



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
(A.P Government Act 18 of 2008)

Nuzvid, RGUKT-campus, Krishna District, Andhra Pradesh-521202

Tele No: 08656-235557.

E-mail Id: ao.nuz@rgukt.in

Ref. No: Proc/NIQ/Godrej filing Cabinet/2016 -09

Date: 25.01.2017

To

All Interested vendors

Dear Sir/ Madam,

SUB: NOTICE INVITING QUOTATION FOR SUPPLY OF THE GODREJ 4 Dr. VERTICAL FILING CABINET (5 numbers)- RGUKT – NUZVID.

The Administrative Officer invites quotations for the supply of the GODREJ 4 Dr. VERTICAL FILING CABINETS. Kindly quote your lowest price including taxes & transportation.

The Details are as follows:-

S.No	Description of the Item	Qty	Unit Price in Rs
1	Godrej 4 Dr. Vertical filing cabinet	5	
	Transportation		
	Taxes		
		Total	

Please Note-

01. Address of the firms submitting the quotation and the Officer, to whom the quotation is addressed, must appear distinctly on the sealed cover as under. Quotation in must be sealed cover should reach or before 9.02.2017, by speed post/ Courier service/by person.

02. The following must be clearly written on the outer sealed cover irrespective of single bid. Without sealed cover, the quotation will not be accepted.

QUOTATION FOR SUPPLY OF PRINTERS TO RGUKT- NUZVID
NIQ REF NO: RGUKT/NUZ/Proc/NIQ/GODREJ FILING CABINET/2016, Date: 25.01.2017

To
The ADMINISTRATIVE OFFICER
RGUKT – NUZVID
KRISHNA (DIST) – A.P. – 521202

03. There is no Quotation document fee and Quotation document is to be downloaded from our website given below. www.rguktnuz.in/tenders or www.rguktn.ac.in/tenders
04. **Validity:** Quoted rates must valid for 120 days
05. **Delivery:** Unless otherwise stated delivery of goods at RGUKT-Nuzvid, will have to be maximum within 15 days

Firm Registration Document and PAN Account No. Copy of the document to be furnished

06. **CST/VAT/TIN No.** must appear in the Invoice/bill
07. All aspects of safe delivery shall be the exclusive responsibility of the vendor
08. **Late and delayed quotation:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.
09. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firm's must appear on all the papers and envelopes submitted.
10. **Payment:** Payment will be made within 30 days from the date of successful delivery and acceptance of goods at RGUKT-Nuzvid, generally through RTGS / FUND TRANSFER. Following information must be clearly written in the quotation for RTGS / FUND TRANSFER: -
 - (a) Name of the Firm with complete postal address
 - (b) ACCOUNT No
 - (c) Name of the Bank with Branch where the Account exist
 - (d) IFSC CODE
 - (e) PAN No:
11. Kindly read both the Instructions and Terms properly and see that instructions and terms are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms and conditions. In case of doubt please contact us at 8333981200 or the Administrative Office.

12. INSTRUCTION TO BIDDERS

A) Important Date and Time:

- (i) Last date & Time of receipt of Tender: **9.02.2017, (17:00 HRS)**
- (ii) Time of opening Tender: **10.02.2017, (15:00 HRS)**
- (iii) Venue of Bid opening: Administrative Office, RGUKT- Nuzvid.

Sd/-
Administrative Officer