



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. 30.12.2024

Ref: RGUKT/SKLM/Proc/ Stationery dept / Stationery Materials /NIQ.No.57/2024

RGUKT-AP, Srikakulam campus invites the sealed quotations from the registered firms/vendors to Supply of the **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 : 0 5 . 0 1 . 2 0 2 5
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 NIQ.NO.RGUKT/SKLM/Proc/ **Stationery Dept / Stationery Materials /NIQ.No.57/2024** 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 comply. 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

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

Annexure – A

SPECIFICATIONS

Price Bid Format (should be printed in letter head)

Ref:No.RGUKT/SKLM/Proc/ Stationery Dept / Stationery Materials /NIQ.No.57/2024

Quote No :

Date:

To
The Administrative Officer
RGUKT- Srikakulam

The requirement details are as follows:-

Detailed Estimated				
SNO	Name of the item	Quantity	Unit Price	Total Amount
1	A4 Paper bundell(74 gsm)	15 box's		
2	Electrical spike(4*1)gold medal	5		
3	Godrege locks(7 levers steel)	10		
4	Godrege locks(5 levers steel)	20		
5	Room spray(levander flover)	10		
6	Stock register(300 pages)	10		
7	White tape (2inchs)	50		
8	Brown tape (2 inches)	50		
9	White note books (300 pages)binding	40		
10	Rule note books (300 pages)binding	40		
11	Rule note books (300 pages) normal	30		
12	Rule note book (300 pages)	30		
13	Note book white (200 pages)	20		
14	Rule note book (200 pages)	20		
15	Plastic tray (chetan)	15		
16	Planks(wooden)	10		
17	Scissors 8 inches stainless steel with plastic grips	10		
18	AA batteries	100		

19	AAA batteries	100		
20	Stapler small	10		
21	L floders (A4 size)	5 packets		
22	Highlighters	2 packets(20no's)		
23	Dust cleaning clothes	50		
24	Fevistick 25gm	50		
25	Uno max jel blue pens	50		
26	Uno max jel black pens	30		
27	Uno max jel red pens	10		
28	Blue pens	50 boxes		
29	Black pens	30 boxes		
30	Red pens	30 boxes		
31	Scribbling pads(white)	50		
32	Scribbling pads(rule)	50		
33	Water bottels (milton)	30		
34	Stamp pad big	10		
35	Stamp pad small	10		
36	A4 button floders	30		
37	A4 cloth covers	100		
38	Pencils	30 boxes		
39	Scale (wodden)	20		
40	Iron scale	10		
			GST	
			Grand Total	

Name:

Authorized signature

Contact No :

Office Seal