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: procurement@rguktn.ac.in,

NIQ FOR THE "Purchase of various books- boys and girls outing registers, girls In time registers attendance registers etc"---

Ref.No: 38/RGUKT/NUZ/DSW/ Books/2026-27 **Dt: 07.11.2026**

To
All Interested vendors

Dear Sir/ Madam,

SUB: Notice inviting quotation for"Purchase of various books- boys and girls outing registers, girls In time registers attendance registers etc"---

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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 "Purchase of various books- boys and girls outing registers, girls In time registers attendance registers etc"--

Ref. No: 38/RGUKT/NUZ/DSW/ Books/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	**07/11/2026 (05:00PM)**
Last date & Time of receipt of Tender	**13/11/2026 (05:00PM)**
Time of opening Tender:	**16/11/2026(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

REF No: 38/RGUKT/NUZ/DSW/ Books/2026-27				
GST of the Firm :				
S.no	**Name Of The Item**	**Quantity**	**Unit Cost**	**Total Amount**
1	Study Certificates	2500		
2	Bonafide Certificates	2500		
3	Migration Certificates PUC	1000		
4	Migration Certificates B.tech	1000		
5	Student ID Cards& Covers	2000		
6	Material Issue Stock Books	10 books		
7	Attendance Registers	500		
8	Parent Registers 200-pages	10		
9	Boys Out Registers200 –Pages	10		
10	Boys In Time Registers 200 –Pages	10		
11	Visitor Registers	10		
12	Girls Out Registers200 –Pages	10		
13	Girls In Time Registers 200 –Pages	10		
14	Boys and Girls Outing Registers	10		
			Sub Total	
			GST @18%	
			Grand Total(Inclusive 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: