



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES  
IIIT – Srikakulam  
S. M. Puram (V), Etcherla (M), Srikakulam (Dist.), A.P – 532402

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**Date:- 15-09-2018**

**Ref. RGUKT/APIIIT/SKLM/Pro/Exams Sec/Stationery /Lr.No.01/2018-19**

**NOTICE INVITING QUOTATIONS**

IIIT-SRIKAKULAM, RGUKT-AP invites sealed quotations from interested parties for supply of Stationery Material for IIIT-SRIKAKULAM campus, S.M.Puram (V), Etcherla (M), Srikakulam District, Pin-521202

Last Date for Submission : 24 /09/2018  
Item Description : As per Annexure – A  
Address for Communication : Administrative Officer,  
IIIT-SRIKAKULAM,  
Located at IIIT Nuzvid pre fab campus,  
Nuzvid, Krishna District, Pin-521202.

**Terms & Conditions:**

1. The bidder should be reputed manufacturer or its authorized dealer.
2. The Bidder is required to have CST/TIN Registration Number and GST Registration
3. The Bidder should not have been barred by any PSU/Govt. Dept. in business with them.
4. Bidders are requested to follow the given price bid format to quote the items. The rate for the item may be quoted in INR. The offers should indicate unit price (excluding GST).
5. The quotations must be addressed to “Administrative Officer,IIIT-Srikakulam, RGUKT,AP, Camp Office at IIIT-Nuzvid, Krishna Dist. Pin- 521202
6. The sealed cover should be super scribed with above mentioned Ref. No. and must reach the office on or before the last date through Speed-post/Registered Post.
7. Delivery should be within specified days mentioned in Purchase Order, i.e., within one week from the date of purchase order. If the items are not delivered within the stipulated time, the supplier shall be liable to pay a penalty of 1% of the total order value for each delay of 10 days or part thereof and the amount will be deducted from the payment on account of purchase.
8. Unloading of items and delivery to the store place shall be responsibility of the firm.
9. The suppliers will undertake warranty of items from the date of supply and shall have to mention clearly the period of warranty in financial bid. The supplier further warrants that the items shall be free from defects.
10. Payment shall be made 100% after delivery of the items in good condition.

11. IIIT-Srikakulam ,RGUKT, A.P reserves the right to reject any/all quotation(s) without assigning any reasons whatsoever.

12. Quotations received against our notification are considered as accepting the terms and conditions of IIIT-Srikakulam ,RGUKT, A.P.

Sd/-

**Administrative Officer (i/c)**  
**IIIT- Srikakulam- RGUKT –A.P.**

**Annexure – A**

**The requirement details are as follows:-**

<b>Sl.No</b>	<b>Name of the Item</b>	<b>Qty</b>	<b>Each Rate</b>	<b>total cost</b>
1	A4 sheets paper box	50		
2	A3 Size Brown Sheets	200		
3	A4 Size Plastic binding cover sheets	100		
4	File pads (ordinary/urgent)	100		
5	Threads bundels	100		
6	Calculators	2		
7	Fevistick	50		
8	Pencils	5		
9	Pen stand	2		
10	Pens - blue ( 3 rs.)	100pkts		
11	Pens- red	200pkts		
12	Rorito teramax Blue pens	12		
13	Skethches	10		
14	File punching machines (big) DP-700	2		
15	Transparent tapes (1inches)	5		
16	Transparent tapes (2inches)	5		
17	paper pins	2		
18	Binder Clips (Big,Small,Medium)	4		
19	Push pins	2		

20	J Hook Pins	2		
21	T Pins 30mm	2		
22	Gem Clips 28mm	2		
23	Pin O Clips Box	3		
24	Scissors (big)	10		
25	Paper weights	5		
26	stapler pins (Small)	50		
27	Sticke Notes (all Colors)1.5X2 Inches	5		
28	Sticke Notes (all Colors) 3X5 Inches	5		
29	Stamp pads – Big	5		
30	Stamp pads – small	5		
31	Graph Sheets	20000 sheets		
32	Rubber Bands (3inch)	10kgs		
33	Rubber Bands (1inch)	2		
34	Plastic Tread (Rope)	20		
35	Cotton Ribbons	10		
36	Office Cutter 9mm	5		
37	Fingertip MOISTENER	5		
38	Numbering Machine 6Digit(with all accessories)	6		
39	Cubic Pad 100x100Size 750 Sheets	3		
40	Tocken stands	3		
41	Rubber stamp stand	2		
42	Paper bundling pads	200		
43	Plastic Trays for office table	2		
44	Gum bottles(250ml)	20		
45	File pin treads packets (pack of 100)	10		
			<b>Total</b>	

**Sd/-**  
**Administrative Officer (i/c)**  
**IIIT- Srikakulam- RGUKT –A.P.**