



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

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

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**Ref. No: RGUKT/NUZ/Proc/NIQ/Temporary/DTP/18-19 date:20.11.2018**

**To**

**All Interested Auditors**

**Dear Sir/ Madam,**

**SUB:** Notice inviting quotation for Engaging DTP Sources on Purely temporary basis for a period of 2 weeks at RGUKT, Nuzvid.

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The Administrative Officer, RGUKT- Nuzvid invites quotations in single bid as indicated, in sealed cover and Kindly quote your lowest price. The university will provide power supply and room for placing Xerox machine .

**Please Note/ Instructions:-**

- 01.The interested bidder 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 ENGAGING DTP SOURCES AT RGUKT, NUZVID**

**NIQ Ref. No: RGUKT/NUZ/Proc/NIQ/Temporary/DTP/18-19 dt:20 .11.2018**

**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 on [www.rguktn.ac.in/tenders](http://www.rguktn.ac.in/tenders)
04. **Validity:** Quoted rates must be valid for 90 days.
05. **Late and delayed quotation:** Late and delayed Quotation 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.

06. **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.
07. **Security Deposit:** Rs.5000/- shall be drawn in favour of "**The Director, RGUIIT, Nuzvid**"( Refundable).
08. Kindly read both the Instructions and Terms properly. 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.

## 09. INSTRUCTION TO BIDDERS

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Starting date                         | <b>20 .11.2018</b>                    |
| Last date & Time of receipt of Tender | <b>22 .11.2018 (5:00 pm)</b>          |
| Time of opening Tender:               | <b>23 .11.2018 (3.00 pm)</b>          |
| Venue of Bid opening:                 | Administrative Office, RGUKT- Nuzvid. |

### Terms & Conditions:

1. Timings at Boys Hostel : Evening 5PM to 10PM.(worker should be men employee)
2. Timings at Girls Hostel: Evening 5Pm to 9PM.( worker should be women employee)
3. Photocopying/Xerox/Binding/Scanning/Printouts, services as per need on a daily basis.
4. Bulk photocopying comprising documents/ reports etc including binding based on need
5. Spiral Binding/ Spico Binding/ Hard Binding of the material/ reports etc.

### Note:

- Paper & Material for binding will have to be provided by the agency.
- The agency will install photocopy/Xerox machine in good working conditions to cater to various RGUKT students requirements. In case of excessive loads, the agency will provide additional machine for carrying out the work at its premises.

Sd/-

**Administrative Officer[I/c]**

**Price Bid:**

| <b>S.No</b> | <b>Particulars</b>                  | <b>Size A4</b>     |                    | <b>Size A3</b>     |                    |
|-------------|-------------------------------------|--------------------|--------------------|--------------------|--------------------|
|             |                                     | <b>Single Side</b> | <b>Double Side</b> | <b>Single Side</b> | <b>Double Side</b> |
| 1           | Charges for Black & White Photocopy |                    |                    |                    |                    |
| 2           | Charges for Color photo Copy        |                    |                    |                    |                    |
| 3           | Printout from the Pen drive         |                    |                    |                    |                    |
| 4           | Printout from the system            |                    |                    |                    |                    |
| 5           | Scanning for one side               |                    |                    |                    |                    |
| 6           | Scanning for both sides             |                    |                    |                    |                    |
| 5           | Charges per binding                 |                    |                    |                    |                    |
|             | Spiral binding up to -100pages      |                    |                    |                    |                    |
|             | Spiral binding 100 -300 pages       |                    |                    |                    |                    |
|             | Spiral binding more than 300 pages  |                    |                    |                    |                    |
| 6           | Spico Binding up to -100pages       |                    |                    |                    |                    |
|             | Spico Binding 100 -300 pages        |                    |                    |                    |                    |
|             | Spico Binding more than 300 pages   |                    |                    |                    |                    |
| 7           | Hard Binding up to -100pages        |                    |                    |                    |                    |
|             | Hard Binding 100 -300 pages         |                    |                    |                    |                    |
|             | Hard Binding more than 300 pages    |                    |                    |                    |                    |