

**KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION AND TECHNOLOGY****(Established by Govt. of Kerala Vide Ordinance No: 9 of 2020 dated 18/01/2020)****Technopark Phase IV Campus, Kuracode Mangalapuram, Thonnakkal P O****Thiruvananthapuram – 695 317, Kerala****Ph: 0471-2788000; E-mail: [purchaseoffice@duk.ac.in](mailto:purchaseoffice@duk.ac.in); Website: <https://duk.ac.in>****TENDER NOTIFICATION****Tender Notification No. KUDSIT/ 813/9/ASST-PO/2023/2025**

On behalf of Kerala University of Digital Sciences, Innovation and Technology (KUDSIT), the Registrar invites sealed tenders from registered and reputed agencies/suppliers for **“supplying stationary items under Rate Contract”**.

<b>Tender Due Dates</b>		
1	Date for Availability of Tender Document on the website	21.07.2025
2	Last Date for Bid Submission	31.07.2025, 03:00 P.M
3	The date and time for opening of Bid	31.07.2025, 03:30 P.M
<b>Tender Fee &amp; EMD</b>		
4	Tender fee (Inclusive of GST)	Rs. 830/-
5	EMD	Rs. 3500/-

**General Terms & Conditions**

- Tender Documents shall be available only on DUK Website and not for sales elsewhere.
- ***Cost of tender document, Rs. 830/- (Inclusive of GST) and EMD, Rs. 3500/- as applicable to be submitted along with the tender as demand draft favoring “The Registrar, Kerala University of Digital Sciences, Innovation and Technology payable at Thiruvananthapuram” failing which the tender will be summarily rejected. EMD of unsuccessful bidders will be returned without any interest, upon finalization of contract or on expiry of validity of offer. EMD of the successful tenderer will be returned without any interest, after receipt of security and agreement in prescribed format.***
- Start-up & MSME relaxations- Govt directions/ circulars will be followed.
- The rate contract will be for a 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.
- Security deposit/ Performance Security: The successful bidder shall furnish a security deposit of an amount of Rs. 10,000/- . Bid security/EMD will be forfeited if security deposit is not remitted as mentioned above. The security deposited by the successful tendered will be retained towards the retention amount and will be released after the expiry of contract period.
- DUK reserves the right to cancel the order in case the items are not supplied within the stipulated period or non - fulfilment of contractual obligations.
- No advance payment. Payment will be effected within 30 days after satisfactory supply of the items corresponding to each supply order against the submission of invoice.

- In case of any defects 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 without delay.
- The tenderers must quote rates including of all taxes and charges like GST, freight, handling, loading, and unloading, on Door Delivery basis at DUK. No compensation will be paid in case of any upward revision in the statutory taxes and levies or introduction of new taxes and levies.
- 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.
- A firm should submit only one proposal. If a firm submits more than one proposal, all such proposals shall be disqualified. Also, must comply with the General Conditions, Eligibility criteria and Format/Requirements **(Annexure I)**.
- Price quoted should be valid for 90 days from the due date of the tender.
- DUK reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
- DUK reserves the right to get items from another source without any prejudice to bidders.
- In addition to the items specified in Annexure I, the University may request some other items not mentioned in the format. Supply of such items shall be at the market determined rate.
- The courts at Thiruvananthapuram shall have jurisdiction over any dispute regarding this tender.
- Interested bidders to submit their duly signed and sealed quotation along with all requisite documents as per prequalification in separate sealed envelope super scribing **“Tender reference No. and due date”** on or before due date **31.07.2025, 03:00 PM**.
- Late bids will not be considered.

Bid should be addressed to

**The Purchase section  
Digital University Kerala, Technopark Phase IV,  
Thonnakkal P O, Thiruvananthapuram – 695317, Kerala**

Place: Technopark Phase IV

Date: 21.07.2025

**Registrar**

**Eligibility Criteria**

1. The bid documents should accompany the copies of necessary documents regarding registration/trade license of the shop and PAN card /GST certificate.
2. The registered office or branch office of the tendering firm/agency/company should be located in Thiruvananthapuram. Proof of the same should submit along with bid.
3. The Bidder/firm should be continuously in this business for the last three years.
4. The bidder should have experience of at least 03 (three) years in supply of various stationeries or in business of the items. The documentary evidence must be submitted in support thereof with the tender.
5. The bidder shall not be blacklisted/deregistered by any Government agencies/ Utilities/ Departments at the time of bidding. Letter from authorized signatory on the letter head of SI regarding non-blacklisting.
6. The bidder should have an average annual turnover of at least INR 10 lakhs during the last 3 consecutive financial years. The bidder should submit the audited balance sheet for the last 3 financial years to validate this requirement.

## Annexure I

### FORMAT FOR QUOTING UNIT PRICE OF STATIONERY ITEMS

Sl. No.	Name of the items	Make	Unit	Price per Unit for each make
1.	A3 size Paper (75 gsm)	JK Copier/Sprint plus/Spectra	1 Ream	
2.	A4 size Paper (75 gsm)	JK Copier/Sprint plus/Spectra	1 Ream	
3.	Bond Paper (85 gsm)	JK Excel bond/BILT EXECUTIVE	1 Ream	
4.	Legal Paper (80 Gsm)	JK Copier/Sprint plus/Spectra	1 Ream	
5.	Glossy Paper (180 Gsm)	Kent/Oddy	20 Sheets	
6.	Ball Pen (Blue)	Flair woody ball pen/Cello gripper/Unomax ultron2x pearl/Flair Ink line/Unomax silk/Hauser XO	1 Number	
7.	Ball Pen (Red)	Flair woody ball pen/Cello gripper/Unomax ultron2x pearl/Flair Ink line/Unomax silk/Hauser XO	1 Number	
8.	Ball Pen (Black)	Flair woody ball pen/Cello gripper/Unomax ultron2x pearl/Flair Ink line/Unomax silk/Hauser XO	1 Number	
9.	Ball Pen (Green)	Flair woody ball pen/Cello gripper/Unomax ultron2x pearl/Flair Ink line/Unomax silk/Hauser XO	1 Number	
10.	Pen Gel (Black)	UNIBALL	1 Number	
11.	Pen Gel (Blue)	UNIBALL	1 Number	
12.	Pen Gel (Green)	UNIBALL	1 Number	
13.	Pen Gel (Red)	UNIBALL	1 Number	
14.	Pen Gel (Violet)	UNIBALL	1 Number	
15.	Sharpener	Natraj/Apsara/ Faber Castell/ Camlin	1 Number	
16.	Eraser	Natraj/Apsara/ Faber Castell/ Camlin	1 Number	
17.	Pencil	Natraj/Apsara/ Faber Castell/ Camlin/DOMS	1 Number	
18.	Sketch Pen	Camlin / Luxor/Deli	1 Number	
19.	Pen Stand (1 socket) Mesh Metal type 15 cm height	Deli	1 Number	
20.	Correction Pen (12 ml)	Faber Castell / Luxor/Kores/Artline/Oddy	1 Number	
21.	High Lighter Pen	Faber Castell / Luxor/Camelin	1 Number	
22.	Battery Small 9 Volt	Eveready / Panasonic	1 Number	

23.	Pencil Cell AA	Eveready / Panasonic	1 Number	
24.	Pencil Cell AAA	Eveready / Panasonic	1 Number	
25.	Binder Clip 15mm	Kent /Monomax/Bambalio/Oddy/Deli	1 Pkt	
26.	Binder Clip 19mm	Kent /Monomax/Bambalio/Oddy/Deli	1 Pkt	
27.	Binder Clip 25mm	Kent /Monomax/Bambalio/Oddy/Deli	1 Pkt	
28.	Binder Clip 32mm	Kent /Monomax/Bambalio/Oddy/Deli	1 Pkt	
29.	Binder Clip 41mm	Kent /Monomax/Bambalio/Oddy/Deli	1 Pkt	
30.	Binder Clip 51mm	Kent /Monomax/Bambalio/Oddy/Deli	1 Pkt	
31.	Push Pins	Libra/Globe/Deli/Oddy	1 Pkt	
32.	Paper Pins	BELL/Deli/Oddy	1 Pkt	
33.	Paper U clip (silver)	Libra/Globe/Deli	1 Pkt	
34.	Paper Cutter Big	Speny/Rodex/Deli	1 Number	
35.	Paper Cutter Small	Speny/Rodex/Deli/Oddy/Omega	1 Number	
36.	Carbon Paper	Kores/ Camelin	1 Number	
37.	Exam Threads	No brand	1 Pkt	
38.	Pen Drive 16GB	San Disk Ultra Flair/HP	1 Number	
39.	Pen Drive 32GB	San Disk Ultra Flair/HP	1 Number	
40.	Pen Drive 4GB	San Disk Ultra Flair/HP	1 Number	
41.	Conference Notepad 80 pages size: 14.8 x 21cm	Luxor/Amaze	1 Number	
42.	Conference Notepad 80 pages single line size: 14.8 x 21cm	Luxor/Amaze	1 Number	
43.	Spiral Notebook A4 size 300 pages	Luxor/Deli/Oddy	1 Number	
44.	Spiral Notebook Small	Luxor/Deli/Oddy	1 Number	
45.	Double Punch Big DP 900	Kangaro	1 Number	
46.	Double Punch Big DP	Kangaro	1 Number	
47.	Double Punch Small DP	Kangaro	1 Number	
48.	Single Hole Punch	Kangaro	1 Number	
49.	Stapler No: 10	Kangaro/Kores/Deli	1 Number	
50.	Stapler 999/ HD 45	Kangaro/Kores/Deli	1 Number	
51.	Stapler Big HP-45	Kangaro/Kores/Deli	1 Number	

52.	Stapler HD23S13	Kangaro/Kores/Deli	1 Number	
53.	Stapler Pins Big 24/6	Kangaro/Kores/Deli	1 Pkt	
54.	Stapler Pins Small	Kangaro/Kores/Deli	1 Pkt	
55.	Stapler Pins Small HD-	Kangaro/Kores/Deli	1 Pkt	
56.	Tape cello 1" 45 MTR	Abro/Packon	1 Number	
57.	Tape Cello 1" 100 MTR	Abro/Packon	1 Number	
58.	Tape Cello 1/2"	Abro/Packon	1 Number	
59.	Tape Cello 2" IOOMTR	Abro/Packon	1 Number	
60.	Tape Cello 2" 45 MTR	Abro/Packon	1 Number	
61.	Brown self Adhesive Tap	Abro/Packon	1 Number	
62.	Brown self Adhesive Tap	Abro/Packon	1 Number	
63.	Masking Tape " 20 MTR	Abro/Packon	1 Number	
64.	Double side tape 1" inch	Abro/Packon	1 Number	
65.	Double Side Tape 2" inch	Abro/Packon	1 Number	
66.	Tape Dispenser	Omega/Deli/Bambalio/Premier	1 Number	
67.	Binding Tape 1" Color	Abro/Packon	1 Number	
68.	Binding Tape2" Color	Abro/Packon	1 Number	
69.	Binding Tape 1/2" Color	Abro/Packon	1 Number	
70.	File separator A4 Size	P.P.Separators/True-ally/Solo/Worldone	1 Number	
71.	Colored Flags POST IT	Claro/Deli	1 Number	
72.	Sticky Notes 2"x2"	Claro/Deli	1 Pkt	
73.	Sticky Notes 3"x3"	Claro/Deli	1 Pkt	
74.	Sticky Notes 3"x4"	Claro/Deli	1 Pkt	
75.	Gem Clip 35 mm	Kent /Oddy/Deli	1 Pkt	
76.	Gem Clip 50 mm	Kent /Oddy/Deli	1 Pkt	
77.	Glue Stick 25g	Faber Castel / Artline/Oddy	1 Number	
78.	Gum Tube 100 GM	Fevicol/Camelin	1 Number	
79.	Box File	RAJ/ GLOBAL/SNS	1 Number	
80.	Govt File Board	No brand	1 Number	

81.	Spring File	RAJ/Premier	1 Number	
82.	Stick files	Rainbow/Star/Aarpee	1 Number	
83.	L Folder A4 size	Rainbow/Star/Aarpee	1 Number	
84.	Button folder	Alpine/Cobra/Claro/World one	1 Number	
85.	Jute file	No brand	1 Number	
86.	Stamp Pad Big / Medium	Faber Castell/Camelin	1 Number	
87.	Stamp Pad Small	Faber Castell/Camelin	1 Number	
88.	Stamp Pad Small Colour	Faber Castell/Camelin	1 Number	
89.	Envelope(normal)	No brand	1 Number	
90.	Envelope(A4) (brown)	No brand	1 Number	
91.	Envelope(A3) (brown)	No brand	1 Number	
92.	A4 Envelope(cloth)	No brand	1 Number	
93.	A3 Envelope(cloth)	No brand	1 Number	
94.	Legal Envelope(cloth)	No brand	1 Number	
95.	Register (plain) 100	Maruthi / Oswal	1 Number	
96.	Stock Register 100 PAGE	Maruthi / Oswal	1 Number	
97.	Outward register 100 PG	Maruthi / Oswal	1 Number	
98.	Inward register	Maruthi / Oswal	1 Number	
99.	2Q Stock Book	Maruthi / Oswal	1 Number	
100.	2Q Register Book	Maruthi / Oswal	1 Number	
101.	3Q Stock Book	Maruthi / Oswal	1 Number	
102.	3Q Register Book	Maruthi / Oswal	1 Number	
103.	Calculator 12/ 14 Digit	CASIO/HP/Bambalio/Orpat	1 Number	
104.	OHP Marker	Artline / Luxor	1 Number	
105.	Permanent Marker	Artline / Luxor	1 Number	
106.	Paper Weight	No brand	1 Number	
107.	OHP Sheet	No brand	1 Number	
108.	Scissor (Medium)	Deli/Oddy/Camelin	1 Number	
109.	Scissor (Large)	Deli/Oddy/Camelin	1 Number	

110.	Scale Steel 12 inches	Natraj/Apsara/Camelin	1 Number	
111.	Rubber Band 100 gms	Oddy	1 Pkt	
112.	White Board Duster	IKON / GEMSON/Deli/Oddy	1 Number	
113.	White Board Marker	ARTLINE/ LUXOR/Deli	1 Number	

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:



**Annexure II**

[To be submitted in letter head of the supplier]

**DECLARATION SHEET**

I, ..... hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

We, further specifically certify that our organization has not been Blacklisted/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Bidder
1. Phone	
2. Fax	
3. E-mail	
4. Contact Person Name	
5. Mobile Number	
6. TIN Number	
7. PAN Number	
8. Kindly provide bank details of the bidder in the following format:  a) Name of the Bank:  b) Account Number:  c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

(Authorized Signature with Stamp)