



**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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**NIQ FOR THE PURCHASE OF PURCHASE OF TONERS FOR PHOTOCOPIER MACHINES (CANON IRADV4245 & SHARp MX-561AT )"**

**Ref. No:** Exam Cell/ Toners / 2021-22

**Date:** 17-03-2022

**To  
All Interested vendors**

**Dear Sir/ Madam,**

**SUB: Notice inviting quotation for the "PURCHASE OF TONERS FOR PHOTOCOPIER MACHINES (Canon IRADV4245 & Sharp MX-561AT)"**

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The Administrative Officer, RGUKT- Nuzvid invites quotations in single bid as indicated, in sealed cover for *the* purchase of toners for photocopier machines (canon iradv4245 & sharp mx-561at)" 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 TONERS FOR PHOTOCOPIER MACHINES (Canon IRADV4245 & Sharp MX-561AT)"**

**Ref.No:** Exam Cell/ Toners / 2021-22

**To  
The ADMINISTRATIVE OFFICER**

03. There is no Quotation document fee and Quotation document is to be downloaded from our website given below. [www.rguktnuz.in/tenders](http://www.rguktnuz.in/tenders) or [www.rguktn.ac.in/tenders](http://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**

- a) **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.
- b) Payment will be made within 30 days from the billing date after getting satisfaction certificate from the concerned department.
- c) Payment would be made through online mode only. Following information must be clearly written in the quotation for Digital payment –
  - (a) Name of the Firm with complete postal address
  - (b) Name of the Bank and branch
  - (c) ACCOUNT No
  - (d) IFSC CODE
  - (e) 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 08662468513 or the Administrative Office.

**(a) INSTRUCTION TO BIDDERS**

Starting date	<b>17/03/2022</b>
Last date & Time of receipt of Tender	<b>24/03/2022(4:00PM)</b>
Time of opening Tender:	<b>25/03/2022 (10:00AM)</b>
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**

<i>S.No</i>	<i>Name of the Equipment</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Total Amount</i>
1	NPG 56 TONERS (Make: CANON IRADV4245)	06 No's		
2	TONERS (Make: SHARP – MX - 561AT)	04 No's		
<i>Grand Total.</i>				
<i>(Inclusive of all i.e. taxes, transportation, installation, etc)</i>				

## **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: