



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

(A.P. Government Act No. 18 of 2008)

RGUKT Ongole Campus, Kurnool Road, Santhanuthalapadu (V&M),

Prakasam District, Andhra Pradesh - 523225

Phone: 08592-223133 Email: aopeshi@rguktong.ac.in

NOTICE INVITING QUOTATIONS FOR THE PURCHASE OF ID CARDS

Ref. No.: RGUKT/ONG/Dean Academics/ID Cards/Procure/2026-27

Date: 25.09.2026

To

All Interested Vendors

Dear Sir/Madam,

SUB: Notice inviting quotations for the purchase of ID cards for students, faculty and research scholars.

The Administrative Officer, RGUKT Ongole, invites sealed quotations in a single bid for the supply of 1,200 ID cards with accessories. Vendors shall quote their lowest price inclusive of GST, transportation, delivery and all other charges.

Terms and Conditions

- 1) Submission of quotation:** The name and complete address of the vendor and the addressee shall appear clearly on the sealed cover. The quotation may be submitted by Speed Post, courier or in person so as to reach the office before the closing time.
- 2) Outer cover:** The outer sealed cover shall carry the following particulars. Quotations received without a sealed cover will not be accepted.

QUOTATION FOR THE PURCHASE OF ID CARDS

Ref. No.: RGUKT/ONG/Dean Academics/ID Cards/Procure/2026-27

Date: _____

To

The Administrative Officer

RGUKT Ongole Campus

Kurnool Road, Santhanuthalapadu (V&M)

Prakasam District, Andhra Pradesh - 523225

- 3) Email submission:** The vendor may also email a password-protected quotation in PDF format to aopeshi@rguktong.ac.in before the closing time. The password shall be provided only when requested by the quotation-opening committee. An unprotected attachment may not be considered.
- 4) Quotation document:** No document fee is payable. The NIQ may be downloaded from www.rguktong.ac.in.

- 5) Validity:** The quoted rates shall remain valid for 120 days from the closing date.
- 6) Delivery:** The complete order shall be delivered at RGUKT Ongole Campus within 15 days from the date of the purchase order. Safe packing, transportation and delivery are the vendor's responsibility.
- 7) GST registration:** A copy of the valid GST registration certificate shall be enclosed.
- 8) Experience:** The vendor shall have experience in supplying similar goods. Copies of previous purchase orders or work orders shall be furnished when requested.
- 9) Taxes:** The GST rate and amount shall be shown separately in the price bid. A quotation that does not disclose the applicable GST may be rejected.
- 10) Late quotations:** Quotations received after the closing time will not be considered. If the closing or opening date is declared a holiday, the next working day shall apply at the same time unless a revised schedule is notified.
- 11) Bid not transferable:** The quotation is not transferable. The authorized signatory shall sign and affix the firm's seal on every page and on the sealed cover.
- 12) Payment:** Payment will be processed within 30 days after delivery, verification, acceptance and receipt of a correct invoice and satisfaction certificate from the concerned department. Payment will be made through online mode only. The invoice shall include:
- Name and complete postal address of the firm
 - GSTIN of RGUKT, where applicable
 - GSTIN and PAN of the firm
 - Bank account number, bank and branch name
 - IFSC code
- 13) Compliance:** Vendors shall read and comply with all instructions, specifications and conditions. Clarifications may be sought from the Administrative Office before the closing date.
- 14) Closing period:** The quotation-closing date is scheduled after the seven-day notice period, adjusted for the public holiday on 02.10.2026. The institute may extend the closing date to obtain a sufficient number of valid quotations. Vendors shall check the institute website for updates.

Quotation Schedule

Issue date and time	25.09.2026 at 5:00 PM
Last date and time for receipt	03.10.2026 at 5:00 PM
Date and time of opening	05.10.2026 at 10:00 AM
Venue of opening	Administrative Office, RGUKT Ongole Campus

Checklist

1	GST registration certificate
2	Signed price bid
3	Previous supply order or experience document, if available
4	Signed copy of the NIQ terms and conditions

Sd/-
Administrative Officer
RGUKT Ongole

Note: The vendor shall satisfy itself regarding the nature of the supply and delivery location before submitting the quotation.

PRICE BID

Ref. No.: RGUKT/ONG/Dean Academics/ID Cards/Procure/2026-27				
GSTIN of the Firm: _____				
Sl. No.	Description of Goods	Qty.	Unit Price	Total Price
1	ID cards with the following specifications: - 16 mm multicolour lanyard with fish-hook attachment - 54 x 86 mm four-side-locking transparent holder - PVC card with printing on both sides - Photo capture only - No data typing	1,200		
Sub Total				
GST @ _____ %				
Grand Total Inclusive of GST Transportation and All Charges				

DECLARATION BY THE VENDOR

I/We declare that I/we have read and examined this NIQ, including all specifications, terms and conditions. I/We accept them without reservation and agree to supply the items at the quoted rates if the order is awarded to me/us. I/We also certify that the information and documents submitted with this quotation are true and valid.

Date: _____

Address: _____

Signature: _____

Name: _____

Designation: _____

For and on behalf of the firm with seal