



E-mail: registrar@kau.in
Phone : 0487-2438012

KERALA AGRICULTURAL UNIVERSITY
Main Campus, Vellanikkara, Thrissur-680656

No.GA/H2/6006/2021

Vellanikkara, Dated: 04/06/2021

TENDER NOTICE

Sealed tenders are invited for the supply of stationery articles to Central store of Kerala Agricultural University Head quarters, Vellanikkara, Thrissur (list appended).

Cost of original Tender form	:	Rs.1000+Rs.180(GST@18%)=Rs.1180/-
Last date and time of receipt of tender	:	05/07/2021 - 2.30 p.m.
Date, time and venue of opening tender	:	05/07/2021 - 3.30 p.m (in the chamber of JR Admn-II)
Period of contract	:	Up to 31/03/2022.

Tender forms and other details can be obtained from KAU Website (www.kau.in/tenders) or from the undersigned during office hours (Phone : 0487-2438039, 2438029).

(Sd/-)
REGISTRAR

To

www.kau.in/tenders
Notice board

//Approved For Issue//

Section Officer



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Terms and conditions of supply of stationery articles

1. Tenders should be superscribed as "Tender for the supply of stationery articles" and addressed to the Registrar, Kerala Agricultural University, KAU(P.O), Vellanikkara, Thrissur-680 656.
2. Tenderers are allowed to quote for all items of for a part thereof.
3. The rate contract shall be in force upto 31.03.2022.
4. As per order No.G.O(P)No.448/05/Fin dated 13.10.2005 all bidders are liable to remit EMD. EMD can be remitted either in Cash or as Crossed DD drawn in favour of The Comptroller, Kerala Agricultural University payable at SBI, KAU Head Quarters Branch, Vellanikkara or Treasury Savings Bank Deposits or Govt. Promissory Notes or Bank Guarantee or National Savings Certificate. (Rs.5000/-@1% of the total cost of articles tendered for and Security Deposit, Rs.25,000/-@ 5% of the value of the contract) . **Cheques will not be accepted.** The EMD of the unsuccessful tenderers will be returned as early as possible, but that of the successful tenderer will be adjusted towards the Security Deposit (5% of the total value of the contract) that will have to be deposited for satisfactory fulfillment of the contract.
5. Delivery of the articles should be made at the Central Store, KAU Headquarters, Vellanikkara free of cost within 15 days from the receipt of supply orders.
6. The tenders received without fulfilling the above conditions will be summarily rejected.
7. The tenderer should send along with his tender an agreement executed and signed in Kerala Stamp paper worth Rs.100/-. Tenders without the agreement in stamped paper will be rejected outright.
8. All rules relating to the Government tenders are applicable to this case also.
9. Right to accept the tender in total or in part or reject it without assigning any reasons is reserved with the undersigned.
10. The last date for the receipt of the filled in tender form is at 2.30 p.m on ^{5.7.2024} 5.7.2024. The tenders will be opened at 3.30 p.m on the same day in the presence of the tenderers or their authorized representatives who may be present at that time.
11. Samples of items shall be produced along with the tender.
12. The rates quoted should be inclusive of all taxes, transportation and such expenses to deliver the materials at KAU Central Store, Vellanikkara.
13. The cost of tender form should be submitted along with the tender by way of DD drawn in favour of Comptroller, KAU payable at SBI, KAU Campus Branch, Vellanikkara or by KAU cash receipts.

REGISTRAR

Sl. No	LIST OF ARTICLES
1	Adhesive tape (ordinary) 36 yard B
2	Adhesive tape Wonder 2"(50 metre) 1st Quality
3	Air freshner Super Quality
4	Bell (Table Bell Winding)
5	Bound Register ruled 480 pages 20cm Wx32cm L
6	Bound Register ruled 240 pages 20cm Wx32cm L
7	Bound Register ruled 160 pages 20cm Wx32cm L
8	Brown casing paper (Thick sheet) 1st Brown
9	Battery AA
10	Battery AAA
11	Binder Clip 41 mm
12	Binder Clip 51 mm
13	Box file
14	Calculator
15	CD
16	CD Cover
17	CD Marker
18	Brown Cover 6x4
19	Brown Cover 9x4
20	Brown Cover 10 ¹ / ₂ x4 ¹ / ₂
21	Brown Cover 10x8 (Thick craft)
22	Brown Cover 38x14 (Thick craft)
23	Brown Cover 30x26 (Thick craft)
24	Brown Cover 38x28
25	Brown Cover 42x32
26	Cloth Cover 30x26
27	Cloth Cover 38x28
28	Cloth Cover 42x32 (16x12)
29	Window Cover (9x4)
30	Window Cover (10 ¹ / ₂ x4 ¹ / ₂)
31	Country twine ball (3 play)
32	Correction pen
33	Tag 21
34	Eraser (for Pencil)
35	Tag file colour laminated
36	Clip file
37	Stick note (Flag)
38	Gem clip 35 mm
39	Gem clip 26 mm
40	Gum 50 ml bottle
41	Gum 700 ml
42	Gum stick (15g)
43	Highlighter
44	Hole guard
45	Stamp pad ink 60 ml
46	Marker pen (Permanent)

47	Pencil H B
48	Pencil Carbon
49	Pencil Carbon double side
50	Poker
51	Paper weight Rubber
52	Pin 60 gm
53	Plastic tray
54	Rubber band 50 gm
55	Scale 30 cm plastic
56	Scissors Medium
57	Sealing Wax
58	Short hand book
59	Single punch
60	Stapler Machine No. 10
61	Stapler pin No. 10
62	Stapler pin No.24/6
63	Stamp pad medium
64	Stick file
65	Tag 6"
66	Tapal pad 4 flap
67	White twine ball
68	White paper legal (80 GSM)
69	Waste paper basket
70	Xerox paper A4 80 GSM
71	Xerox paper A3 80 GSM

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