



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

(A.P Government Act 18 of 2008)

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

0866-2468516

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

NIQ FOR THE "Supply&Delivery of Stationary Material"

Ref.No: 14/NUZ/Procurement & Stores/Stationary Material /2026-27

Dt: 03.07.2026

To
All Interested vendors

Dear Sir/ Madam,

SUB: Notice inviting quotation for "Supply&Delivery of Stationary Material"

The Administrative Officer, RGUKT- Nuzvid invites quotations in a single bid as indicated above. Kindly quote your lowest price including taxes & transportation.

Terms and conditions:

- 1) 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 the person.
- 2) The following must be written on the outer sealed cover irrespective of a single bid. Without a sealed cover, the quotation will not be accepted.

QUOTATIONS FOR "Supply&Delivery of Stationary Material"

Ref. No: 14/NUZ/Procurement & Store/Stationary Material /2026-27

Dt:

To
The ADMINISTRATIVE OFFICER
RGUKT - NUZVID
Eluru (DIST) - A.P. - 521202

- 3) 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.
- 4) There is no Quotation document fee and the Quotation document is to be downloaded from our Website given below. www.rguktnuz.in/tenders or www.rguktn.ac.in/tenders
- 5) **Validity:** Quoted rates must be valid for 120 days.
- 6) **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.
- 7) **GST Registration :** copy of the document to be furnished

- 8) In case of civil works he should be a registered civil contractor. Copy of the certificate to be Enclosed along with the tender.
- 9) The vendor should have sufficient experience in supplying goods/executing work/OEM 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 vendor should quote the GST price in the 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 the prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.
- 12) **Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firms must appear on all the papers and envelopes submitted.
- 13) **Payment:** Payment will be made within 30 days from the billing date after getting a satisfaction Certificate from the concerned department. Payment would be made through online mode only. The Following information must be mentioned on the bill for Digital payment -
 - a) Name of the Firm with complete postal address
 - b) GST Number of the institute (37AAAGRO129Q1ZX)
 - c) GST Number of the firm
 - d) ACCOUNT No
 - e) Name of the Bank with Branch
 - f) IFSC CODE
 - g) PAN NO:
- 14) Chemist/pharmacy/Drug valid license/Registration number
- 15) Kindly read terms and conditions properly and see that they are fully understood and complied with. No correspondence shall be entertained in case your quotation is rejected on the ground of not complying with our instructions, terms, and conditions. In case of doubt please contact us at 08662468516 or the Administrative Office.
- 16) The last date for the receipt of quotations will be 07 days from the date of issue and is extendable until receiving of three quotations. The vendor should see the website for updates.

Tender Schedule

Starting date	03/07/2026 (05:00PM)
Last date & Time of receipt of Tender	09/07/2026 (05:00PM)
Time of opening Tender:	10/07/2026(10:00AM)
Venue of Bid opening:	Administrative Office, RGUKT- Nuzvid.

Check List

1. GST Certificate & Pan card (Mandatory)
2. Price Bid (Signed)

Sd/-
Administrative Officer

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

Price Bid

<i>GST of the Firm :</i>					
14/NUZ/Procurement & Stores/ Stationary Material /2026-27					
<i>GST of the Firm :</i>					
S.no	Name Of Item	Technical Specifications	Qty	Unit Cost	Total amount
1	A4 white papers Make : JKCopier/Classmate/hp papers/B2B/Spectar/	Paper Size: A4 Paper Density: 75 GSM Colour: White Unruled 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	100 reams (Per Ream)		
2	Use and throw ball point pens Make : Speed/Bitco/Cello/Luxor	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	1000 pens (colour: RED-1000 pens) (Per Pc.)		
3	Staplers small Make : Kangaroo	No.10 Model in Kangaroo or equivalent of good and acceptable quality in other makes.	30 Pcs (Per Pc)		
4	Scissors	Size: 8 Inch Material: Stainless steel Multipurpose type	10 No's (Per Pc)		
5	Scales Make: Camel/Camlin/ Classmate/ Natraj	Size: 30 cm: Material: Plastic Broad Size Clear & Bold Marking Rounded edges	30 No's (Per Pc)		
6	Iron Scales Make: Generic	Size: 30 cm Material: Steel Colour: Silver Clear & Bold Marking Rounded edges	20 No's (Per Pc)	For Measurement	
7	Stamp Pad Small Make : Camlin/ Faber castell/ Ashoka	Ink color: Violet Size: Approx. 11 cm x 7 cm	10 No's (Per Pc)		
8	Packaging Tape (Transparent)	Width: 2 inches Length = at least 50 meters Clear Transparent and Self adhesive	20 No's (Per Pc)		
9	Packaging Tape (Brown)	Colour: Brown/Tan Width: 2 inches Length = at least 50 meters Self adhesive	20 No's (Per Pc)		
10	Sheet Protector (Plastic Clear Folder Leafs)	Size: FS A4 Material: plastic Transparent front and back cover Thickness: 150 microns Should provide at least 11 holes to	500 No's (Per Pc)		

		adjust in any type of ring file.			
11	White Board Marker Ink Bottles Make: Camlin/Luxor/DM OS	Colours: Blue, Black, and Red Quantity: 15 ml	600 No's (Per Pc)		
12	White Board Marker Pens	Colours: Blue, Black and Red. Refillable, Bright Ink, Easy to erase with duster, tissue and cloth	300 No's (Per Pc)		
13	Sticky notes (3-inch x 3 inch)	Size: 3 inch x 3 inch Vivid colors that demand attention. Should utilize a repositionable adhesive that should not mark paper and other surfaces 100% Natural, non-toxic and odorless.	10 Packs (Per pack at least 400 sheets) (Per Pack)		
14	Sticky notes (Approx. 2 cm x 7 cm)	Size: Approx. 2 cm x 7 cm Vivid colors that demand attention. Should utilize a repositionable adhesive that should not mark paper and other surfaces 100% Natural, non-toxic and odorless.	10 Packs (Per pack at least 400 sheets) (Per Pack)		
15	A4 Size Cloth line courier cover Small	Size: A4 Small Cloth Cover Material: Paper Closure Type: Self – Seal Tear Resistance	100 No's(Per Pc)		
16	Paper Envelope covers (A4 Size)	Colour: Brown, Size: A4 Small Thickness: 100 GSM to 120 GSM Material: Paper Inner Lamination - Envelope should be inner laminated with polythene that protect envelope from water splash and moisture.	50 No's (Per Pc)		
17	Correction pen (Whitener) Make: Camlin	Color: white Ink quantity: 7 ml	30 No's (Per Pc)		
18	Box Files	A4 size with thick Board Should open 180 degrees to allow filing very easily. Clip should be made from Stainless steel material.	50 No's (Per Pc)		
19	Remote Batteries Make: Duracell	Size: AAA Voltage: 1.2 V to 1.5 V	100 No's (Per Pc)		
20	Duracell Ultra Alkaline AA Batteries Make: Duracell	Duracell Ultra Alkaline AA Batteries Size:AA	100 No's (Per Pc)		
21	Office Files Springs with college Name and Logo	Office Files	50 No's (Per Pc)		
22	Calling Bells Make: Intelligent/Nova	Material: Plastic	10 No's (Per Pc)		

23	Pvc Folders	Material: Plastic Each Packet -50 Pc	16 Packets (Per Pac)		
24	Note Files Sky Blue		50 No's (Per Pc)		
25	CD-DVD Markers Make: Camlin/Luxor/ DMOS	Colors: Blue, Green	20 No's (Per Pc)		
26	White Sticker Lables	Each Page has 12 white lable stickers Size:H:5cm,L:10cm	3 Books(Per Book)		
27	Camlin Kokuyo Gum Bottle 300m Make: Camlin	Size:300ml	10 No's (Per Pc)		
28	Binder Clips 45mm Big		20 Boxes (Per Box)		
29	Binder Clips 19 mm Big		20 Boxes (Per Box)		
Total Amount					
GST@					
Grand Total (Inclusive of all taxes, 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 to 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: