



KERALA AGRICULTURAL UNIVERSITY

Main Campus, Vellanikkara, K.A.U. (P.O), Thrissur- 680656
Phone: 0487-2438012, Web: www.kau.in, E-mail: registrar@kau.in

No. KAUGA/10532/2024-GA-H2

Vellanikkara, Dated: 17-03-2025

TENDER NOTICE

Kerala Agricultural University invites sealed Tenders from Service provider/ firm/ Supplier/ Contractor for “**Supply of Satin Tag, Blank ID Card, Holder and Printing Ribbon for one year**” in its Vellanikkara campus as per the schedule of requirements given in the BOQ, meeting the technical specifications, subject to the terms and conditions mentioned below.

Important Information:

Bid Inviting Authority	Kerala Agricultural University, Vellanikkara, Thrissur - 680656
Contact Person	The Registrar, Kerala Agricultural University, Vellanikkara. KAU (PO), Thrissur – 680656. Ph: 0487-2438039, 24338029 www.kau.in/tenders
Mode of Tender Submission	Direct/By post
Non-refundable Tender document fee	Tender Fee: 0.2% of the cost of tender rounded to the nearest multiple of 100, subject to a minimum of Rs. 400/- and maximum Rs.1500/- + 18% GST
Earnest Money Deposit (EMD) payable *	1% of quoted amount (to be remitted as separate DD drawn in favor of Comptroller, KAU payable at SBI KAU Campus Branch, Vellanikkara or by KAU Cash receipts)
GST Rate Applicable	As per GST rules
Last Date of Submitting the Tender Documents	Date: 02/04/2025 & Time:1 Pm
Opening of Tenders	Date: 02/04/2025 & Time: 2.30 pm

* Exemption is allowed to MSME companies as per Govt. rules.

Specification/Scope of Work:

Sl. No.	Items	Approximate quantity required for one year	Specifications
1.	Green Satin tag with fish hook	200 nos.	Width : 16 mm Length : 90 cm
2.	Ash Satin tag with fish hook	2000 nos.	Printing/Impression on both sides of tag with A. Kerala Agricultural University B. കേരള കാർഷിക സർവകലാശാല C. Emblem of KAU (see Annexure) Digitally printed on both sides in A, C, B order.
3.	Violet Satin tag with fish hook	200 nos.	
4.	Blue Satin tag with fish hook	200 nos.	
5.	Holder	2600 nos.	
6.	Blank ID Card	2600 nos.	Card Material: PVC and PVC composite suitable for Zebra (ZXP Series-3) printer Card Thickness: 10-40 mil Card Size: CR80 ISO 7810 ID-1 format
7.	Printing Ribbon	26 nos.	Suitable for Zebra (ZXP Series-3) printer

Terms and conditions:

1. Tenders should be superscribed as “**Supply of Satin Tag, Blank ID Card, Holder and Printing Ribbon**” and addressed to the Registrar, Kerala Agricultural University, KAU (P.O), Vellanikkara, Thrissur-680656.
2. The last date of the receipt of the filled in Tender Form is at **1 pm on 02/04/2025**. The tenders will be opened at **2.30 pm on 02/04/2025** in the presence of their authorized representatives, who may be present at that time.
3. If any Hartal/Strike or any unexpected holidays occur on the date of opening of tender, the tender will be opened at the same time on the next working day.
4. The tender should be submitted in the prescribed form, which can be downloaded from the website www.kau.in/tenders. The cost of the tender forms will not be refunded under any circumstances.

5. The cost of the Tender Form should be submitted along with the Tender by way of DD drawn in favour of the Comptroller, KAU payable at SBI KAU Campus Branch, Vellanikkara or by KAU cash receipts.
6. Each tender should be accompanied by an Earnest Money Deposit of 1% of the total quoted amount in the form of demand draft drawn in favor of the Comptroller, Kerala Agricultural University, payable at SBI, KAU Headquarters Campus Branch, Vellanikkara. The tender should be accompanied by an agreement in Kerala Stamp Paper worth Rs.200/- (Rupees two hundred only) and format can be downloaded from the above website. **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.
7. The rates quoted should be inclusive of all taxes, transportation and all such expenses to deliver the materials at KAU Central Store, Vellanikkara
8. Samples of satin tag must be produced along with the Tender.
9. The successful tenderer should supply the items to the Central Store, KAU Headquarters, Vellanikkara free of cost within 15 days from the receipt of supply orders.
10. The tenders received without fulfilling the above conditions will be summarily rejected.
11. Right to accept the Tender or reject it without assigning any reasons is reserved with the undersigned.
12. The successful tenderer should execute an agreement in Kerala stamp paper worth Rs. 200/- (Rupees Two Hundred only) and furnish a security deposit of 5% of the cost of the entire quantity of items quoted in the form of term deposit/bank guarantee/demand draft drawn in favor of the Comptroller, Kerala Agricultural University, payable at SBI, KAU Headquarters Campus Branch, Vellanikkara. The format for the agreement can be downloaded from the KAU website.
13. Withdrawal of tenders after its acceptance or failure to supply the items or supplies not in accordance with the specification will entail cancellation of the tender. The Registrar, Kerala Agricultural University reserves the right to remove the defaulted name from the list of suppliers permanently or for a specific period.
14. The rate shall be valid for a period of one year from the date of acceptance of tender.
15. All the rules and regulations applicable to government tenders will be applicable to this tender also.



Jitha. K.S
JOINT REGISTRAR (Admin II)
for REGISTRAR

To,

1. KAU Website
2. Notice Board