



राष्ट्रीय प्रौद्योगिकी संस्थान - आंध्रप्रदेश  
**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**  
 Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101  
 West Godavari District, Andhra Pradesh

Ref. No.: NITANP/SMMD/Tender/2023-24/15

Date: 19.06.2023

**LIMITED TENDER ENQUIRY**

**Sub: Supply of Convocation File / Folders at NIT Andhra Pradesh - Quotation invited – Regarding.**

Please send your lowest quotation for the above item as per the details attached in **Annexure-1**. The quotation is to be sent in a sealed envelope to the following address:

**C/o Tender Box  
 Material Management & Disposal Section,  
 Sardar Vallabhbhai Patel Administrative Building  
 NATIONAL INSTITUTE OF TECHNOLOGY, ANDHRA PRADESH,  
 Near National Highway No. 16, Kadakatla,  
 TADEPALLIGUDEM – 534101  
 West Godavari District, Andhra Pradesh.**

**The quotation has to be sent by Post (Ordinary / Register / Speed Post) or drop in Tender Box physically. (Any other mode will not be accepted)**

The envelope must be superscribed as "**QUOTATION**" at the center of the envelope and the above **reference number at left top** along with the name of the tender on the envelope. Quotations without the above superscription **will not be accepted**.

**The last date to receive the sealed quotation is 10.07.2023.**



## Annexure-1

| S. No | Name of the Goods & Specification   | Qty |
|-------|---|-----|
| 1     | <p><b>PU Convocation File/Folder Specifications:</b><br/> Right Side Full PP Pocket &amp; Left Side Printed Pledge Along with NIT AP logo &amp; Name on the Front Page. Right Side PP Pocket should accommodate the A4 Sized Original Degree Certificate.<br/> <b>Size:</b> 50.50 cm (open size) x 33 cm height<br/> <b>Color:</b> Tan<br/> <b>Pocket size:</b> 31.75 cm height x 23 cm width.<br/> <b>Outer material:</b> Outer cover should be made of PU. It should have plain texture.</p> <p><b>SUPPLIER MUST SUBMIT SAMPLES ALONG WITH QUOTATION.</b></p> | 600 |

While sending your lowest quotation – please specify the following:

- Sales Tax : Inclusive  
GST : Indicate prevailing tax on percentage basis.
- Excise Duty :
- Rates
  - F.O.R. Destination/
  - Estimated Packing, Forwarding and Freight Charges in case of Ex-works only, may be mentioned on percentage basis.
- Insurance : Inclusive/ indicate on percentage basis, in case payable by the Institute.
- Preferred terms of payment (institute rules permit to pay on Receipt of materials in good condition/completion of the work):
- Recommended mode of transport :
- Discount offered, if any :
- Validity of the offer :
- Firm schedule of completion of work :
- Detailed drawings / catalogues / Leaflets / literature / samples may be furnished wherever feasible / required
- Please indicate clearly whether the rates quoted herein are the same as applicable to DGS & D / Government Department / Other Public Sector Undertakings.
- The supplier shall invariably furnish the **Certificate of Clearance of GST Registration number along with the quotations.**
- Please mention the Quotation number and name of the item/s (in brief) on your envelope when submitting your quotation to the Institute
- Please note that the Director reserves the right to modify or alter the specifications and also to reject any or all the Quotations without assigning any reasons thereto.
- The suppliers / firms are informed not to call on us without prior appointment.
- The Institute is not responsible for delays / loss in postal transit or due to any other reasons.
- Any Violation in the terms and conditions, the bidder will be made ineligible for the contract.



Yours faithfully,

*M. Ramesh*  
Head of the Department 19-06-2023  
सह अधिष्ठाता / Associate Dean  
CENTRAL STORES & PURCHASE SECTION  
NIT Andhra Pradesh