



Ref: RGUKT-B/Proc/IDCardHoldersRibbon/Q17/2017, dated. 28.12.2017

NOTICE INVITING QUOTATIONS

Description : Providing of ID CardHolders and Ribbon with University's Name and LOGO.

NIQ No : RGUKT-B/Proc/IDCardHoldersRibbon/Q17/2017

Last date for submission : Dt: 22 .01.2018 by 05:00PM

1. Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed Quotations (single bid system) for supply of 7000 No's of ID CardHolders and Ribbons with University's Name and LOGO.
2. Interested bidders are requested to quote for 7000 No's of ID CardHolders with Ribbons.
3. The specifications of ID CardHolder with Ribbon are given below.

Specifications		
1	ID Card Holders	<ol style="list-style-type: none">i. ID Card Holder should be suitable to ID Cards. (University has already ID Cards).ii. ID Card's size: Length 8.7 cms and Breadth 5.5 cms.iii. Color : Blue/white/Blackiv. ID card should be visible, when it is inserted/ fixed in IDcardholder.
2	Ribbon /strap	<ol style="list-style-type: none">i. University's Name and LOGO i.e"RGUKT Basar University's LOGO" Should be on Ribbon.ii. University's Name and LOGO should be repeated on Ribbon /strap (3-5 Times).iii. Color: maroon red(students) and green/violet /red (Staff).

4. The quotations must be accompanied with the following:
 - a. Bidder information sheet (Annexure-I)
 - b. Price offer (ANNEXURE-II)
 - c. Non refundable Processing fee of **Rs.500/- (Rupees One Thousand only)** in the form of DD, drawn in favour of The Director, RGUKT, Basar, payable at Basar.
 - d. Copy Registration Certificate from Competent Authority.
 - e. Copy of PAN card
 - f. Registration of GST

5. RGUKT reserves the right to reject any/all quotations (s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.
6. Quality and price are the factors will be taken into consideration for awarding of contract.
7. The conditions of the Contract:
 - a. The rates mentioned shall be valid for a period of 90 days.
 - b. The bidders are required to **submit the samples of items quoted** along with tender documents/quotations.
 - c. The material should be delivered within **15 days** from the date of award of the contract.
 - d. Bidder may check ID Cards.
 - e. Bidder has to supply the material as per the instructions of University and should take the approvals of the authority concern.
 - a. **Payment terms:** 100% against satisfactory delivery and after getting satisfactory certificate from the concerned authorities.
 - b. The prices should quote inclusive of all the taxes and transportation charges.
 - c. The payment shall be made through RTGS transfer on receipt of triplicate invoice along with advance stamped receipt.
8. Submission of the quotation will signify the acceptance of all the terms and conditions of the contract. It will not be obligatory for the institute to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any bidder.
9. **The quotations are to be addressed to “the Director, RGUKT, Basar”.** The covers should be super scribed as **“Quotation for Supply of ID Card Holders with Ribbon”**.

10. Address for sending of sealed quotations:

Procurement Section, Omega(ω)-11,
RGUKT- Basar,
Nirmal District, Telangana -504107.
Call:8919908978/9441186881.

Vice-Chancellor

ANNEXURE-I

The bidder information sheet:

1	Name of the organization				
2	Year of establishment				
3	Complete postal address				
4	Name & Designation of Authorized person				
5	Phone No.				
6	Fax No.				
7	Email				
8	Nature of the firm (Proprietary/partnership/etc...)				
9	Bank Details of the Agency:				
	Bank Name				
	Bank Address				
	Bank Account Number				
	IFSC Code				
10	PAN No.				
11	VAT/GST				
12	UIDAI Certification No.				
13	Bid Document Fee (Non refundable)	Amount Rs. :			
		DD No. :			
		DD Date :			
		Issuing Bank & Branch :			
14	Experience Details (if any):				
	S.No.	Name of the Organization (along with contact details)	Year of supply	Items Supplied	Item value
15	Details of certificates enclosed.				

(On the official letter head of the firm)

ANNEXURE-II

PRICE OFFER

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Quotation for supply of Id CardHolders and Ribbon with University's Name and LOGO

S. No	Item details	Qty	Unit Price Without taxes	Taxes & Other Duties etc. on Unit price	Unit price inclusive of taxes & duties (Rs.)	Total Price (Rs.)
1	2		4	5	6 (4+ 5)	
1	Option : 1 (ID cardholder and Ribbon/straps)					
2	Option: 2 (ID Cardholder and Ribbon/ straps)					

* The purchase quantity may vary by $\pm 20\%$

Note:

1. One set of samples should be submitted for each model/option along with quotations. University will select one option from above.
2. The prices are to be quoted inclusive of all taxes, transportation and other charges.

Signature of the Bidder with Seal