rajiv Gandhi University of Knowledge Technologies, Srikakulam Campus-3, Nuzvid, Eluru Dt, Andhra Pradesh-521202.
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 Email / 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. Un loading 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 effects 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 reserves the right to reject any/all quotation(s) without assigning any reasons what so ever.
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 comply. 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 tenders@rguktsklm.ac.in

Sd/-

Administrative Officer
RGUKT-AP, Srikakulam

Annexure-I

SPECIFICATION

Price Bid Format (should be printed in letter head)

Ref:- RGUKT/SKLM/Campus-3/Proc/Store Department/ Stationery items /NIQ No.08/2025

Dt.03.02.2025

Quote No:

Date:

To

The Deputy Administrative Officer -Srikakulam, Campus-3
Rajiv Gandhi University of Knowledge Technologies
Srikakulam Campus-3,Nuzvid,
Elure Dt, AndhraPradesh-521202

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

S.No.	Item Required	Quantity	Unit Price	Total Cost
1	A4 Size Envelope Covers Brown	200 nos		
2	A4 Size Envelope Cloth Covers With Seal	200nos		
3	A4 Size Transparent Folders (Clear Sheet Protectors) Thickness :150 microns	10 Packets		
4	A4 Size L - Folders(Thickness :200 microns)	10 Packets		
5	Box Files Big Size	40nos		
6	Scribbling Note Pads White (10 Pages)	100nos		
7	White Long Note Books 150 pages	50nos		
8	Rough Note Books 300 Pages	120nos		
9	Deluxe Registers 150 Pages	15nos		
10	Deluxe Registers 250 Pages	15nos		
11	Fevisticks (15g)	40 nos		
12	Gum bottles 50ml paste Type (Camelin)	30 nos		
13	Highlighter Pens (Multy colours)	20nos		
14	Whitener pens (Camelin)	30 nos		
15	Pencils (Apsara) Extra Dark	15 Boxes		
16	Blue Ball Pens - Radium (Speed Company) Use and throw	20 Boxes		
17	Red Ball Pens - Radium (Speed Company) Use and throw	10 Boxes		
18	Black Ball Pens - Radium (Speed Company) Use and throw	20 Boxes		

19	Gel Pens Blue (Unomax Geltron POP)	20nos		
20	Gel Pens Black (Unomax Geltron POP)	20nos		
21	Pen stands	15nos		
22	Punching Machine Double Hole Type Big Size	2nos		
23	Single Punch	5nos		
24	Notice Board Pins	20 Packets		
25	Scissors Big	15nos		
26	Paper Weights Rubber	10nos		
27	Study planks Big size	10nos		
28	Staplers Big (Kangaro) HP - 45	5 nos		
29	Staplers Pins Big (Kangaro) 24/6 - 1m	50nos		
30	Staplers small (Kangaro) No.10	30 nos		
31	Staplers Pins Small (Kangaro) No.10 - 1m	200nos		
32	White 2-inch (Packaging Tape)	10nos		
33	Brown 2-inch (Packaging Tape)	20nos		
34	White 1-inch (Packaging Tape)	10nos		
35	Stamp Pads Medium Size Violet Camlin (11cmx7cm)	15nos		
36	Stamp Pad Ink Violet Camlin	05nos		
37	Office Cutters Camlin	15 nos		
38	White Board Dusters (Non Magnetic) CRYSTO	150nos		
39	White Board Markers Blue Camlin Company	170nos		
40	White Board Markers Black Camlin Company	150nos		
41	White Board Marker Ink Blue Camlin Company	200nos		
42	White Board Marker Ink Black Camlin Company	150nos		
43	White Board Markers Red Camlin Company	50nos		
44	White Board Marker Ink Red Camlin Company	50nos		
45	Rubber Bands 3-inch	2 kgs		
46	Remote Control Batteries (Nippo) Size : AA	70nos		
47	Oswal Stock Registers V - 3	2nos		
48	Oswal Stock Registers V - 2	5nos		
49	General Locks Medium Size (Minimum 6 padlever)57MM	25nos		
50	Electrical Spikes (Goldmedal 4x1 power points)	12nos		
51	Water Bottles	30nos		
Sub Total				
Grand Total <i>(Inclusive of all taxes, transportation, installation, etc)</i>				

Name of the vendor:

Name of the firm Address:

Authorized signature

ContactNo:

Office Seal

MailID:

BankDetails: