



NOTICE INVITING QUOTATIONS

Rajiv Gandhi University of Knowledge Technologies Ongole Campus, Ongole invites sealed quotations from the registered firms/suppliers for Stationary Items for Rajiv Gandhi University of Knowledge Technologies, Ongole Campus, Ongole.

Last Date for Submission : 25.12.2023

Item Description : As per Annexure – A

Address for Communication: The Administrative Officer,
RGUKT Ongole Campus, Kurnool Road,
Near Santhanuthalapadu- 523225
Prakasam District, Andhra Pradesh.

Terms & Conditions:

1. The Bidder should be a registered firm and have a GST registration.
2. Bidders are requested to follow the given price bid format to quote the items. The rate for the item shall be quoted in INR. The offers should indicate unit price (Including GST).
3. The quotations must be addressed to **“The Director, Rajiv Gandhi University of Knowledge Technologies, Ongole Campus, Kurnool Road, Near Santhnuthalapadu-523225, Prakasam District, Andhra Pradesh.**
4. Delivery should be within one month from the date of issue of Purchase Order.
5. Unloading of items and delivery to the store place shall be responsibility of the firm.
6. The supplier further warrants that the items shall be free from defects.
7. Payment shall be made 100% after delivery of the items in good condition.
8. Rajiv Gandhi University of Knowledge Technologies - A.P, Ongole Campus reserves the right to reject any/all quotation(s) without assigning any reasons whatsoever.
9. Quotations received against our notification are considered as accepting the terms and conditions of Rajiv Gandhi University of Knowledge Technologies - A.P, Ongole Campus, Ongole.

**Sd/-
Administrative Officer**

Annexure – A

S.No	Name	Quantity
1	Folders	1000 Pcs
2	Side Open Folders	01 Packet
3	A4 White Envelop Covers	1000 Pcs
4	Small Brown Envelop Covers	100 Pcs
5	A3 Cloth Covers	400 Pcs
6	A4 Cloth Covers	200 Pcs
7	Cloth Material	100 Mtr.
8	Blue Pens (3 /-)	02 Packets
9	Red Pens (3 /-)	03 Boxes
10	Packing Tape (2 Inch) – White	05
11	Packing Tape (2 Inch) – Brown	05
12	Fevistick (Big Size)	05 Boxes
13	Box files (Big)	16 Pcs
14	Stapler Machine (No-10)	01 box
15	Stapler Pins (No-10, Small boxes)	100
16	Big Stapler Machine (Kangaroo – R – HP-45)	01 Pcs
17	Sketch Pens (Blue Colour, Large)	02 Packets
18	Luxor CD Markers	10 Pcs
19	Munix Scissor	04 Pcs
20	Ropes	10 Packets
21	Rubber Bands (Large)	5 kg
22	Rubber Bands (Medium)	5 kg
23	Scales (Iron)	20 Pcs
24	Wall clock Battery	04 Pcs
25	Whiteners	10 Pcs
26	Registers Account Books (No-3)	10 Pcs
27	Pencils (Apsara)	20 Pcs
28	Eraisers	20 Pcs
29	Sharpners	20 Pcs
30	Office Table Clean Cloth	10 Pcs

31	Blade Cutters (Nataraj)	10 Pcs
32	Knifes	02 Pcs
33	Card Board Sheets (A4 Size)	1000 Pcs
34	Plastic Covers	10 kg
35	Semi logs Graphs	1000 Pcs
36	Graphs	2000 Pcs
37	White Drawing Charts	2000 Pcs
38	Office File Tags	01 Packet
39	Office Table Trays (Big Size)	10 Pcs
40	Office Pen Stands	05 Pcs
41	White ITC Short Books (100 Pages)	05 Pcs
42	Candles (Big Size)	05 Pcs
43	Match Boxs	05 Pcs
44	Dumpers	10 Pcs
45	Colin Cleaners	01 Bottle
46	Threads (Exam Tags)	05 Boxes
47	Uni Ball Pens (Green)	02 Pcs
48	Uni Ball Pens (Blue)	02 Pcs
49	Vax	02 Boxes

Price bid format (should be printed in letter head)

Reference:

Date:

Valid till:

To

The Director

Rajiv Gandhi University of Knowledge Technologies,

Ongole Campus, Ongole, Prakasam district, Andhra Pradesh.

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)	
					Total Amount (Rs)	

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

Name:

Contact No:

Signature:

(Office Seal)