



**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 Ongole

Santhanuthalapadu (V&M), Prakasam District-523225

Ref No: RGUKT/ONG/Proc/Stationary Items/2026

18.09.2026

NOTICE INVITING QUOTATIONS

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

Last Date for Submission : 25.09.2026

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 suppliers will undertake warranty of items from the date of supply and shall have to mention clearly the period of minimum 2 years of warranty in financial bid. 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	1Q Register (Nos)	02
2	A4 & Normal Size Envelopes (Nos)	40
3	A4 Paper Bundles (Nos)	20
4	A4 Size U Folders (Packets)	1 packet
5	Ball Pens Blue Rs10 (Packets)	04
6	Ball Pens Red Rs10 (Packets)	02
7	Big Size Locks (Nos)	12
8	Black Pens (Nos)	200
9	Blue Ball Pens (Boxes)	01
10	Box Files (Nos)	50
11	Brown Tape 2 Inches (Nos)	05
12	Brown/Double/White Taps (Nos)	01
13	Calculator (Nos)	02
14	Certificate Covers (Bundles)	06
15	Clips Box Paper (Nos)	02
16	Colour Labels (Packets)	07
17	Eraser (Nos)	06
18	Fevi Stick Super Glue Stick (Boxes)	15
19	File Folders (Nos)	10
20	Files (Nos)	10
21	Gum Bottle Big (Nos)	02
22	Gum Bottles (Nos)	10
23	Highlighter Pens (Nos)	53
24	Kangaro Paper Single Punch EP-20 (Nos)	2
25	Long Scales (Nos)	25
26	Medium Size Locks (Nos)	24
27	Neon Sticky Notes 0.75x3 / 3x4 (Nos)	05
28	Office Files (Nos)	90
29	One Ruled Book 200 Pages (Nos)	05
30	Planks (Nos)	10
31	Pencil Box (Nos)	20
32	Pencils Apsara (Boxes)	5
33	Permanent Marker Black (Nos)	02
34	Permanent Markers (Nos)	23
35	Plasters 2 Inch White & Brown (Nos)	02
36	Polythene Covers (Nos)	20
37	Punching Machine Single Hole (Nos)	01
38	Punching Machines (Nos)	10
39	Rubber Bands Big Size (Packets)	04
40	Ruled Long Note Books (Nos)	05
41	Stock Registers (Nos)	22
42	Stock Registers 2Q (Nos)	02
43	Stock Registers 2Q/3Q (Nos)	10
44	Stock Registers 50 Pages (Nos)	10
45	White Folders (Nos)	130
46	White Plasters Big (Nos)	10
47	White Tape 2 Inches (Nos)	05
48	White Tape Rolls (Nos)	08
49	Whiteners (Nos)	30

50	Whitner Pens (Nos)	02
52	Transparent File Covers (Packs)	10
53	Stapler pin box (small)	05
54	Stapler pin box(big)	05
55	Stapler small	05

1 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)