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 PROVIDING OF REFRESHMENTS TO STAFF IN INVIGILATION DUTIES

Ref. No: E-cell/Refreshments/ 2022-23 **Date: 09.11.2022**

To

All Interested vendors

Dear Sir/ Madam,

SUB: Notice inviting quotation for the "Providing of refreshments to staff in invigilation duties"
*****

The Administrative Officer, RGUKT- Nuzvid invites quotations in single bid as indicated, in sealed cover for the providing of refreshments to staff in invigilation duties. 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 PROVIDING OF REFRESHMENTS TO STAFF IN INVIGILATION DUTIES

Ref. No: E-cell/Refreshments/ 2022-23 **Date:**

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

03. The vendors may also send the email quotations in password protected PDF Format to procurement@rguktn.ac.in. If vendors failed to submit password protected documents, it may Not be considered for evaluation. The committee will call for a password on the opening day of the tender.
04. 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.
05. **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.
06. **Validity:** Quoted rates must be valid for 120 days
07. **GST Registration** copy of the document to be furnished
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 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.

10. The vender should quote the GST Number on quotation if failed the quotation will be disqualified
11. **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.
12. **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.
13. **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 –s
        (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:

14. 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.

15. The last date for the receipt of quotations will be either for 07 days from the date of issue and is extendable until receiving of three quotations. The vendor should see the website for updates.

(a) INSTRUCTION TO BIDDERS

Starting date	**09/11/2022**
Last date & Time of receipt of Tender	**15/11/2022 (5:00PM) (Tentative)**
Time of opening Tender:	**16/11/2022 (11:00AM) (Tentative)**
Venue of Bid opening:	Administrative Office, RGUKT- Nuzvid.

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

PRICE BID

Ref. No: : E- cell/Refreshments/ 2022-23				
GST of the Firm:				
S.No	Items	Quantity (For Approx. 18 to 30 days)	Unit Cost	Total Amount
1	Tea	5944		
2	Snacks Any one of the following items will be ordered on each day depending on the discretion of the COE. Quote only one lowest suitable price for all the items. 1. Biscuits such as Goodday (Approx. 50 gms to 70 gms) 2. Samosa small 2 Nos. (Approx. 30 grams each) 3. Samosa big (Approx. 60 to 70 grams) 4. Veg puff (Approx.60 to 70 grams) 5. Egg puff (Approx. 60 to 70 grams) 6. Dilpasand (Approx. 60 to 70 grams) 7. Mirchi Bajji 2 Nos. (Approx. 30 grams each) 8. Pakodi (Approx. 50 grams) 9. Masala pakodi (Approx. 50 grams)	1984		
	GST@			
	Grand total (Inclusive of all taxes, installation, transportation…etc)			

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:

Signature:

Address:

Name:

Designation:

On behalf of company Seal: