



**Dr.YSR HORTICULTURAL UNIVERSITY
ADMN.OFFICE,P.O.BOX.7,VENKATARAMANNAGUDEM
WEST GODAVARI DISTRICT**

Lr.No.89/Spl.Cell/2017, dt.30-06.2018.

Sub: Dr.YSRHU – Supply of Certain Stationery items – Quotations – Called for –
Regarding.

* * *

With reference to the subject cited, you are requested to quote your lowest rates for supply of Stationery and Non-Stationery items to Dr.YSR Horticultural University, Venkataramannagudem.

Your quotation should reach to this office on or before 13.07.2018 with terms and conditions and details be download form University website www.drysrhu.edu.in duly addressed to the Registrar, Dr.YSR Horticultural University, Admn.Office, Venkataramannagudem – 534 101, West Godavari District and the firms is must having the firm Registration Certificate, PAN number, Bank Account on firm name which was linked with PAN and GST number otherwise the quotation will be rejected though the firm quoted the lowest rate.

B. Srinivasulu
REGISTRAR

30.6.18

30/6/18

Copy to the Purchase Committee Chairman, Dr.YSRHU, V.R.Gudem.
Copy to the University website.
Copy to the Notice Board for display.
Copy to Sf/Sc.



DR.YSR HORTICULTURAL UNIVERSITY
ADMN.OFFICE, P.O.BOX.7, VENKATARAMANNAGUDEM
WEST GODAVARI DISTRICT
Tender Notice

Reference No.89/Spl.Cell/2017

Date.30.06.2018

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Sealed quotations are invited from the Registered Stationery and Non-Stationery supply Agencies for supply of Stationery to this University. The quotations form, terms & conditions and details be download from University website www.drysrhu.edu.in

B. Srinivasulu
REGISTRAR 30.6.18

for
30/6/18

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DR.YSR HORTICULTURAL UNIVERSITY
ADMINISTRATION OFFICE, P.O.BOX.NO-7 VENKATARAMANNAGUDEM
WEST GODAVARI DISTRICT

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No.89/Spl.Cell/2017

Dated.30.06.2018

Quotation Notice

Dr.YSR Horticultural University, Admn.Office, Venkataramannagudem desires to procure the requirement of Stationery and non-stationery items for financial year 2018-2019.

The interested registered Stationery and Non-Stationery supply agencies with not less than three years of experience in supply of Stationery and Non Stationery items to Government Department/State Government undertakings are requested to submit their SEALED quotations to Registrar, Dr.YSRHU, V.R.Gudem, as per the time schedule shown below:-

1.	Last Date of Submission of Quotation	13-07-2018 up to 4.00 PM
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The duly filled quotation (Annexure-I) along with Demand Draft for Rs.1000/- drawn in favour of Comptroller, Dr.YSR Horticultural University should be sent to the Registrar, Dr.YSR Horticultural University, Venkataramannagudem, 534101, West Godavari District, Andhra Pradesh so as to reach on or before 13-07-2018 by 4.00 P.M.

B. Srinivasulu
REGISTRAR 30.6.18
30/6/18

DR.YSR HORTICULTURAL UNIVERSITY
ADMINISTRATION OFFICE, P.O.BOX.NO-7 VENKATARAMANNAGUDEM
WEST GODAVARI DISTRICT

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Quotations schedule for supply of Stationery and Non-Stationery items

No.89/Spl.Cell/2017

Dated.30.06.2018

Terms and Conditions

1. The required number of stationery and non-stationery items along with brand name is as shown in the Annexure - 1.
2. Latest copy of the Certificate issued by the Department of Commercial Taxes, copy of PAN Card and Bank Account Details should be enclosed with the Quotation Schedule.
3. The firm should have the experience of at least (3) years in supply of stationery items at least Rs.5.00 lakhs to any Government Department/State Government undertaking and proof to that extent along with the satisfactory supply certificate from their client should be enclosed.
4. The Quotations must reach this office on or before the due date (i.e.13-07-2018 up to 5.00 PM) either in person or by post. Quotations received after the stipulated time will not be accepted. For postal delays the concerned authorities are not responsible.
5. The rate should be quoted in the quotation for each item **in words and figures**. Otherwise quotation will not be considered.
6. A non – refundable processing charges for an amount of Rs.1,000/- (Rupees one thousand only) in the form of a Demand Draft (Banker's Cheque) from a Nationalized Bank in favour of the Comptroller, Dr.YSRHU, should be enclosed with the quotation schedule. The quotations without DD (Bankers Cheque) will be rejected.
7. Incomplete quotation schedule in any form will be rejected.
8. Quotations will be opened at the specified time in the chamber of Chairman, Purchase Committee, Dr.YSRHU.
9. All the quotations received are subject to verification and approval by the committee members of Dr.YSRHU and it shall be binding on all the quotationers.
10. All the quotations received are subject to verification and approval by the committee members of Dr.YSRHU and it shall be binding on all the firms.

