



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

Technocity Campus, Kuracode,
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No. KUDSIT/0036/Stationery/2022-23

January 31, 2023

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 February 17th , 2023 up to 3: 00 P.M. along with EMD of **Rs.10, 000/-** (Rupees Ten Thousand only) and Tender fee of **Rs.480/-** 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 February 17th , 2023 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.

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 : February 17th , 2023 3: 00 P.M
3. Date and Time of Opening of Bids : February 17th , 2023 3: 30 P.M
4. Quotations will be accepted only if accompanied with Tender fee of Rs. 480/- 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
1.	Ball Pen	ELKOS	1PKT	
2.	Ball Pen (Blue)	RORITO	1 PKT	
3.	Ball Pen (Red)	RORITO	1 PKT	
4.	Ball Pen (Black)	RORITO	1 PKT	
5.	Pen Gel Black	TRIMAX RORITO	1 NOS	
6.	Pen Gel Blue	TRIMEX RORITO	1 NOS	
7.	Pen Gel Green	TRIMEX RORITO	1 NOS	
8.	Pen Gel Red	TRIMEX RORITO	1 NOS	
9.	Pen Gel	UNIBALL	1 NOS	
10.	Sharpener	NATRAJ	1 NOS	
11.	Eraser	NATRAJ	1 NOS	
12.	Pencil	DOMS/NATRAJ	1 PKT	
13.	Sketch Pen	CAMEL / LUXOR	1 PKT	
14.	Pen Stand	NO BRAND	1 NOS	
15.	Correction Pen (12 ml)	FABER CASTELL/ LUXOR	1NOS	
16.	High Lighter Pen	FABER CASTELL / KUXUR	1 NOS	
17.	Battery Small 9 Volt	EVEREADY / PANASONIC	1 NOS	
18.	Pencil Cell AA	EVEREADY / PANASONIC	1 NOS	
19.	Pencil Cell AAA	EVEREADY / PANASONIC	1 NOS	
20.	Binder Clip 15mm	KENT/MONOMAX/RAJ	1 PKT	
21.	Binder Clip 19mm	KENT/MONOMAX/RAJ	1 PKT	
22.	Binder Clip 25mm	KENT/MONOMAX/RAJ	1 PKT	
23.	Binder Clip 32mm	KENT/MONOMAX/RAJ	1 PKT	
24.	Binder Clip 41mm	KENT/MONOMAX/RAJ	1 PKT	
25.	Binder Clip 51mm	KENT/MONOMAX/RAJ	1 PKT	
26.	Board Pins	NO BRAND	1 PKT	
27.	All Pins 70 GMS	BELL	1 PKT	
28.	U pin	NO BRAND	1 PKT	
29.	Bond Paper Ream 100	BILT EXECUTIVE	1 PKT	
30.	Legal Paper 80 Gsm	NO BRAND	1 PKT	
31.	Glossy Paper 180 Gsm	KENT	20 Sheet	
32.	Paper A-3 Size 75 GSM	JK EASY	1 PKT	
33.	Paper A-4 Size 75 GSM	JK EASY	1 PKT	
34.	Paper Cutter Big	NO BRAND	1 NOS	
35.	Paper Cutter Small	NO BRAND	1 NOS	
36.	Carbon Paper	KORES, CAMEL	1 NOS	
37.	Double Colour Office Paper File Clip Binding Lace Point Tag Thread for	NO BRAND	1 PKT	

38.	Exam Threads	NO BRAND	1 PKT	
39.	Pen Drive 16GB	SAN DISK	1 NOS	
40.	Pen Drive 32GB	SAN DISK	1 NOS	
41.	Pen Drive 4GB	SAN DISK	1 NOS	
42.	Conference Notepad	LUXOR	1 NOS	
43.	Conference Notepad Big	LUXOR	1 NOS	
44.	Note Book-55 No. QUEEN	CAMLIN	1 NOS	
45.	Note Book-20 No. KING	CAMLIN	1 NOS	
46.	Spiral Notebook Big	LUXOR	1 NOS	
47.	Spiral Notebook Small	LUXOR	1 NOS	
48.	Double Punch Big DP 900	KANGARO	1 NOS	
49.	Double Punch Big DP	KANGARO	1 NOS	
50.	Double Punch Small DP	KANGARO	1 NOS	
51.	Single Hole Punch	KANGARO	1 NOS	
52.	Stapler No:10	KANGARO	1 NOS	
53.	Stapler 999/ HD 45	KANGARO	1 NOS	
54.	Stapler Big HP-45	KANGARO	1 NOS	
55.	Stapler HD23S13	NO BRAND	1 NOS	
56.	Stapler Pins Big 24/6	KANGARO	1 PKT	
57.	Stapler Pins Small	KANGARO NO:10	1 PKT	
58.	Stapler Pins Small HD-	KANGARO	1 PKT	
59.	Tape Cello 1" 45 MTR	NO BRAND	1 NOS	
60.	Tape Cello 1" 100 MTR	NO BRAND	1 NOS	
61.	Tape Cello ½"	NO BRAND	1 NOS	
62.	Tape Cello 2" 100 MTR	NO BRAND	1 NOS	
63.	Tape Cello 2" 45 MTR	NO BRAND	1 NOS	
64.	Brown self Adhesive Tap	NO BRAND	1 NOS	
65.	Brown self Adhesive Tap	NO BRAND	1 NOS	
66.	Masking Tape " 20 MTR	NO BRAND	1 NOS	
67.	Double side tape 1" inch	NO BRAND	1 NOS	
68.	Double Side Tape 2" inch	NO BRAND	1 NOS	
69.	Tape Dispenser	OMEGA	1 NOS	
70.	Binding Tape 1" Color	ABRO	1 NOS	
71.	Binding Tape 2" Color	ABRO	1 NOS	
72.	Binding Tape ½" Color	ABRO	1 NOS	
73.	Spiral Sheet A4 Size	NO BRAND	1 NOS	
74.	File separator A4 Size	NO BRAND	1 NOS	
75.	Straight Rod Paper Holder	NO BRAND	1 NOS	
76.	Colored Flags POST IT	NO BRAND	1 NOS	
77.	Post It 3x2	CLARO		
78.	Post It 3x3	CLARO	1 NOS	
79.	Post It 3x4	CLARO	1 NOS	
80.	Post It 3x5	CLARO	1 NOS	
81.	Gem Clip 35 mm	NO BRAND	1 PKT	
82.	Gem Clip 50 mm	NO BRAND	1 PKT	
83.	Glue Stick 25g	FABER CATELL / ARTLINE	1 NOS	
84.	Gum Tube 100 GM	FEVICOL	1 NOS	

85.	Fevicoal 100GMS	FEVICOL	1 NOS	
86.	Box File	RAJ/ GLOBAL/SNS	1 NOS	
87.	Govt File Board	NOBRAND	1 NOS	
88.	Cobra Spring File	NO BRAND	1 NOS	
89.	Index File/PVC	NO BRAND	1 NOS	
90.	Plastic L Folder	NO BRAND	1 NOS	
91.	Transparent Waterproof	NO BRAND	1 NOS	
92.	Button file CLEAR BAG	NO BRAND	1 NOS	
93.	Jute file	NO BRAND	1 NOS	
94.	Stamp Pad Big / Medium	FABER CASTELL	1 NOS	
95.	Stamp Pad Small	FABER CASTELL	1 NOS	
96.	Stamp Pad Small Colour	FABER CASTELL	1 NOS	
97.	Envelope(normal)	NO BRAND	1 NOS	
98.	Envelope(A4)	BROWN	1 NOS	
99.	Envelope(A3)	BROWN	1 NOS	
100.	A4 Envelope(cloth)	NO BRAND	1 NOS	
101.	A3 Envelope(cloth)	NO BRAND	1 NOS	
102.	Legal Envelope(cloth)	NO BRAND	1 NOS	
103.	Register (plain)100	MARUTHI / OSWAL	1 NOS	
104.	Stock Register 100 PAGE	MARUTHI / OSWAL	1 NOS	
105.	Outward register 100 PG	MARUTHI / OSWAL	1 NOS	
106.	Inward register	MARUTHI / OSWAL	1 NOS	
107.	2Q Stock Book	MARUTHI / OSWAL	1 NOS	
108.	2Q Register Book	MARUTHI / OSWAL	1 NOS	
109.	3Q Stock Book	MARUTHI / OSWAL	1 NOS	
110.	3Q Register Book	MARUTHI / OSWAL	1 NOS	
111.	Calculator 12/14 Digit	CASIO	1 NOS	
112.	OHP Marker	ARTLINE / LUXOR	1 NOS	
113.	Permanent Marker	ARTLINE / LUXOR	1 NOS	
114.	Paper Weight	NO BRAND / GLPSS	1 NOS	
115.	OHP Sheet	NO BRAND	1 NOS	
116.	Scissor (Medium)	NO BRAND	1 NOS	
117.	Scissor (Large)	NO BRAND	1 NOS	
118.	Scale Steel 12 inches	NO BRAND	1 NOS	
119.	Rubber Band	100gms	1 PKT	
120.	White Board Duster	IKON/ GEMSON	1 NOS	
121.	White Board Duster	IKON/ GEMSON	1 NOS	
122.	White Board Marker	ARTLINE/ LUXOR	1 NOS	

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: