



Date:- 15-09-2018

Ref. RGUKT/APIIIT/SKLM/Proc/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:-

S.No	Name of the Item	Qty	Each Rate	Total
1	A4 sheets paper box	25 boxes		
2	A4 Brown covers	50 nos		
3	A4 cloth covers	50 nos		
4	A3 Size Brown Sheets	100 nos		
5	A4 Size Plastic binding cover sheets	100 nos		
8	box files (Big)	25 nos		
	box files (Small)	25 nos		
9	File pads (ordinary/urgent)	50 nos		
10	transparent folders (A4 Size clear sheet protectors)	20 pkts		
11	L-Folder	10 pkts		
12	File Threading	30 bunches		
14	writing pads (10 pages)	200 nos		
15	Calculators	5 nos		
16	white long note books	200 nos		
17	White binding note books	25 nos		
18	Long Rule binding note books	20 nos		
19	Long Note Books Rule 150 pages	50 nos		
20	Rough note books (300 pages)	100 nos		
21	Deluxe Register (220 pages)	15 nos		
22	Stock Registers (OSWAL) 100 pg.	15 nos		
23	Day book (OSWAL 200 pg.)	1 nos		

24	Ledgers (Oswal 200 pgs.)	1 nos		
25	Fevistick	50 nos		
26	Gum Tubes(Camel)50ml	10 boxes		
27	Highlighter	5 pkts		
28	Correction pens	30 nos		
29	Pencils	30 boxes		
30	Erasers	5 boxes		
31	Sharpener	5 boxes		
32	Pen stand	10 nos		
33	pens - blue (3 rs.)	50 boxes		
34	pens - black (3 rs.)	5 boxes		
35	Pens- red	50 boxes		
36	Green Pens gel pen	30 nos		
37	Rorito teramax Blue pens	20 nos		
38	Skethches	10 pkts		
40	File punching machines (small)	10 nos		
41	File punching machines (big)	10 nos		
42	single puncher	5 nos		
45	paper pins	20 boxes		
46	Binder Clips (Big,Small,Medium)	15 packs(Eac5 packs)		
47	Drawing pins	5 pkts		
48	Push pins	8 pkts		
49	J Hook Pins	2 pkts		
50	T Pins 30mm	5 pkts		
51	Gem Clips 28mm	10 pkts		
52	Pin O Clips Box	10 pkts		
53	Scissors (small)	10 nos		
54	Scissors (big)	5 nos		
55	Envelop (small)	15 pkts		
56	Envelop (medium)	10 pkts		
57	Envelop (big)	10 pkts		
58	Envelop Cover (White)	5 pkts		
61	Iron scales	10 nos		
62	long scales	10 nos		
63	Paper weights	30 nos		
64	Planks big size	5 nos		
65	staplers (big)	4 nos		
66	staplers (small)	20 nos		
67	stapler pins (Small)	50 boxes		
68	stapler pins (big)	5 boxes		
69	permanent markers	10 nos		
70	CD Markers -Blue, black, red and green	4 paks (each one)		

71	Sticke Notes (all Colors)	10 nos		
72	Plasters white color 1 inch	25 nos		
73	Plasters white color 2 inch	30 nos		
74	Tape Brown Colour	15 nos		
75	Stamp pads – Big	5 nos		
76	Stamp pads – small	15 nos		
77	Stamp pads Ink bottles	10 nos		
78	Drawing Chart papers	25 nos		
80	Rubber Bands (3inch)	2 kgs		
84	Office Cutter 9mm	5 nos		
85	Fingertip MOISTENER	5 nos		
89	Rubber stamp stand	4 nos		
91	Plastic Trays for office table	4 nos		
92	Dusters (Wooden)	100 nos		
93	PVC Folders	25 pkts		
94	Carbon papers(kores)	1 pkt		
95	Scribbling Pads (White)	100 nos		
96	White Bond Papers 85 GS	1 ream		
97	White Board Marker Ink(camel 15ml) – blue	1000 nos		
98	White Board Markers(Camel) Black	600 nos		
99	White Board Markers(Camel) Red	50 nos		
Total				

Sd/-

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