



**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

Dt. 03.07.2025

Ref: RGUKT/SKLM/Proc/Stores Dept/Stationery Materials/NIQ.No.27/2025 Dt.03.07.2025

Notice inviting Quotations

RGUKT-AP, Srikakulam campus invites the sealed quotations from the registered firms/vendors to Supply of 'Stationery Materials' 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 : 10.07.2025
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 : 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 **RGUKT/SKLM/Proc/Stores Dept/Stationery Materials/NIQ.No.27/2025 Dt.03.07.2025** 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 tender 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, Andhra Pradesh.
PIN-532402

If any queries, please contact us through email ID tenders@rguktsklm.ac.in

Sd/-
Administrative Officer
RGUKT –A.P- Srikakulam

Annexure – A

SPECIFICATIONS

Price Bid Format (should be printed in letter head)

Ref:No. RGUKT/SKLM/Proc/Stores Dept/Stationery Materials/NIQ.No.27/2025

Quote No :

Date:

**To
The Administrative Officer
RGUKT-Srikakulam**

The requirement details are as follows:-

SNO	Name of the item	Quantity	Unit Price	Estimated Amount
1	A4 Paper bundell (75 gsm)- JK Red	15 box's		
2	Electrical spike (4 X 1) gold medal	10		
3	Godrege locks(7 levers steel)	10		
4	Godrege locks(5 levers steel)	20		
5	Room spray (levander flover)	15		
6	Stock register (300 pages) – No.4 Quality	10		
8	Rule Long note books (300 pages) binding No.2	30		
9	Plastic tray (chetan) 37 cm X 27cm X 6 cm	10		
10	Table Writing Planks (Table plank) -6mm	20		
11	Scissors 8 inches stainless steel with plastic grips	20		
12	Scissors 5 inches stainless steel with plastic grips	10		
13	AA batteries (Nippo / Durocell)	100		
14	AAA batteries (Nippo / Durocell)	100		
15	Stapler small (Make – Kangro- 10nos)	20		
16	Stapler – Big (Make - Kangaro HP - 10)	10		
17	L folders (A4 size)	10 packets		
18	Highlighters (Radium & Yellow) Make – Faber Castell	3 packets(30no's)		
19	Dust cleaning clothes (40cm x 60cm)	100		
20	Fevistick 25gm	50		
21	Uno max jel blue pens (Rs.10/-)	100 nos		
22	Uno max jel red pens (Rs.10/-)	10 nos		
23	Blue pens Rs. 2/-	50 boxes		
24	Office Attendance Registers (Binding)	20 nos		
25	Red pens Rs.2/-	30 boxes		
26	Scribbling pads (white) 14 cm X 22 cm (120 Pages)	30		

27	Scribbling pads (rule) 14 cm X 22 cm (120 Pages)	30		
28	Water bottles Plastic 1 Lts (milton)	50		
29	A4 button folders	50		
30	A4 cloth covers	100		
31	Pencils – Apsara company	30 boxes		
32	Scale (wooden) 30 cm	20		
33	Iron scale – 30 cm	10		
34	Permanent Markers	3 Box (30 no.s)		
35	Stapler Pins (small)	100 Box		
36	Punching Machines – (Kangaro DP-600)	15 No.s		
37	One Hole Punching Machines – (Kangaro SHP-20)	10		
38	Cardboard - Box Files	30		
39	Office Files	50		
40	Corrector Pens – Luxor	30 Box (30 no's)		
41	Paper Wight- Rubber	20		
42	Pen Stands (Metal Body)	20		
(Including of all taxes and transportation charges)				

Name:

Authorized signature

Contact No :

Office Seal