



Ref: RGUKT-B/Proc/Stationery/RC01/2016, dated.02.08.2016

NOTICE INVITING RATE CONTRACTS

Description : Annual Rate Contract for supply of Stationery items
NIRC No : RGUKT-B/Proc/Stationery/RC01/2016
NIRC issue Date : 02.08.2016
Last date for submission : 17 .08.2016 by 05:00PM

1. Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed tenders (single bid system) for award of Annual Rate Contract for supply of Stationery items (items annexed at ANNEXURE-B) to RGUKT, Basar located in Adilabad District of Telangana State, for a period of one year from the date of award of contract, which can be extendable for one more year. Interested bidders are requested to submit the competitive offer for the items strictly as per the instructions and terms & conditions mentioned in the tender document.
2. The tender document can be downloaded from our website i.e. www.rgukt.ac.in.
3. The covers should be super scribed as "Tender for Annual Rate Contract for supply of Stationery".
4. The sealed quotations should reach the institute latest by **17.08.2016 by 05:00PM**.
5. The quotations must be accompanied with the following:
 - a. Bidder information sheet (Annexure-A)
 - b. Price offer (ANNEXURE-B)
 - c. Non refundable Processing fee of Rs.500/- (Rupees Five Hundred only) in the form of DD from any Nationalized Bank, drawn in favour of The Director, RGUKT, Basar, payable at Basar.
 - d. Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only) in the form of DD from any Nationalized Bank, drawn in favour of The Director, RGUKT, Basar, payable at Basar.
 - i. The EMD of the successful bidders will be converted into Performance Security Deposit, which shall be refunded at the end of the contract.
 - ii. The EMD of the unsuccessful bidder shall be returned after award of contract.
 - e. Registration Certificate from Competent Authority.
 - f. Registration with Sales Tax and Income Tax

6. RGUKT reserves the right to reject any/all tender(s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.
7. The conditions of the Contract:
 - a. The rates mentioned shall be valid though out the contract period.
 - b. The contract period is initially for a period of one year, and extendable further one more year, basing on satisfactory performance.
 - c. The goods/items should be supplied within 03 (three) days from the date/item of issue of purchase order either through e-mail.
 - d. The items shall be delivered to RGUKT Basar on door delivery basis. Unloading of items and delivery to the store place shall be responsibility of the firm.
 - e. The supplier will be liable to replace the rejected/damaged stores within 03 days (as per the instructions of RGUKT).
 - f. The bidder must confirm in writing that the goods supplied by them shall be as per specification of goods and of Superior Quality as mentioned in the tender enquiry and in case goods of inferior quality supplied by them, the contract shall be cancelled and goods shall be purchased from the L2 quoting firm or market, and the difference in price would be recovered from L1 supplier.
 - g. The payment shall be made through RTGS transfer on receipt of triplicate invoice along with advance stamped receipt.
 - h. The contract may be placed on one or more than one firm depending upon rates and other factors i.e.L1 rates, quality of the products etc.
8. Submission of the tender 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. Besides the items mentioned, if any other office stationery items, please quote the prices in a separate list.

10. Address for sending of sealed quotations:

Procurement Section, Omega(ω)-11,
RGUKT- Basar, Mudhole Mandal,
Adilabad District, Telangana -504107.
Call:8332818106/9441186881.

For any clarifications reach us at: procurement@rgukt.ac.in

**Sd/-
Director (i/c)**

Encl:

ANNEXURE-A (Bidder information sheet)

ANNEXURE-B (Stationery items & price offer)

ANNEXURE-A

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	TIN No.				
12	Total No. of branch offices in Telangana				
13	Bid Document Fee (Non refundable)	Amount Rs. :			
		DD No. :			
14	EMD	DD Date :			
		Issuing Bank & Branch :			
		Amount Rs. :			
		DD No. :			
15	Experience Details:				
	S.No.	Period		Name of the Organization (along with contact details)	Services provided
		From	To		
17	Details of certificates enclosed.				

ANNEXURE-B

SL NO	Name of the Item	Brand	UoM	Unit Price inclusive of taxes (Rs.)
1	Adgel Pens	Superior Quality	Pkt	
2	Bell Pins	Superior Quality	box	
3	Binder Clips 12mm	Superior Quality	Box	
4	Binder Clips 19mm	Superior Quality	Box	
5	Binder Clips 32mm	Superior Quality	Box	
6	Binder Clips 41 mm	Superior Quality	Box	
7	Blue Ball Pens	Agni	Pkt	
8	Box Files	Superior Quality	each	
9	Business Card Holder Cover-120 cards holding capacity with index A4 Size	Superior Quality	each	
10	Business Card Holder Cover-240 cards holding capacity with index A4 Size	Superior Quality	each	
11	Caluclators (12 digit)	Casio/citizen	each	
12	Cello Tapes(White 1")	Superior Quality	each	
13	Cello Tapes(White 2")	Superior Quality	each	
14	Certificate Covers	Superior Quality	each	
15	Cutter(Good Quality)	Superior Quality	each	
16	Drawing Sheets	Superior Quality	Bundle	
17	Envelope Covers(11x5 inches))	Superior Quality	Bundle	
18	Envelope Covers(A4 Size)	Superior Quality	Bundle	
19	Eraser	Apsara/Nataraj	Pkt	
20	Fevistick 8 grms	Superior Quality	each	
21	File Flags	Superior Quality	Pkt	
22	File Pads	Superior Quality	Bundle	
23	File Tags	Superior Quality	Bundle	
24	Gems Clips (Plastic coated)	Superior Quality	Box	
25	Gems Clips (Stainless Steel) Small	Superior Quality	Box	
26	Gems Clips (Stainless Steel) Large	Superior Quality	Box	
27	Graph Sheets Semi Log)	Superior Quality	Bundle	
28	Graph Sheets(Normal)	Superior Quality	Bundle	
29	Gum Bottle (100ml)	Camel	each	
30	Highlighters	Superior Quality	Pkt	
31	In Ward,Out Ward Registers	Superior Quality	each	
32	L- Folders(All Colors)	Superior Quality	Pkt	
33	No.2 Registers	Superior Quality	each	
34	No.5 Registers	Superior Quality	each	
35	Notice Board (4x6)	Superior Quality	each	
36	Notice Board Pins	Superior Quality	Pkt	
37	Notice Boards	Superior Quality	each	
38	Numbering Machine	Superior Quality	each	
39	Office Try(Plastic)	Superior Quality	each	

40	Paper Bundles (Legal size)	JK/Andhra/Century	each	
41	Paper Bundles A4 size (70 Gsm)	JK/Andhra/Century	each	
42	Paper Clips(Medium size)	Superior Quality	Bundle	
43	Paper weights(Rubber)	Superior Quality	each	
44	Pen Stands	Superior Quality	each	
45	Pencils	Apsara/Nataraj	Pkt	
46	Permanent Marker	Superior Quality	each	
47	Plastic Folders(Document Cover)	Superior Quality	Pkt	
48	Punching Macine DP-52	Kangaro	each	
49	Red Ball Pens	Agni	Pkt	
50	Royal Bond Excutive papers bondiles (75 Gsm)		Bundle	
51	Rubber Bands(3 inch)	Superior Quality	Pkt	
52	Rubber Bands(4 inch)	Superior Quality	Pkt	
53	Scales(Plastic) 12"	Superior Quality	each	
54	Scales(steel) 12"	Superior Quality	each	
55	Scissor 6"	Superior Quality	each	
56	Scissor 9"	Superior Quality	each	
57	Scribbling Pads(10 pages)	Superior Quality	Pkt	
58	Sharpners	Apsara/Nataraj	Pkt	
59	Sketch Pens	Superior Quality	Pkt	
60	Spiral Covers	Superior Quality	Bundle	
61	Spiral Type Writing Pad (Size 5½"x 8½") 100 pages	Superior Quality	each	
62	Sponge Dumper	Superior Quality	each	
63	Stamp Pad Ink bottle	Superior Quality	each	
64	Stamp Pads	Camel	each	
65	Stapler Pin(No.10-1M)	Kangaro	Pkt	
66	Stapler Pin(No.24/6 - 26/6)	Kangaro		
67	Staplers HD-45	Kangaro	Box	
68	Staplers (No-10)	Kangaro	Box	
69	Stock Files	Superior Quality	each	
70	Stock Registers	Superior Quality	each	
71	Tape Brown 1")	Superior Quality	each	
72	Tape Brown 2"	Superior Quality	each	
73	Two Sided Gumming Tape	Superior Quality	each	
74	Uniball Pens(Red,Blue,Pink,Black,Green)	Superior Quality	Pkt	
75	White Board Marker	Camel	Pkt	
76	White Board Marker Ink	Camel	each	
77	Whitener Pen	Camel	Pkt	
78	Wooden Dusters	Superior Quality	each	

* Do not change the above format. If not quoted, Leave the columns blank.