



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

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

Tele No: 0866-2468516

E-mail Id: ao@rguktn.ac.in

NIQ FOR THE “PURCHASE OF STATIONARY MATERIAL”

Ref. No: Store/Stationary/2023-24

Date: 22-01-2024

To

All Interested vendors

Dear Sir/ Madam,

SUB: Notice inviting quotation for the “Purchase of Stationary Material ” to Stores

The Administrative Officer, RGUKT- Nuzvid invites quotations in single bid as indicated, in sealed cover for the Purchase of **Stationary Material to Stores** at RGUKT-NUZVID. Kindly quote your lowest price including taxes & transportation.

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 and should reach 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 “PURCHASE OF STATIONARY MATERIAL TO STORES”

Ref.No: STORES/ STATIONARY / 2023-24.

To

**The ADMINISTRATIVE OFFICER
RGUKT – NUZVID
Eluru (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. **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.
05. **Validity:** Quoted rates must be valid for 120 days
06. **GST Registration** copy of the document to be furnished
07. The vendor should have sufficient experience in supplying goods/executing work mentioned in the NIQ. Further you are requested to provide previous purchase order/work order that you have supplied for other organizations/ institutes, if asked for.
08. In case of civil works he should be a registered civil contractor. Copy of the certificate to be enclosed along with the tender.
09. The vender should quote the GST Number on quotation if failed the quotation will be disqualified
10. **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.

11. **Delivery:** Unless otherwise stated delivery of goods at RGUKT-Nuzvid, will have to be maximum within 15days. All aspects of safe delivery shall be the exclusive responsibility of the vendor.
12. **PAYMENT**
- GST No** of the firm and GST number of RGUKT Nuzvid (37AAAGRO129Q1ZX) must be displayed on the Invoice/Bill. Else the bill would be rejected.
 - Payment will be made within 30 days from the billing date after getting satisfaction certificate from the concerned department.
 - Payment would be made through online mode only. Following information must be clearly written in the quotation for Digital payment –
 - Name of the Firm with complete postal address
 - Name of the Bank and branch
 - ACCOUNT No
 - IFSC CODE
 - PAN No:
13. Kindly read both the Instructions, terms and conditions properly and see that they are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of their noncompliance. In case of doubt please contact us at 0866-2468513 or the Administrative Office.

(a) INSTRUCTION TO BIDDERS

Starting date	22/01/2024 (5:00PM)
Last date & Time of receipt of Tender	27/01/2024 (5:00PM)
Time of opening Tender:	28/01/2024 (10:00AM)
Venue of Bid opening:	Administrative Office, RGUKT- Nuzvid.

Sd/
Administrative Officer (I/C)

Note: The contractor acknowledge that he has satisfied himself as to the nature and location of the work before submitting the tender.

PRICE BID

S.No .	Items	Specifications	Preferred Make	Quantity	Unit	Approximate Unit cost	Total Cost
1	Use and throw ball point pens	Ink colors: Blue, Black.	Speed/Bitco	1000 pens (500 Blue pens, 500 Black)	Per Pc.		
		Tip size: 0.5 to 0.7 mm.	/Luxor				
		Material: Plastic					
		Body colour: Multicolour					
		Body Type: Transparent					
		At least 1 year shelf-life ink					
2	Pencils	Extra Dark	Apsara/Natraj/Camlin	100 Nos	Per Pc.		
3	Staplers small	No.10 Model in Kangaroo or equivalent of good and acceptable quality in other makes.	Kangaroo	15 Pcs	Per Pc.		
4	Staplers big	HP 45 model in Kangaroo or equivalent of good and acceptable quality in other makes.	Kangaroo	10 Pcs	Per Pc.		
5	Stapler pins (Big)	Staples No. 24/6 Leg length = 6 mm	Kangaroo	100 No's	Per Pack		
6	Rubber bands (Big)	Size: 2 Inch		5 Kgs	Per Kg.		
		Fluorescent Color					
		Colour: Multi colour					
7	Rubber bands (Small)	Size: 1 inch		3 Kgs	Per Kg.		
		Fluorescent Color					
		Colour: Multi colour					
8	Stock Register (200 Pages)	Pages: 200 Pages	Oswal	25 No's	Per Pc.		
		Paper density: 70 GSM					
		Ledger Paper					
		Hard Bound					
		Size: Approx. 32 x 20 cm					
9	Scissors	Size: 8 Inch		3 No's	Per Pc.		
		Material: Stainless steel					
		Multipurpose type					
10	Paper Punch Machine – Double hole type	Double hole	Kangaroo	5 Nos.	Per Pc.		
	(Big size)	Punching Capacity – at least 20 sheets					
		Punching diameter – 6 ± 0.5 mm					
		Punching distance – 80 ± 0.5 mm					
		Distance from holes to nearest					
11	Paper Punch machine – Single hole type	Single Hole punch	Kangaroo	15 Nos.	Per Pc.		
		Should have Punching capacity of at least 18 Sheets					

		Should have Punching diameter - 4.5± 0.5 millimeters					
		Should be provided with Handy punch with chip holder					
		Should be made with steel or Alloy steel.					
		(Reference: Kangaroo FP-20 model or equivalent)					
12	Add Gel Achiever pens	Ink Colours: Green ACHIVER Non dry Gel ink	ADD GEL	15 No's	Per Pc.		
13	Calculator	Casio Mj120D or equivalent	Casio	5 No's	Per Pc.		
14	White board dusters (Wood)	Multifunctional use – should work well with all popular whiteboards and Chalk Board Surface.	YAJNAS	20	Per Pc.		
		Frame material: Wood.					
		Non – Magnetic					
15	Long Scales	Size: 30 cm	Camel/Camlin/ Classmate/ Natraj	10Nos	Per Pc.		
		Material: Plastic					
		Broad Size					
		Clear & Bold Marking					
		Rounded edges					
16	Stamp Pad Big	Ink color: Violet	Camlin/	10 No's	Per Pc.		
18	Packaging Tape (Transparent)	Width: 2 inches		15 No's	Per Pc.		
		Length = at least 50 meters					
		Clear Transparent and Self adhesive					
19	Packaging Tape (Brown)	Colour: Brown/Tan		15 No's	Per Pc.		
		Width: 2 inches					
		Length = at least 50 meters					
		Self-adhesive					
20	Packaging Tape	Width: 1 inch		5 No's	Per Pc.		
		Length = at least 50 meters					
		Clear Transparent and Self adhesive					
21	White Note books (Long size) Unruled	Size: Approx. 31 cm x 19 cm.	Classmate	30 No's	Per Pc.		
		Pages: at least 160 pages					
		Unruled plain					
		Paper density: at least 65 GSM					
		Soft bound					
22	White Board Marker Pens	Colours: Blue, Black and Red.	Camlin	200 Pcs	Per Pc.		
		Refillable, Bright Ink, Easy to					

		erase with duster, tissue and cloth					
23	Sticky notes (3-inch x 3 inch)	Size: 3-inch x 3 inch		20 Packs (Per pack at least 400 sheets)	Per pack.		
		Vivid colors that demand attention.					
		Should utilize a repositionable adhesive that should not mark paper and other surfaces					
		100% Natural, non-toxic and odorless.					
24	Sticky notes (3-inch x 1 inch)	Size: Approx. 3-inch x 1 inch		10 Packs (Per pack at least 400 sheets)	Per pack.		
		Vivid colors that demand attention.					
		Should utilize a repositionable adhesive that should not mark paper and other surfaces					
		100% Natural, non-toxic and odorless.					
25	Paper Envelope covers (A4 Size)	Colour: Brown, Yellow, White		40 No's	Per Pc.		
		Size: A4 Size					
		Thickness: 100 GSM to 120 GSM					
26	Correction pen (Whitener)	Colour: white	Camlin	10 No's	Per Pc.		
		Ink quantity: 7 ml					
27	Box Files (Quality)	A4 size with thick Board		25 No's	Per Pc.		
		Should open 180 degrees to allow filing very easily.					
		Clip should be made from Stainless steel material.					
28	File Pads	Size: Approx. 36 cm x 26 cm		30 No's	Per Pc.		
		Material: Card board					
29	Binder Clips (41 mm)	Clip size: 41mm		5 Boxes	Per Pc.		
		Colour: Black					
		Material: Steel					
		Should be Made from Corrosion- resistant steel and Re-usable					
		Should hold documents firmly					
		Should not leave any marks of binding					
		No punching or piercing of documents and should not destroy documents					
		Should be able to remove handles for permanent binding					

30	Binder Clips (19mm)	• Clip size: 19 mm		20 Boxes	Per Pc.		
		• Colour: Black					
31	Remote Batteries	• Size: AAA	Nippo/Eveready/Duracell	20 No's	Per Pc.		
		• Voltage: 1.2 V to 1.5 V					
32	Binding Register	• Pages: 160 or above		15 No's	Per Pc.		
		• Hard Binding					
		• Size: Approx. 31 x 19 cm					
		• Paper density: At least 70 GSM					
		• Ruled					
		• Numbering on each page is preferred.					
33	File Tags (25 tags)	• Size: 8 inch		15 Sets	Per Pc.		
		• Should be made up of cotton for easy tying					
		• Should be in any 2 colours with 2 clip attached at both the ends					
34	Scribbling Pad	• Length = 17 to 19 cm		30 No's	Per Pc.		
		• Width = 11 cm to 15 cm					
		• No. of sheets: 30 to 50					
		• Ruled, unruled					
		• Paper colour: White					
		• Paper density: 60 GSM to 70 GSM					
35	Erasor		Apsara/Nat r aj/Camlin	40 No's	No's		
36	Office files	legal		100 No's	No's		
37	Attendance registers	28 pages		30 no'S	No's		
38	gum	300 Ml		10 N's	No's		
39	Stampad Ink			5 No's	No's		
40	Out pass Books			200 No's	No's		
41	inward- Outward	200 pages		15 No's	No's		
42	PVC Folder	Pack 36 Pcs		10 No's	No's		
43	Binding Note Books	200 Pages		10 No's	No's		
Sub Total							

	GST@	
	Grand Total	

DECLARATION BY THE CONTRACTOR

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions. This is also certified that I/We/our principal manufacturing firm has no objection in signing the contract if the opportunity for the items against this tender is given to me/us.

Date:

Address:

Signature:

Name:

Designation:

On behalf of company Seal: