



**Ref No: RGUKT/ONG/Proc/A4 Papers/2020**

**Date: 01-02-2020**

**NOTICE INVITING QUOTATIONS**

RGUKT-AP, Ongole Campus invites sealed quotations from interested parties for supply of **A4 Papers** for Ongole campus, RGUKT, Near South Bypass NH-5, Ongole, Prakasam District -523002, Andhra Pradesh.

**Last Date for Submission** : 07-02-2020

**Item Description** : **As per Annexure - A**

**Address for Communication** : Coordinator Stores & purchase (i/c),  
RGUKT-AP, Ongole Campus, Ongole.  
Near South Bypass NH-5, Ongole.  
Andhra Pradesh-523002

**Terms & Conditions:**

1. The bidder should be reputed manufacturer or its authorized dealer.
2. The Bidder is required to have CST/TIN Registration Number and GST Registration
3. The Bidder should not have been barred by any PSU/Govt. Dept. in 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 (excluding GST).
5. The quotations must be addressed to "The Director, RGUKT, Ongole Campus, Near South Bypass NH-5, Ongole, Prakasam District -523002, Andhra Pradesh.
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 Speed-post/Registered Post.
7. Delivery should be within specified days mentioned in Purchase Order, i.e., within one week from the date of purchase order. If the items are not delivered within the stipulated time, the supplier shall be liable to pay a penalty of 1% of the total order value for each delay of 10 days or part thereof and the amount will be deducted from the payment on account of purchase.
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. Director, RGUKT, Ongole Campus, Ongole, 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 RGUKT, Ongole Campus, Ongole.

Sd/-

**Administrative Officer**



**Annexure – A**

S. No	Item Description	Desired Companies	Quantity
1	A4 Papers (70 GSM)	AP Paper Mills JK Easy Copier B2B Copier	110 Boxes

**Price bid format (should be printed in letter head)**

Reference:

Date:

Valid till:

To

The Director

RGUKT, Ongole Campus, Ongole

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 RGUKT, Ongole Campus.
- I/ We have understood and agree the terms and conditions mentioned in the notice inviting quotations.

**Name:**

**Contact No:**

**Signature:**

**(Office Seal)**