



**Rajiv Gandhi University of Knowledge Technologies - A.P
Ongole Campus**

Camp Office: RK Valley (Idupulapaya), Vempalli (M), Y.S.R. (Dist.) A.P – 516330

Mail Id:spc@rguktong.ac.in

Ref No: RGUKT/ONG/Proc/Stationary Items/2020-2021/19

Date: 22-12-2020

NOTICE INVITING QUOTATIONS

Rajiv Gandhi University of Knowledge Technologies - A.P, Ongole Campus, invites sealed quotations are hereby invited from the registered firms/suppliers for stationary items for Rajiv Gandhi University of Knowledge Technologies - A.P, Ongole Campus, located at Idupulapaya, Vempalli, YSR District.

Last Date for Submission : 28-12-2020

Item Description : As per Annexure – A

Address for Communication: Coordinator Stores and Purchases (i/c),

RGUKT-AP, Ongole Campus,
RK Valley (AP-IIIT),
Vempalli Mandal,
YSR Dist, Andhra Pradesh-516330

Terms & Conditions:

1. The bidder should be registered firm.
2. The Bidder is required to have GST registration
3. The Bidder should not have been barred by any PSU/Govt. Dept. in doing 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 (Including GST).
5. The quotations must be addressed to “**The Director, Rajiv Gandhi University of Knowledge Technologies-A.P, Ongole Campus, Camp Office at RGUKT-AP, RK Valley, Idupulapaya, Vempalli(Mandal), YSR Dt-516330**”.
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 Normal post/Speed-post/Registered Post.
7. Delivery should be within specified days mentioned in Purchase Order.
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. Rajiv Gandhi University of Knowledge Technologies - A.P, Ongole Campus 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 Rajiv Gandhi University of Knowledge Technologies - A.P, Ongole Campus, RK Valley.

**Sd/-
Administrative Officer**

Annexure – A

S. No	Item Name	Number of items
1	Normal card board office files	50
2	Paper office Box files for office (card board premium Quality) (W>=8CM, L>=27 CM, H>=35 cm)	80
3	Carbon paper book	1
4	Blue pen pockets (one pen 3/-) (in pocket each 10 in numbers)	5
5	Red pen pocket (one pen 3/-) (in pocket each 10 in numbers)	5
6	A4 paper bundles	20
7	Pencil pocket (Apsara pencils) (in pocket each 10 in numbers)	10
8	Erasers (in pocket each 10 in numbers)	3
9	Sharpeners packets (5)	4
10	Stapler pinning machine (small) size (for No.10-1M)	5
11	Stapler pinning machine (Big) size (for No.10-1M) (Kangaro Hp-45, 384556)	5
12	Stapler pins (small) size (for No.10-1M) (Kangaro)	20
13	Stapler pins (Big) size (for No.24/6-1M) each consists of 5small packs	10
14	Water Bottles	10
15	Office File paper Flags Big size	10
16	Office File paper Flags small size	20
17	White colour cello tape Big size	6
18	White colour cello tape Dispenser	4
19	White colour cello tapes small size with big roll (compact with tape dispenser)	4
20	Hand Scissors Kangaro	4
21	Dustbins (office)	4
22	New cartridge canon MF4820-d	2
23	Plastic Office tray (multipurpose) with different colour	4
24	Casio calculator MJ-100Da 10 digits	3
25	Petty cash register 200 pages	2
26	Cheque issue register 200 pages	2
27	Inward register 200 pages	2
28	Outward register 200 pages	2
29	Fevi stick (big size)	6
30	Gum bottle (medium size)	2
31	Punching machine (small size, Kangaro)	2
32	L- folders plastic Pack set of 12 (each pake A4-size)	3
33	File folders pack transparent (Pack 50)	2
34	Files Executive 4- flap Folders	10
35	Transparent document Envelope folders (set of 5)	2

Price bid format (should be printed in letter head)

Reference:

Date:

Valid till:

To

The Director

Rajiv Gandhi University of Knowledge Technologies - A.P,

Ongole Campus

I/we here by submitting estimate for supplying of the item listed below

S. No	Item name	A	B	C = A X B	D	E = C+D
		Unit Price (Rs)	Qty (No's)	Total (Rs)	Tax (Rs)	Item Cost (Rs)
Subtotal (Rs)						
Transport Charges (Rs)						
Total Amount (Rs)						

- I/ We shall be bound by a communication of acceptance/rejection by Rajiv Gandhi University of Knowledge Technologies - A.P, Ongole Campus.
- I/ We have understood and agree the terms and conditions mentioned in the notice inviting quotations.

Name:

Contact No:

Signature:

(Office Seal)