

Ref.No: RGUKT/NZD/E-Proc/Stores/Purchase of office stationery for stores/2025/T60

**BIDDOCUMENT**

**E-Procurement**

**Open Competitive Bid (OCB)**

*For*  
**Purchase of office stationery for stores**  
**at**  
***RGUKT-Nuzvid CAMPUS***



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**

**RGUKT-Nuzvid**

**Eluru District, Andhra Pradesh-521202**

**[www.rguktn.ac.in](http://www.rguktn.ac.in) A.P Phone No:0866-24685**

## **Proprietary Confidential**

No part of this document can be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of RGUKT except to the extent required for submitting bid and no more.

## Time schedule of various tender related events

Bid calling date	17.02.2026
Bid document downloading start date	17.02.2026 at 06.00PM
Bid document downloading last date	02.03.2026 at 05.00PM
Last date & time for uploading of documents online	02.03.2026 at 05.30PM
Technical bid (PQ stage) opening date & time	03.03.2026 at 09.30AM
Price Bid opening date & time	03.03.2026 at 10.00 AM

**Note:**

1. Submission of Hard copies of technical bid and financial bids are not mandatory
2. After participating in the tender, acknowledgement mail should be sent to [procurement@rguktn.ac.in](mailto:procurement@rguktn.ac.in) as format specified in the Annexure IX

**Note:** The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s. VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: [contact@vupadhi.com](mailto:contact@vupadhi.com). Phone: 08645-246370/71/72/73/74.

For any clarification and further details on the above tender please contact: **9989651051**.

**CLARIFICATIONS:**

- i. Queries if any can be made through e-mail only [eprocurement@rguktn.ac.in](mailto:eprocurement@rguktn.ac.in) or [procurement@rguktn.ac.in](mailto:procurement@rguktn.ac.in) on or before last date and time for uploading of documents online. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

- ii. The addendum/corrigendum if any shall be published on RGUKT-Nuzvid, Andhra Pradesh website i.e. [www.rguktn.ac.in/tenders](http://www.rguktn.ac.in/tenders) as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- iii. The service providers are requested to submit the bids after issue of clarifications duly considering the changes made if any. Service providers are totally responsible for incorporating/complying the changes/ amendments issued if any.

Sd/-  
Administrative Officer  
RGUKT-Nuzvid.

**Newspaper advertisement  
E-Procurement Tender Notice**

**Hindu Paper Advertisement**

**Sakshi Paper Advertisement**

**Section I**  
**INVITATION FOR BIDS**

**Subject: Purchase of office Stationery for Stores, RGUKT-Nuzvid, AP.**

Sir/Madam,

Bids are invited on the e-procurement platform from the reputed manufactures /registered firms/venders/authorized distributors/wholesale dealers/retail dealers/retailers for **Purchase of office Stationery for Stores** To RGUKT-NUZVID, Nuzvid (M), Eluru District, AP. The details of bidding conditions and other terms can be downloaded from our website [www.rguktn.ac.in](http://www.rguktn.ac.in) as well as on e-procurement platform <https://tender.apecurement.gov.in>.

1. Bidders would be required to register on the e-Procurement marketplace “[www.apecurement.gov.in](http://www.apecurement.gov.in)” and submit their bids online. On registration with the e-Procurement marketplace they will be provided with a user id and password by the system through which they can submit their bids online.
2. The bidders need to scan and upload the required documents as per the Check list given. Such uploaded documents pertaining to technical bid need to be attached to the tender while submitting the bids online.
3. The hard copies of the technical bid, financial/price bid need not to be submitted. The RGUKT-Nuzvid will consider only the bids submitted through online over the copies of the paper-based bids.
4.
  - a) Further the bidder(s) shall furnish, as part of it bid, the EMD/Bid security for an amount of Rs.9,000/- (Rupees Nine Thousand only) Online transfer only through E-procurement site. It is to be noted that, the Firm who are registered with MSME is exempted to submit the EMD (Copy of valid registration must be provided along with technical bid).
  - b) All the participating Service providers who submit the bids have to pay transaction fee and GST as levied by Govt. of India through online in favor of MD, APTS. The amount payable to APTS is non-refundable
  - d) RGUKT will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with RGUKT-AP was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of Sub-Standard Quality / Poor Service of Equipment supplies, as defined in the other parts of the Bidding document.
5. Any information pertaining to the tender process and the submission of supporting documents shall not be entertained after the due date.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidder from the tender exercise. For any clarification and further details on the above tender please contact Telephone No: **9989651051** during 10.00 AM to 5.00 PM or e-mail: [ao@rguktn.ac.in](mailto:ao@rguktn.ac.in) or [procurement@rguktn.ac.in](mailto:procurement@rguktn.ac.in).

Sd/-  
Administrative Officer  
RGUKT-Nuzvid, Andhra Pradesh

**SECTION II**  
**STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID**

Item	Description
Work Description	Purchase of office stationery stores RGUKT-Nuzvid, AP.
EMD/Bid Security (Refundable)	Rs.9000/- (Rupees Nine Thousand Only) (Online transfer only to the e-procurement site) Exempted for the firms who are registered with MSME
Bid Validity Period	180 days from the date of opening of commercial bid
EMD Validity Period	90 days from the date of opening of commercial bid
Delivery Schedule	The items must be delivered within 3 weeks from the date of Purchase Order.
<b>Payment terms</b>	Payment shall be made in Indian rupees. 100% Payment shall be released after the successful delivery of the ordered and on getting satisfactory certificate from the concerned department.
Placing purchase order	<ul style="list-style-type: none"> <li>➤ RGUKT-Nuzvid will place order on identified successful bidder.</li> <li>➤ All the payments shall be made directly by RGUKT-Nuzvid to the successful bidder as per the tender terms and Conditions.</li> </ul>
Transaction Fee	All the participating bidders who submit the bids have to pay an amount @ 0.04% of their final bid value online with a cap of Rs. 10,000/- for quoted value of purchase up to Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & GST applicable as levied by Govt. of India on transaction fee through online in favour of The Managing Director, APTS. The amount payable to APTS is nonrefundable.
Bid submission	Online through e-procurement platform i.e. <a href="http://www.apecurement.gov.in">www.apecurement.gov.in</a> .
Other conditions	<ol style="list-style-type: none"> <li>1. The Documents that are uploaded on e-marketplace will only be considered for Bid Evaluation.</li> <li>2. RGUKT-Nuzvid will not hold any risk and responsibility regarding non-visibility of the scanned and uploaded documents.</li> <li>3. Failure to furnish any of the uploaded documents, certificates will be entitled in rejection of the bid. Similarly, if any of the certificates, documents, etc., furnished by the Service providers are found to be false/fabricated/bogus, the Service provider will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security/EMD will be forfeited.</li> <li>4. The rates should be quoted through online only.</li> <li>5. The financial bids of the bidders, who qualified the technical bid, shall only be opened.</li> </ol>

## **TENDER SCHEDULE**

### **1. PREAMBLE:**

The Government of Andhra Pradesh has established Rajiv Gandhi University of Knowledge Technologies (RGUKT) in 2008 to cater to the educational needs of the meritorious rural youth of Andhra Pradesh state. RGUKT-Nuzvid is one of its autonomous campuses started in 2008. The Institute provides an ambience of excellence for the pursuit of knowledge leading to B.Tech degree in different branches of Technology.

Rajiv Gandhi University of Knowledge Technologies - Nuzvid, AP invites online tenders for Purchase of office stationery for stores at RGUKT - Nuzvid, AP from the reputed manufactures /registered firms /venders/ authorized distributors/wholesale dealers/retail dealers/retailers through e-procurement platform (i.e.www.apecurement.gov.in ).

### **2. SCOPE OF WORK:**

Purchase of office stationery for stores RGUKT-Nuzvid, Andhra Pradesh. The details of the required items along with specifications are given in **Annexure-VIII**

### **3. INCOME TAX:**

During the contract period, deduction of income tax and surcharge as in force at source shall be made at the prevailing rate of income tax department issued from time to time on the gross amount of each bill.

### **4. RATES, TAXES AND DUTIES:**

All the rates in the tender shall be inclusive of all statutory compliances like GST etc.

### **5. ELIGIBILITY CRITERIA**

- a) Bidder must have registered firm in India. Self-Attested copy of Registration certificate, GST, as applicable shall be enclosed.
- b) Bidder should have reputed background & experience in business of manufacture and/or supply of similar items in a single order for not less than **Rs.75,000/-** to any of the state Central/Private organizations in any one of the last three financial years. Relevant proof (PO/GST/ compliant invoice etc.) needs to be submitted.
- c) A Certificate by the auditor/CA/CS indicating the turnover of the firm should be enclosed. The bidder should have minimum average turnover of **Rs.150,000/-** in last three financial years. Audited balance sheets shall be submitted.
- d) GST returns for any one month out of last two months shall be submitted.
- e) Bidder should not have been debarred/blacklisted by any State Government, Central Government, Central & State Govt. Undertakings/enterprises/Organizations and by any other Quasi Government bodies/Organizations, World Bank or any major Enterprise /Organization in India doing business with them. (Please submit self-declaration as **Annexure II**).
- f) Technical compliance statement as per the **Annexure V** needs to be enclosed.
- g) Tender submission: Through E- Procurement
- h) Submission of hard copies for technical bid evaluation and financial bid evaluation are not mandatory.
- i) Tender schedule period:14 days

**Note:** All the copies of certificates furnished should be signed by bidder along with their seal. The bidders must submit all relevant documentary evidence to support their claim for eligibility in placing bid. **The tenders received without the above documents will be rejected.**

#### **6. BID PRICE:**

- i. The price should be quoted in Indian Rupees with delivery at RGUKT-Nuzvid, Nuzvid (M), Eluru District, Andhra Pradesh, failing which the bid would be rejected. The price shall be written both in figures & words in the prescribed offer form.
- ii. The rates quoted by the bidder shall be fixed for the duration of the contract period and shall not be subject to adjustment on any account. But any benefit arising out of any subsequent reduction in the prices due to reduction in duty & taxes after the prices are fixed and before the delivery should be passed on to the Purchaser (i.e. RGUKT-Nuzvid, AP).
- iii. Any variation arises between unit price and the corresponding quoted total cost then the unit rate will prevail for calculating the total cost.
- iv. If there is a discrepancy between amount in words and figures, the amount in the words will prevail.
- v. Incomplete and/or conditional bids shall be liable to rejection. Prices should be quoted as per the format of price bid.

#### **7. BID PREPARATION:**

Tenders are invited under two bid system viz., Part-1: Technical bid and Part-2: Financial Bid. Bidders are requested to prepare the tender documents according to the following instructions.

##### **Part - 1: Technical Bid**

All the original/self-attested photocopies of documents should be scanned and uploaded as Specified in Technical Bid Check list (Annexure I). The financial bids of the bidders, who qualified the technical bid, shall only be opened.

##### **Part - 2: Financial Bid**

The bidder shall prepare the price bid as prescribed proforma (Annexure-VII) of the bid Document

1. The rates shall be quoted in INR
2. The offered unit price shall be inclusive of standard packing, freight to destination, insurance, loading and unloading charges, installation etc.
3. GST both in percentage and INR shall be shown separately.

#### **8. DELIVERY SCHEDULE:**

- a. The delivery period is 6(SIX) Weeks from the date of Purchase Order.
- b. In the event of delayed delivery i.e. delivery after the expiry of the delivery period as specified above, the vendor shall be liable to pay a penalty at a percentage of the value of the undelivered items as detailed below:

**Note:** If any items or part of items not delivered as per the purchase order during the stipulated time, penalty will be calculated on all undelivered items.

@ 0.5% for the One week

@ 1% for Two weeks

@ 1.5% for Three weeks

@ 2% for four weeks

- @ 2.5% for Five weeks
- @ 3% for six weeks

If delay continues beyond 6 weeks, then the contract is liable to be canceled.

- c. The delivery is not deemed to be completed until and unless the ordered products are checked and accepted by the RGUKT-Nuzvid, AP as per the order and specifications. After the delivery is made, if it is discovered that the items supplied are not according to our requirement, such supply would be rejected at the supplier's cost.

#### **9.PAYMENT TERMS:**

100% Payment shall be released after the successful delivery, installation of the items and on getting satisfactory certificate from the concerned department.

Payment shall be paid through RTGS/NEFT/Cheque within 60 days on delivery of items & on receipt of the following details:

- (a) Original invoice duly signed by the authorized signatory.
- (b) Item acceptance certificate/Installation report duly signed and sealed from authorized representative of RGUKT, Nuzvid, AP.
- (c) PAN card, Bank Account details, Bank Address & RTGS details of the agency are to be forwarded along with the invoice.

#### **10.EARNEST MONEY DEPOSIT / BID SECURITY:**

- (a) The bid should be accompanied by Earnest Money Deposit (EMD) of Rs.9000/- through online payment only.
- (b) The EMD shall not carry any interest. Tenders received without EMD's will be summarily rejected.
- (c) The Firm who are registered with MSME is exempted to submit the EMD. Copy of valid registration MSME certificate must be scanned and uploaded.
- (d) **For feature of the EMD:** the for feature of EMD will be made in the following events:
  - i. The bidder qualifies as L1 and backs out of the L1quotes/tender specification/ tender terms &conditions.
  - ii. The bidder signs the agreement and furnishes the Security Deposit but backs out of his tender bid.
  - iii. The bidder withdraws his tender after acceptance.
  - iv. The bidder withdraws his tender before expiry of the validity period of the tender.
  - v. The bidder violates any provisions of the terms and conditions of this tender specification.

#### **REFUND OF EMD:**

- vi. In case of unsuccessful bidder, the EMD will be returned to them after finalization of the L1 bidder.

- vii. The EMD will be returned to the L1 bidder, only after signing of the contract and submission of Security Deposit, completion of formality etc. in all respects to the satisfaction of the RGUKT-Nuzvid, AP.

**11. PERFORMANCE SECURITY DEPOSIT:**

- i. The successful bidder has to deposit 0% of the total contract value as performance security deposit in the form of Bank Guarantee from any nationalized bank.
- ii. The Performance Security Deposit / Bank Guarantee of successful Bidder will be retained for the period of contract in force and will be returned after expiry of the contract period, after deducting the outstanding liabilities if any.
- iii. The Performance Security Deposit / Bank Guarantee shall not carry any interest.

**12. GUARANTEE:**

The bidder shall provide a Certificate of Guarantee guaranteeing the Purchaser Company of the satisfactory operation of the items given by the vendor.

**13. ROYALTIES AND PATENTS:**

Any royalties or patents or the charges for the use or infringement thereof that may be involved in the contract shall be included in the price. Bidder shall protect RGUKT-Nuzvid, AP against any claims thereof.

14. RGUKT-Nuzvid, AP shall have the right to relax or waive or alter any of the provisions of the tender document.

15. If the bidder wishes to depart from the technical specifications in any respect, he/she shall draw the attention to such points of departure explaining fully the reasons thereof and furnish separately adopting the form as per ANNEXURE-V (Technical Compliance Statement). Unless this is done, the requirements of the technical specification will be deemed to have been accepted in every respect. The RGUKT-Nuzvid, AP reserves the right to accept/reject any or all of the deviations shown by the bidder.

**16. INSTRUCTIONS TO BIDDERS**

- (a) Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder.
- (b) Bid should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.
- (c) Bidders are expected to examine all the terms and instructions mentioned in the tender schedule and prepare their proposals accordingly. Failure to provide all requisite information will be at the bidders' own risk and may result in the rejection of the tender.
- (d) All assertions made in connection with the tender are to be supported/ substantiated by relevant documents. The Director, RGUKT-Nuzvid, AP reserves the right to verify the credentials of the bidder as per the eligibility criteria.
- (e) The Director, RGUKT-Nuzvid, AP will notify the bidder whose tender has been accepted.
- (f) The successful bidder shall execute an agreement with RGUKT on Non-judicial stamp paper worth Rs.100/- agreeing to all the conditions of the contract within 20 days

upon intimation of acceptance of Tender. The successful bidder has to submit performance security guarantee after getting Letter of Intent but before having contract agreement. Failure on enter into an agreement within the stipulated time will result in forfeiture of the EMD.

(g) Unloading of items and delivery to the store place shall be responsibility of the bidder.

#### **17.METHOD OF SUBMISSION:**

Bids shall be submitted online on [www.apecurement.gov.in](http://www.apecurement.gov.in) Platform.

- i. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website [www.apecurement.gov.in](http://www.apecurement.gov.in)
- ii. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.
- iii. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.
- iv. The bidders shall sign on all the statements, documents, certificates uploaded by them, owning responsibility for their correctness/authenticity.
- v. The bidders should scan and upload the respective documents in technical documentation as per the check list.
- vi. **No physical submission of technical bid and price bid will be entertained**
- vii. Failure to furnish any of the uploaded documents, certificates, will be entitled in rejection of the bid. If any of the certificates, documents, etc. furnished by the Bidder are found to be false/fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.
- viii. RGUKT, Nuzvid AP will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.
- ix. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.
- x. The rates should be quoted online only.

#### **18.EVALUATION PROCEDURE:**

- i. The Technical Bids will be opened first as per the schedule given in the tender document.
- ii. The tenders will be evaluated to ascertain the capability of the bidders to provide the material within the period mentioned above and to assess whether the bidder satisfies the eligibility criteria as per Annexure-I (Technical Check List).
- iii. The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.

- iv. Price Bids of only those bidders, who have fulfilled the eligibility criteria specified, will be opened. The Price Bid of the bidder who does not fulfill the eligibility criteria will not be opened and their tender stands rejected.
- v. Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the RGUKT, Nuzvid AP. No further correspondence will be entertained regarding the disqualification.
- vi. The RGUKT, Nuzvid AP, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The RGUKT, Nuzvid AP, also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, RGUKT, Nuzvid AP is final and binding.

#### **19.FORCE MAJEURE:**

During force Majeure i.e. Acts of God, War, Floods, Riot, Earthquake, General Strike, Lock outs, Epidemics, Civil Commotions, the bidder shall inform the Purchaser immediately and provide their best possible service in given circumstances, and resume services as soon as possible after force majeure ceases.

#### **20.ARBITRATION:**

In the event of any dispute or differences between the supplier and the purchaser whether arising during the execution of orders under these terms and conditions or thereafter whether by breach or in manner in regard to:

- (a) The Construction or interpretation of the terms and conditions
- (b) The respective rights and liabilities of the parties hereto there under
- (c) Any matter or thing out of or in relation to or in connection with these terms and conditions then either party shall give notice to the other of the same and such dispute or difference shall be and hereby referred to the arbitration of such person as the Director, RGUKT, Nuzvid may nominate, and the decision of such Arbitrator shall be conclusive and binding on the parties hereto. The provisions of Arbitration and Conciliation Act 1996 shall apply.

#### **21.DISPUTES:**

All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during or after completion of contract will be settled amicably (by negotiations) and the RGUKT, Nuzvid decision shall be final on all such matters and shall be binding on the Bidder.

#### **22.DISCLAIMER:**

- (a) Neither RGUKT, Nuzvid nor its employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this tender schedule and it is not possible for the RGUKT, Nuzvid to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his or her own investigations and analysis and check the accuracy, reliability, and completeness of the information in the Tender schedule and obtain independent advice from appropriate sources.

- (b) RGUKT, Nuzvid reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.
- (c) RGUKT, Nuzvid reserves the right to change any or all of the provisions of this tender document.

**23. REJECTION OF TENDERS:**

- (a) The RGUKT, Nuzvid reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability as against the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.
- (b) No bidder is entitled to withdraw his or her offer after submission. In case of such withdrawal, the EMD deposited along with the tender schedule shall stand forfeited.
- (c) For breach of any of the conditions prescribed in the tender or as specified by the RGUKT, Nuzvid from time to time, the EMD is liable to be forfeited. Decision of the Director, RGUKT, Nuzvid in this regard is final and binding on bidder.

**24. GENERAL TERMS AND CONDITIONS:**

- (a) The rate quoted by the supplier/bidder shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract.
- (b) The tender is issued subject to the jurisdiction of the local courts at Nuzvid only. All disputes arising out of the tender notice and resultant work order shall have the jurisdiction of the competent court at Nuzvid only
- (c) No conditional bid will be accepted bidder need to Bid as per the above terms and conditions only and will be declared non - responsive.
- (d) All statutory payments and arrangement, like transportation, helper, loading or supply of goods to the premises, compensation in case of accident or loss, etc., to the workers or machinery employed by the supplier shall be borne by the supplier only.
- (e) Bidder is liable to bear all the losses made to the office premises by bidder or any of its representatives. The probable amount could be adjusted in the security deposit or any other medium as decided by the competent authority.
- (f) In case any items are found in unsatisfactory condition the same will have to be replaced by the bidder immediately on directions of RGUKT, Nuzvid within the stipulated period.
- (g) L1 will be decided on the grand Total price of all the items. The vendor who stood lowest (L1) in Grand Total Price (including Tax, transportation, loading unloading charges etc.) will be awarded the contract. Also. The RGUKT- Nuzvid may ask for negotiations for some or all of the items with L1 bidder.
- (h) RGUKT- Nuzvid reserves its right in not considering the bid of a bidder, if such bidder was a previous supplier and had a past bad track record or their earlier performance was unsatisfactory on any count.

**Annexure I**  
**Technical Bid Check List**

S.No.	Description	YES/NO	Remarks
1	Payment receipt for EMD/ Bid Security of Rs. 9,000/- or MSME Certificate		
2	Bidder Letter Form (Annexure II)		
3	Bidder Information Sheet (Annexure III)		
4	Certificate of firm registration/incorporation/ Valid GST registration certificate		
5	Average turnover copy of Rs.150,000/- Certified by CA in last three financial years.		
6	GST returns for any one month out of last two months shall be submitted		
7	Copies of work order/ PO/ GST compliant Invoice as a proof of supply of similar items in a single order for not less than Rs.75,000/- to any of the state/central/private organization in any one of the last five financial years.		
8	Technical compliance statement (Annexure V)		
9	Non block List certificate (Annexure -VI)		

**Annexure II**  
**Bidder Letter Form**

From:  
(Registered name and address of the bidder)

To  
The Director,  
RGUKT-Nuzvid  
Mylavaram road, Nuzvid  
Nuzvid Mandal  
Eluru District-221202  
Andhra Pradesh.

Sir,

Having examined the bidding documents and amendments there on, for the Purchase of office stationery for stores at RGUKT-Nuzvid, Mylavaram road, Nuzvid, Nuzvid Mandal, Eluru District-521202, Andhra Pradesh in response to your tender call dated.....

1. I/We hereby offer to Purchase of office stationery for stores at RGUKT Nuzvid as listed in the schedule to this tender hereto as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 90 days from the date of opening of the tender.
2. I/we shall be bound by a communication of acceptance / rejection by RGUKT-Nuzvid.
3. I/We have understood the Instruction to bidders and terms and conditions of Contract in the form as enclosed with the invitation to the tender and have thoroughly Examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.
4. Certified that ours is:
  - (a) A sole proprietorship firm and the person signing the bid document is the sole Proprietor/constituted attorney of the sole proprietor (OR)
  - (b) A partnership firm, and the person signing this bid document is a partner of the firm and has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement /by virtue of general power of attorney (OR)
  - (c) A company and the person signing the document is the constituted attorney/authorized signatory.

(NOTE: Strike out whatever is not applicable. All corrections/deletions should invariably be Attested by the person authorized to sign the bid document).

5. I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
6. If bid is accepted, I/we undertake to;
  - (a) Provide services/execute the work according to the time schedule specified in the bid document,
  - (b) Obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract, and

(c) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.

7. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Yours faithfully,

(Signature)

Dated this day of \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

**Annexure III**  
**Bidder Information Sheet**

1	Name of the organization	
2	Year of establishment	
3	Registered Office Address	
4	PAN No	
5	GST No	
6	Name & Designation of Authorized person:	
7	Phone No.	
8	Email-ID	
9	Nature of the firm (Proprietary/partnership/etc...)	
10	Whether Manufacturer/authorized dealer/retailer/Supplier etc.	
11	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	

**Annexure-IV**  
**List of Major Customers**

S.No.	Customer full address with Phone number and mail id	Year of Supply	items supplied

**Annexure-V**  
**Technical Compliance Statement**

Technical compliance statement as per technical specifications mentioned in this document (taking into consideration all the amendments issued to this document, if any) is to be submitted in the following format:

S.No	Item No. and Name	Specification Required	Specification of quoted item along with model, make and special features, if any	Any Deviations

**Annexure-VI**  
**NON-BLACKLISTING CERTIFICATE**

[To be submitted on letterhead]

I/We hereby certify that the ----- [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by RGUKT, Nuzvid and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT, Nuzvid may impose any action as per the rules.

Date:  
Place:

Name:  
Business Address:  
Signature of Bidder:  
Seal of the Bidder:

**Annexure-VII**  
**Financial Bid**

S. No	Item Name	Unit price (without taxes) in Rs. (A)	GST in % (B)	GST In Rs. (C=A*B)	Unit price with Taxes in Rs. (D=A+C)	No. of quantities (No's) (E)	Total Price (F=ExD)
1	A4 whitepapers					250 reams	
2	A3 whitepapers					5 reams	
3	Use and throwball point pens					1200 pens (Each color 400 pens)	
4	Pencils					100 Pcs	
5	Staplers small					10 Pcs	
6	Stapler pins small					200 Packs	
7	Stapler pins Big					50 Packs	
8	Pencil Sharpener					100 Pcs.	
9	Non-Dust Eraser					100 Pcs.	
10	Rubber bands(Big)					15 Kgs	
11	Scissors					24 No's	
12	Paper PunchMachine – Double holetype (Big size)					5 No's	
13	Add Gel Achiever pens					60 No's	
14	White boarddusters (Wood)					250 No's	
15	Stamp Pad Big					15 No's	
16	Stamp PadSmall					20 No's	
17	PackagingTape (Brown)					10No's	
18	Sheet Protector(Plastic Clear Folder Leaf)					700 No's	
19	Rough notebooks (Long size)					200 No's	
20	White Notebooks (Long size)Un ruled					80 No's	
21	White BoardMarker Ink Bottles					1500 No's	

22	White BoardMarker Pens					600 No's	
23	L-TypeFolders					500 Pcs.	
24	Correction pen(Whitener)					30 No's	
25	Box Files					30 No's	
26	Paper weightRubber					20 No's	
27	Paper weightGlass					20 No's	
28	Gum tubes					50 No's	
29	Gum bottles					3 No's	
30	Remote Batteries					100 No's	
31	Duracell UltraAlkaline AA Batteries					200 No's	
32	BindingRegister					120 No's	
33	Dust less Chalk Pieces					10 Pack	
34	Class Attendance Registers with University Logo and Name					500 No's	
35	Office Attendance Registers					50 Pcs	
36	Office Files Springs with college Name and Logo					50 No's	
37	Office Files without Springs college Name and Logo					50 No's	
38	Drinking Water Bottles 1 Liter					30 No's	
39	Knife					10 Pcs	
40	Graph Sheets Normal/ Semi log					40 Books	
41	Damper Sponge Pads					30 No's	
42	Dispatch Registers/In and Out Ward Registers					10 No's	
43	Water Cans 20L					10 No's	
44	Fevistik 15g					100 No's	

45	Plastic Trays					20 No's		
46	Binder Clips (Butter Fly Clips)					20 No's		
47	Pad Locks (House Keys)					100 No's		
48	Stock Registers					2 No's		
49	Stock Registers					10 No's		
Total Cost (Rs.)								

**Note**

- 1). **The unit price for each of the item quoted should be inclusive of standard packing, freight, transit, insurance, loading and unloading charges, installation etc.**
- 2). The rates should be quoted online only. Physical submission this Annexure - VII will not be considered for price bid evaluation.

**(Signature of Bidder along with stamp)**

**Annexure-VIII**  
**Detailed requirement and Technical Specifications**

S.NO	Item Details	Specifications	Preferred Make	NO Of Items Required
1	A4 whitepapers	Paper Size: A4 Paper Density: 75 GSM Colour: White Un ruled Plain Faster drying Should be Compatible with all types of photocopying systems and Suitable for both side printing Should be made with Color Lok technology	ECO-Raise/JK Copier/	250 reams
2	A3 whitepapers	Paper Size: A3 Paper Density: 75 GSM Colour: White Un ruled Plain Faster drying Should be Compatible with all types of photocopying systems and Suitable for both side printing Should be made with Color Lok technology	ECO-Raise/JK Copier/	5 reams
3	Use and throw ball point pens	Ink colors: Blue, Black and Red Tip size: 0.5 to 0.7 mm. Material: Plastic Body Colour: Multicolor Body Type: Transparent At least 1 year shelf-life ink	Speed/Bitco/Cello/Luxor	1200 pens (Each color 400 pens)
4	Pencils	Extra Dark	Apsara/Natraj/Camlin	100 Pcs
5	Staplers small	No.10 Model in Kangaroo or equivalent of good and acceptable quality in other makes.	Kangaroo	10 Pcs
6	Stapler pins small	Stapler Pins No.10-1M	Kangaroo	200 Packs (Each pack containing 100 staples)
7	Stapler pins Big	Stapler Pins No.24/6-1M	Kangaroo	50 Packs (Each pack containing 100 staples)
8	Pencil Sharpener	Material: Plastic	Apsara/Natraj	100 Pcs.
9	Non-Dust Eraser	Material: Rubber	Apsara/Camlin/Natraj	100 Pcs.
10	Rubber bands(Big)	Size: 2 and 3 Inch Fluorescent Color Colour: Multi color		15 Kgs
11	Scissors	Size: 8 Inch Material: Stainless steel Multipurpose type		24 No's

12	Paper Punch Machine – Double holetype (Big size)	Double hole Punching Capacity – at least 20sheets Punching diameter – $6 \pm 0.5$ mm Punching distance – $80 \pm 0.5$ mm Distance from holes to nearest edge of the paper – $12 \pm 1$ mm. (Reference: Kangaro DP 500model or equivalent)	Kangaro	5 Nos.
13	Add Gel Achiever pens	Ink Colors: Blue, Black and Green ACHIVER Non dry Gel ink	ADD GEL	60
14	White boardduster: (Wood)	Multifunctional use – should work well with all popular whiteboards and Chalk Board Surface. Frame material: Wood. Non – Magnetic	YAJNAS	250 No's
15	Stamp Pad Big	Ink color: Violet Size: Approx. 15.7 cm x 9.6 cm	Camlin/ Faber Castell/Ashoka	15 No's
16	Stamp PadSmall	Ink color: Violet Size: Approx. 11 cm x 7 cm	Camlin/Faber Castell/ Ashoka	20 No's
17	PackagingTape (Brown)	Colour: Brown/Tan Width: 2 inches Length = at least 50 meters Self-adhesive		10No's
18	Sheet Protector (Plastic Clear Folder Leafs)	Size: FS A4 Material: plastic Transparent front and back cover Thickness: 150 microns Should provide at least 11 holesto adjust in any type of ring file.		700 No's
19	Rough notebooks (Long size)	Size: Approx. 30 cm x 18 cm. Pages: at least 300 pages Unruled plain Soft cover		200 No's
20	White Notebooks (Long size)Un ruled	Size: Approx. 31 cm x 19 cm. Pages: at least 200 pages Un ruled plain Paper density: at least 65 GSM Soft bound	Classmate	80 No's
21	White Board Marker Ink Bottles	Colors: Blue, Black, and Red Quantity: 15 ml	Camlin/Luxor/DMOS	1500 No's
22	White Board Marker Pens	Colours: Blue, Black and Red. Refillable, Bright Ink, Easy to erase with duster, tissue andcloth	Camlin/Luxor/DMOS	600 No's
23	L-TypeFolders	Size: A4 Transparent and clear Waterproof and dust proof Arc opening and safety roundcorner Material: Plastic Thickness 200 Micron		500 Pcs.
24	Correction pen (Whitener)	Color: white Ink quantity: 7 ml	Camlin	30 No's
25	Box Files	A4 size with thick Board Should open 180 degrees toallow filing very easily.		30 No's

		Clip should be made from Stainless steel material.		
26	Paper weight Rubber	Material: Rubber		20 No's
27	Paper weight Glass	Material: Glass		20 No's
28	Gum tubes	Quantity: 50 ml	Camel	50 No's
29	Gum bottles	Quantity: 1 Liter	Camel	3 No's
30	Remote Batteries	Size: AAA Voltage: 1.2 V to 1.5 V	Nippo/Eveready/Duracell	100 No's
31	Duracell Ultra Alkaline AA Batteries	Duracell Ultra Alkaline AA Batteries Size: AA	Duracell	200 No's
32	Binding Register	Pages: 220 or above Hard Binding Size: Approx. 31 x 19 cm Paper density: At least 70 GSM Ruled		120 No's
33	Dust less Chalk Pieces	White (25 Pack)	Apsara	10 Pack
34	Class Attendance Registers with University Logo and Name	28 Pages		500 No's
35	Office Attendance Registers	24 Pages		50 Pcs
36	Office Files Springs with college Name and Logo	Office Files		50 No's
37	Office Files without Springs college Name and Logo	Office Files		50 No's
38	Drinking Water Bottles 1 Liter	Material: Plastic		30 No's
39	Knife			10 Pcs
40	Graph Sheets Normal/ Semi log	Paper Size: A4 and 75 Gsm	Loctus	40 Books
41	Damper Sponge Pads			30 No's
42	Dispatch Registers/In and Out Ward Register	Binding Books 200 pages		10 No's
43	Water Cans 20L			10 No's
44	Fevistik 15g	Brand: Pidillite Product Name: Fevistik Grams: 15 Color: White	Pidillite	100 No's

45	Plastic Trays	Material: Plastic Size:35*28*8		20 No's
46	Binder Clips (Butter Fly Clips)	Butter Fly Clips 41mm		20 No's
47	Pad Locks (House Keys)	Hi-Tech 65mm Round, Steel Locks with 3 keys, 8 levers		100 No's
48	Stock Registers	Make: Oswal Premium Series Pages:400		2 No's
49	Stock Registers	Make: Oswal Premium Series Pages:200-250		10 No's

**Annexure-IX**  
**Acknowledgement E-Mail format**

The following confirmation mail should be sent to [procurement@rguktn.ac.in](mailto:procurement@rguktn.ac.in)

**E-mail Subject:** Confirmation of bid submission for “Purchase of office stationery for stores” at RGUKT-Nuzvid, AP.

**Body:**

Dear Sir,

We would like to inform you that, we have participated in the tender for “Purchase of office stationery for stores” at RGUKT-Nuzvid, AP against your tender reference number: RGUKT/NZD/E-Proc/Stores / Purchase of office stationery for stores/2025/T60. This is for your kind information.

With regards,  
Company name