



**KERALA AGRICULTURAL UNIVERSITY**  
Main Campus, Vellanikkara, Thrissur-680656, Kerala

---

---

### **Terms and Conditions for supply of Stationery Articles**

1. Tenders should be subscribed as “Tender for the supply of Stationery Articles” and addressed to the Registrar, Kerala Agricultural University, KAU (P.O), Vellanikkara, Thrissur-680656.
2. Tenderers are allowed to quote for all items for a part thereof.
3. The **rate of contract** shall be in force up to **31.03.2023**.
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 Headquarters Campus Branch, Vellanikkara or Treasury Savings Bank Deposits or Govt. Promissory Notes or Bank Guarantee or National Savings Certificate (**Rs.5, 000/-** (@1% of the total cost of articles tendered for and the **Security Deposit Rs.25, 000/-** @5% of the total 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 the 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 agreement in Stamp 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 of the receipt of the filled in Tender Form is at **3.00 PM on 18/04/2022**. The **tenders will be opened at 4.00 PM on the same day** in the presence of their authorized representatives who may be present at that time.
11. Samples of items must be produced along with the Tender.
12. The rates quoted should be inclusive of all taxes, transportation and all such expenses to deliver the materials at KAU Central Store, Vellanikkara.
13. The cost of the 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.

Sd/-  
REGISTRAR

