



**KERALA UNIVERSITY OF DIGITAL SCIENCES,
INNOVATION AND TECHNOLOGY**

Technocity Campus, Kuracode,
Mangalapuram, Thonnakkal P.O.,
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No. KUDSIT/0007/2022-23

June 28, 2022

RE-TENDER

Quotation for Rate Contract for Supply of Stationery Items

Sealed quotations are invited from reputed firms in Trivandrum for the selection of vendors for the supply of Stationery items for an initial period of one year under Rate Contract (RC). The bidder should have experience in the supply of Office Stationery items. The items required are mentioned in the Annexure attached.

The sealed bids as per the prescribed format should reach to Registrar, Kerala University of Digital Sciences, Innovation and Technology, Technocity Campus, Thonnakkal P O, Thiruvananthapuram on or before 4 July 2022 up to 3.00 P.M. along with EMD of Rs.10, 000/- (Rupees Ten Thousand only) and Tender fee of Rs.472/- in the form of demand draft in favor of Vice Chancellor, KUDSIT payable at Trivandrum on nationalized/scheduled bank. The quotations received shall be opened on the same day, 4 July 2022 at 3:30 P.M. in the presence of present bidders. The cover containing the quotation should be superscribed as "***Quotations for Rate Contract for Supply of Stationery Items***".

The University reserves the right to accept or reject any bid, including the lowest in part or full without any reason whatsoever.

Sd/-
Registrar

INSTRUCTIONS TO BIDDERS

1. Period of Supply of Items : One year from the date of award of contract
2. Last Date and time of submission of Bid : July 4, 2022: 3.00pm
3. Date and Time of Opening of Bids : July 4, 2022, 3.30pm
4. Quotations will be accepted only if accompanied with Tender fee of Rs. 472/- and EMD of Rs.10, 000/- (Rupees Ten Thousand only) in the form of demand draft drawn after the date of issue of this notification on any nationalized/scheduled bank in favor of Vice Chancellor, KUDSIT payable at Trivandrum. If exempted from EMD, necessary documents may be produced along with the bid. Bids without DD shall be rejected.
5. The bid documents should accompany the copies of necessary documents regarding registration of the shop and PAN card.
6. If the date of opening bids specified in the notice happens to be a holiday to the office, the bids shall be opened on the next working day at the same time without any further notice.
7. The DD towards the EMD will be returned to those whose bids are not accepted.
8. The defect noticed in the items supplied by the selected bidder during the contract period will have to be replaced with items of similar make at no additional cost.
9. If the successful bidder is not able to undertake the supply, the EMD submitted by them will not be returned under any circumstance. If the bidder in between the contract period fails to supply the items, then the EMD submitted by them will not be returned and will be forfeited.
10. The bidder shall hold their offer valid for a minimum period of 60 days from the date of submission.
11. The rate contract will be for an initial period of one year from the date of award of the contract. The same can be extended on mutual consent. The selected bidder will have to supply the consumables at the offered rate for a period of one year from the said date.
12. Unit rate & make/specification/quality, if any, for each item has been specified in the enclosed format. While submitting the bid, the bidder shall submit the details in the prescribed format duly signed on each and every page of the quote.
13. The rate quoted should be inclusive of GST. Only the attached format should be used for quoting unit-wise rates.
14. Payment will be effected after a satisfactory supply of the items corresponding to each supply order.

15. If the print quality of the stationery items is found to be not good during the usage, the stationery items should be replaced with good quality printing without delay.
16. Stationery items should be of the original make only.
17. The University reserves the right to cancel the contract if the agency is found to not supply the items regularly against the order.
18. In the event of maximum items being quoted lowest by a single bidder, the University at its discretion, may request the L1 bidder to match the rate for the remaining items at a price quoted lowest by other bidders.
19. The quantity is estimated for one year. In addition to the items specified, the University may request some other items not mentioned in the format. Supply of such items shall be at the market determined rate.

FORMAT FOR QUOTING UNIT PRICE OF STATIONERY ITEMS

SL NO.	NAME OF THE ITEMS	MAKE	UNIT	QUOTED PRICE PER UNIT
1	All Pins 70 GMS	BELL	1 Pkt	
2	Ball Pen	ELKOS	20 NOS	
3	Ball Pen (Blue)	RORITO	10 PS	
4	Ball Pen (Red)	RORITO	10PS	
5	Ball Pen (Black)	RORITO	10PS	
6	Battery Small 9 Volt	Panasonic	EACH	
7	Binder Clip 15mm	MONOMAX	12PS	
8	Binder Clip 19mm	MONOMAX	12PS	
9	Binder Clip 25mm	MONOMAX	12PS	
10	Binder Clip 32mm	MONOMAX	12PS	
11	Binder Clip 41mm	MONOMAX	12PS	
12	Binder Clip 51mm	MONOMAX	12PS	
13	Black Tape 1"	NICHIBEN	EACH	
14	Board Pins	SAYA	PER PKT	
15	Bond Paper Ream 100 Gsm	Bilt EXECUTIVE	PKT	
16	Legal Paper 80 Gsm	JK	PER PKT	
17	Box File	RAJ	EACH	
18	Brawn Tap 2"INCH		EACH	
19	Calculator 12 Digit	CASIO	EACH	
20	CD Cover		EACH	
21	File Cover Cleared Bag		EACH	
22	Colored Flags POST IT	CLARO	EACH	
23	Conference Notepad	LUXOR	EACH	
24	Conference Notepad Big A4	LUXOR	EACH	
25	Correction Pen (12 ml)	LUXOR	EACH	
26	Cutter Paper Big	NO BRAND	EACH	

27	Cutter Paper Small	NO BRAND	EACH	
28	Double Punch Big DP 600	KANGARO	EACH	
29	Double Punch Small DP480	KANGARO	EACH	
30	Duster White	IKON	EACH	
32	Stapler No:10	KANGARO	EACH	
33	Stapler 999	KANGARO	EACH	
34	Eraser	NATRAJ	EACH	
35	File Board		EACH	
36	Gem Clip 35 mm	PARKER	EACH	
37	Gem Clip 50 mm		EACH	
38	Glossy Paper 180 Gsm	KENT	50 SHEET	
39	Glue Stick 8 Gsm	ARTLINE	EACH	
40	Gum Tube	CAMEL	EACH	
41	High Lighter Pen	KUXUR	EACH	
42	Index File	SNS	EACH	
43	Index File Diploma/PVC	SNS865	EACH	
44	Note Book-55 No. QUEEN	CAMLIN	EACH	
45	Note Book-20 No. KING	CAMLIN	EACH	
46	OHP Marker	LUXOR	EACH	
47	Paper A-3 Size 70GSM	JK EASY	PER PKT	
48	Paper A-4 Size	JK EASY	PER PKT	
49	Paper Rim A-4 Bond paper	BILT	PER PKT	
50	Paper Weight		EACH	
51	Punching 600 Dp	KANGARO	EACH	
52	Punching 800	KANGARO	EACH	
53	Transparency		PER PKT	
54	Pen Drive 16GB	SAN DISK	EACH	
55	Pen Drive 8GB	SAN DISK	EACH	
56	Pen Drive 4GB	SAN DISK	EACH	
57	Pen Gel Black	TRIMAX RORITO	EACH	
58	Pen Gel Blue	TRIMEX RORITO	EACH	
59	Pen Gel Green	TRIMEX RORITO	EACH	
60	Pen Gel Red	TRIMEX RORITO	EACH	
61	Pen Gel	UNIBALL	EACH	
62	Pen Stand		EACH	
63	Pencil	NATRAJ	PER PKT	
64	Pencil Cell AA	PANASONIC	EACH	
65	Pencil Cell AAA	PANASONIC	EACH	
66	Permanent Marker	LUXOR	EACH	
67	Scissor (Medium)		EACH	
68	Plastic L Folder Transparent		EACH	
69	Poker		EACH	
70	Post It 3x2	CLARO	EACH	
71	Post It 3x3	CLARO	EACH	
72	Post It 3x4	CLARO	EACH	
73	Post It 3x5	CLARO	EACH	
74	Binding Tape 1" Color	ABRO	EACH	

75	Binding Tape 2" Color	ABRO	EACH	
76	Binding Tape ½" Color	ABRO	EACH	
77	Binding Sheet	A4 SIZE	100	
78	Carbon Paper	KORES, CAMEL	5 PKT	
79	Rubber Band	100gsm	100PKT	
80	Scale PVC 12 inches		30CM	
81	Separator		EACH	
82	Sharpener	NATRAJ	EACH	
83	Single Hole Punch	KANGARO	EACH	
84	Sketch Pen	LUXOR	PKT	
85	Spiral Notebook Big	LUXOR	EACH	
86	Spiral Notebook Small	LUXOR	EACH	
87	Spiral Sheet		100 NO.S	
88	Stamp Pad Big	FABER CASTELL	EACH	
89	Stamp Pad Small	FABER CASTELL	EACH	
90	Stamp Pad Small Colour	FABER CASTELL	EACH	
91	Stapler Big HD-45	KANGARO	EACH	
92	Stapler Pins Big 24/6	KANGARO	PKT	
93	Stapler Pins Small	KANGARO NO:10	PKT	
94	Stapler Pins Small HD-10D	KANGARO	EACH	
95	Tags		40 NO	
96	Tape Cello 1"		EACH	
97	Tape Cello ½"		EACH	
98	Tape Cello 2"		EACH	
99	Tape Dispenser	OMEGA	EACH	
100	U pin		PER PKT	
101	Visiting Card Holder	BRANDED	EACH	
102	White Board Duster	IKON	EACH	
103	White Board Marker	LUXOR	EACH	
104	Cobra file		EACH	
105	Register (plain) 100 PAGES		EACH	
106	Stock Register 100 PAGE	OSWAL	EACH	
107	Outward register	OSWAL	EACH	
108	Inward register	OSWAL	EACH	
109	CD	PHILIPS	EACH	
110	DVD	PHILIPS	EACH	
111	Envelope(normal)		100 NO.S	
112	Envelope(A4)	BROWN	100 NO.S	
113	Envelope(A3)	BROWN	100 NO.S	
114	A4 Envelope(cloth)	SONAL	100 NO.S	
115	A3 Envelope(cloth)	SONAL	100 NO.S	
116	Legal Envelope(cloth)	SONAL	100 NO.S	
117	Highlighter pen	LUXOR	EACH	
118	Fevicoal 50GMS	FEVICOL	EACH	
119	Govt. file BOARD	FILE BOARD	EACH	
120	Button file CLEAR BAG		EACH	
121	Jute file		EACH	

122	ID card tag		EACH	
123	ID card pouch	B2 SIZE	EACH	
124	Double side tape 1" inch		EACH	
125	Double Side Tape 2" inch		EACH	
126	2Q Stock Book	OSWAL	EACH	
127	2Q Register Book	OSWAL	EACH	
128	File Folder One		EACH	

We agree to supply the stationery items at the unit rates quoted above for the duration of the Rate Contract i.e. for the period of one year from the date of award of the contract. We also agree to supply the items not mentioned in the format above at the market-determined rate to the satisfaction of the DUK.

(Name and Signature of Authorized Signatory with Seal of the Vendor)

Date: