

ರಾಣಿ ಚನ್ನಮ್ಮ



ವಿಶ್ವವಿದ್ಯಾಲಯ



ವಿದ್ಯಾಸಂಗಮ, ರಾಷ್ಟ್ರೀಯ ಹೆದ್ದಾರಿ- 04, ಭೂತರಾಮನಹಟ್ಟಿ, ಬೆಳಗಾವಿ - 591156

(ನ್ಯಾಕ್ ಮಾನ್ಯತೆ B+ ಗ್ರೇಡ್ - 2021) PM-USHA (MERU)

RANI CHANNAMMA UNIVERSITY

Vidyasangama, National Highway - 04, Bhootaramanahatti, Belagavi - 591156

(NAAC Accredited with B+ Grade - 2021) PM-USHA (MERU)

E-mail: registrar@rcub.ac.in

ಕುಲಸಚಿವರ ಕಾರ್ಯಾಲಯ

Website: www.rcub.ac.in

Office of the Registrar

Phone No.: 0831-2565234

Ref. No.: RCU/Belagavi/R.O./2026-27/823

Date: 20/05/2026

Notification

Name of Work: Inviting the quotations for the item wise rate contract for the supply of stationery for the university.

Ref. No.: 1) Hon'ble Vice Chancellor approval dated :18/05/2026.

2) Registrar Approval dated 15/05/2026.

With reference to the subject mentioned above, quotations are invited in Annexure-I for the item wise rate contract for the supply of stationery. Annexure-I may be downloaded from the website www.rcub.ac.in and submit the quotation in the sealed envelope mentioning the work to be undertaken as "Item wise rate contract for the supply of stationery", and post the same to "The Registrar, Rani Channamma University, Bhutramanahatti, Belagavi", so as to reach the University within seven days of this notification.

Digitally signed by
DARIKHAN K KAMBLE

Date: 18-05-2026

17:00:40

On behalf of the Registrar

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K/Q-1

Annexure I

INVITATION FOR QUOTATIONS FOR ITEM WISE RATE CONTRACT FOR THE SUPPLY OF STATIONERY

TO,
M/s.....
.....
.....
.....

Dear Sir,

Sub: Invitation of quotation for item wise rate contract for the supply of stationery for the University.

1. Sealed competitive quotations are invited by the undersigned for the following items of goods/equipment.

Sl. No.	Particulars	Qty
1	B2B SHRINK WRAP A4 PAPER 70 GSM 21x29.7-2.18	1 RIM
2	ECO A4 PAPER 70 GSM	1 RIM
3	ECO CANVAS A4 75 GSM COLOR	1 RIM
4	JK EXCEL BOND PAPER 80 GSM	1 RIM
5	JK EXCEL BOND PAPER 100 GSM	1 RIM
6	B2B COPIER LEGAL F/S 70 GSM	1 RIM
7	PAPER SOFT STUDENT RULED PAPER	1 PKT
8	SPBL COLOR SPRINT 75 GSM A4	1 RIM
9	CORBON PAPER 70 GSM	1 RIM
10	B2B A3 PAPER	1 RIM

11	OHP PAPER	1 RIM
12	BALL PEN	1 PCS
13	TRIO MATIC PEN U/T	1 PKT
14	U/T NORMAL PEN	1 PCS
15	GELTRON GEL PEN	1 PCS
16	BRITE PEN	1 PCS
17	HITECH POINT BX V7 PEN	1 PCS
18	SS ARROW BALL PEN	1 PCS
19	ADD ACHIEVER GEL PEN	1 PCS
20	FOUNTAIN PEN	1 PCS
21	MONTEX IMPRESSION BALL PEN	1 PCS
22	UNIBALL PEN	1 PCS
23	PARKER ULTRA FINE ROLLER BALL PEN	1 PCS
24	PARKER ULTRA FINE ROLLER BALL PEN REFILL	1 PCS
25	SKETCH PEN- BIG	1 PKT
26	SKETCH PEN- SMALL	1 PKT
27	ADD GEL XL WHITE BOARD MARKER PEN	1 PCS
28	PERMANENT CD MARKER	1 PCS
29	PERMANENT MARKER	1 PCS
30	YOUVA CONFERENCE PAD A5 12 PAGES	1 PCS
31	YOUVA CONFERENCE PAD A5 20 PAGES	1 PCS
32	CP1 SUNDARAM CONFERENCE PAD 12 PAGES	1 PCS
33	REGISTER 100 PAGES	1 PCS
34	REGISTER 200 PAGES	1 PCS
35	REGISTER 300 PAGES	1 PCS
36	REGISTER 400 PAGES	1 PCS
37	PRINTED REGISTER (IW/ OW) 200 PAGES	1 PCS
38	SELF ADHESIVE TAPE 22 MM (1" FOAM)	1 PCS
39	SELF ADHESIVE TAPE (2" TR) 48x45 MTRS	1 PCS
40	SELF ADHESIVE TAPE (2" BROWN) 48x45 MTRS	1 PCS

41	BUTTON BAG TWIN (DOUBLE POCKET)	1 PCS
42	BUTTON BAG TWIN (SINGLE POCKET)	1 PCS
43	STAMP PAD FABER CASTEL SMALL	1 PCS
44	LACE TAG (24")	1 BUNDLE
45	PLATINUM PENCIL	1 PKT
46	EXTRA DARK PENCIL	1 PKT
47	SCISSOR (MEDIUM)	1 PCS
48	SCISSOR (BIG)	1 PCS
49	STEEL SCALE 30 CM	1 PCS
50	HIGHLIGHTER FABER CASTEL	1 PCS
51	CAMEL GUM 150 ML	1 BOTTLE
52	CAMEL GUM 300 ML	1 BOTTLE
53	CAMEL GUM 750 ML	1 BOTTLE
54	STAPLER HD-10	1 PCS
55	STAPLER HD-45	1 PCS
56	STAPLER HP-45	1 PCS
57	STAPLER PIN NO. 10	1 PCS BOX
58	STAPLER PIN NO. 24/6	1 PCS BOX
59	PAPER PUNCH DP-600	1 PCS
60	PAPER PUNCH DP 52	1 PCS
61	STAPLER HEAVYDUTY	1 PCS
62	WHITNER PEN FABER CASTEL	1 PCS
63	RUBBER BAND 500 GRM	1 PKT
64	NYLON TAG 8" (PAPER TAG)	1 PKT
65	K/F PAPER PIN 50 GRMS	1 BOX
66	FEVISTICK 15 GRMS	1 PCS
67	FEVICOL SMALL GLUE STICK	1 PCS
68	GLUE STICK 25 GRMS	1 PCS
69	DAYTONE GUM TUBE 50 ML	1 PCS
70	A4 L FOLDERS	1 PCS
71	HANDY CUTTER	1 PCS

72	SPONGE DAMPER	1 PCS
73	COBRA LAMINATED SPRING FILE	1 PCS
74	STICK NOTES (FLAGS) 4 COLOR	1 PKT
75	TISSUE PAPER	1 PKT
76	DUSTER BLACK BOARD	1 PCS
77	DUSTER WHITE BOARD	1 PCS
78	SHARPNER	1 PCS
79	ERASER	1 PCS
80	DUSTLESS CHALK- NORMAL	1 BOX
81	DUSTLESS CHALK- HEAVY	1 BOX
82	DUSTLESS CHALK-COLOR	1 BOX
83	BOX FILE BIG	1 PCS
84	BOX FILE SMALL DRING	1 PCS
85	LASE FILES	1 PCS
86	BINDER CLIP BIG	1 BOX
87	BINDER CLIP MEDIUM	1 BOX
88	BINDER CLIP SMALL	1 BOX
89	BATTERY CELL (REMOTE)	1 PCS
90	PEN STAND SMALL FIBER	1 PCS
91	PEN STAND SMALL WOODEN	1 PCS
92	PEN STAND BIG STEEL	1 PCS
93	PEN STAND BIG OFFICER USE	1 PCS
94	ENVELOPS POST SIZE SMALL 9X4	1 PCS
95	ENVELOPS POST SIZE BIG 10X14	1 PCS
96	ENVELOPS A4 SIZE	1 PCS
97	CLOTH COVER FS	1 PCS
98	STAMP PAD INK BOTTLE 50ML	1 PCS
99	UPIN	1 BOX
100	STAPLER PIN REMOVER	1 PCS
101	CALCULATOR MJ 12D	1 PCS
102	CALCULATOR - NORMAL	1 PCS
103	POKER	1 PCS

104	PAPER WEIGHT BIG	1 PCS
105	PAPER WEIGHT SMALL	1 PCS
106	PLASTIC THREAD	1 PCS
107	EXAM PAD	1 PCS
108	PENDRIVE 32GB	1 PCS
109	PENDRIVE 64GB	1 PCS
110	PENDRIVE 128GB	1 PCS

2. Quoted Price:

(a) The tenderer shall quote for items in the format of quotation attached;

¹ (a) The Specifications should be drafted to permit the widest possible competition and at the same time present a clear statement of the required standards of workmanship, materials, and performances of the goods to be procured. Minimum functional specifications should be specified for equipment. Only if this is done will the objectives of economy, efficiency and fairness in procurement is realized, responsiveness of quotations be ensured and the subsequent task of evaluation of quotations facilitated.

(b) Wherever the Goods are covered by Bureau of Indian Standards, the reference to the Standards should be given. If ISI marking is available, it should be specified.

(c) Reference to Brand name and catalogue number should be avoided as far as possible. Where unavoidable, they should be followed by the words "or at least equivalent"

Note: Delete the footnote in the final letter inviting quotations.

- (b) All duties, taxes and other levies payable by the tenderer (including Sales tax on the finished goods) shall be included in the item rate.
- (c) The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- (d) Rates for supply of partial quantity of an item is not acceptable.
- (e) Corrections if any shall be made by crossing out, initialing, dating and rewriting.
- (f) Cable or Facsimile quotations are not acceptable.

3. Each tenderer must submit only one quotation

4. Validity of quotations:

The quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

5. Evaluation of quotations:

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner:

- (a) The evaluation will be done including the Sales tax. If the tenderer has not included the Sales tax in his quotation for the item rate, and has also not indicated the rate of Sales tax applicable, the quoted rate will treated as though it is inclusive of the Sales tax and no extra payment for Sales tax

will be made;

- (b) The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The tenderer who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive tenderer, whose total cost for all the items put together is the lowest.

6. Award of contract:

- (a) The Purchaser will award the contract to the tenderer whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5(b) above.
- (b) The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of any or all of the items indicated in para 1 above by 25% without any change in the unit price or any other terms and conditions.
- (c) The Purchaser prior to the expiration of the quotation validity period will notify the tenderer whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the Purchase order.
- (d) Normal commercial warranty/guarantee shall be applicable to the supplied goods;
- (e) Payment shall be made immediately after the delivery of the goods and their acceptance.
- (f) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of the contract.

7. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations superscribed on the envelope as "QUOTATIONS FOR ITEM WISE RATE CONTRACT FOR THE SUPPLY OF STATIONERY" within seven days of the notification.

We look forward to receiving your quotations.

Yours Sincerely,

Sd/-
Assistant Registrar,
Rani Channamma University,
Belagavi.
Telephone No:0831-2565242.

FORMAT OF QUOTATION

Sl. No	Description of goods/equipment	Brief specifications	Quantity	Unit	Unit rate (Rs) in Figures	Unit rate(Rs.) in words	Total amount (in Figures)
1							
2							
3							
4							
5							
6							

Gross Total Cost: Rs..... (in figures)

Rs... ..(in words)

1. We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. (in figures) (Rs... ..(in words), within the period specified in the Invitation for Quotations.

2. We also confirm that the normal commercial warranty/guarantee of months shall apply to the offered goods.

(Tenderer)

Name:

.....

Signature:

Date:.....