



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/9939/2024/GA-H2

Dated: 01-01-2025

TENDER NOTICE

Sealed Tenders are invited for the supply of Stationery Articles to Central Store of Kerala Agricultural University Head Quarters, Vellanikkara, Thrissur (List appended).

- 1) Cost of original Tender Form : Rs.1180/- (Rs. 1000+Rs.180 (GST@18%))
- 2) Last date and time of receipt of Tender : 16/01 /2025 , 2.30 PM
- 3) Date, Time and Venue of opening Tender : 16/01/2025 , 3.30 PM. (Chamber of JR Admn - II)
- 4) Period of Contract : One Year

The Tender forms and other details can be obtained from KAU website (www.kau.in/tenders) for further details contact Phone No. 0487-2438039, 24338029.


JOINT REGISTRAR (Admin.II)
for REGISTRAR

To

1. www.kau.in/Tenderers
2. Notice Board

Sl.No.	LIST OF ARTICLES for 2025-26
1.	Adhesive Tape (Ordinary) 36 yard B
2.	Adhesive Tape Wonder 2" (50 meter) B 1 st Quality
3.	Air Freshener
4.	Battery AA
5.	Battery AAA
6.	Bell
7.	Binder Clip 25mm
8.	Binder Clip 32mm
9.	Binder Clip 42mm
10.	Binding Thread Reel
11.	Bound Register Ruled 160 pages 20cm W 32cm L
12.	Bound Register Ruled 240 pages 20cm W 32cm L
13.	Bound Register Ruled 480 pages 20cm W 32cm L
14.	Bound Register Ruled 80 pages 20cm W 32cm L
15.	Box File
16.	Brown Casing Paper (Thick Sheet) 1 st Brown
17.	Brown Cover 10 x 8 (Thick Craft)
18.	Brown Cover 10½ x 4 ½
19.	Brown Cover 30 x 26 (Thick Craft)
20.	Brown Cover 38 x 14 (Thick Craft)
21.	Brown Cover 38 x 28
22.	Brown Cover 42 x 32
23.	Brown Cover 6 x 4
24.	Brown Cover 9 x 4
25.	Calculator (Warranty ensured)
26.	CD
27.	CD Cover
28.	CD Marker
29.	Clip File
30.	Cloth Cover 12 x 10 (P.P)
31.	Cloth Cover 15 x 11 (P.P)
32.	Cloth Cover 42 x 32 (16 x 12) (P.P)
33.	Correction Pen
34.	Country Twine Ball (3 Play)
35.	Double Punch

36.	Eraser (For Pencil)
37.	Gem Clip 26mm
38.	Gem Clip 35mm
39.	Gum 50ml Bottle
40.	Gum 700ml Bottle
41.	Gum Stick (15g)
42.	Highlighter
43.	Hole Guard Sheet
44.	Marker Pen (Permanent)
45.	Numbering Ink (Red)
46.	Paper Weight Rubber
47.	Pencil (HB)
48.	Pencil Carbon
49.	Pencil Carbon Double Side
50.	Pin 60gm
51.	Plastic Tray
52.	Poker
53.	Rubber Band (Big)
54.	Rubber Band 50g
55.	Scale 30cm Plastic
56.	Scissors Medium
57.	Sealing Wax
58.	Self-inking Ink (Black, Blue, Green, Red, Violate)
59.	Sharpener (For Pencil)
60.	Shorthand Book
61.	Single Punch
62.	Stamp Pad Ink 60ml
63.	Stamp Pad Medium
64.	Stapler Machine No.10
65.	Stapler Machine No.24/6
66.	Stapler Pin No.10
67.	Stapler Pin No.24/6
68.	Stick File
69.	Stick Note (Flag)
70.	Sutli
71.	

72.	Tag 21 Tag 6"
73.	Tag file color laminated
74.	Tapal Pad 4 Flap
75.	Waste Paper Basket
76.	White Board Duster
77.	White Board Marker
78.	White Paper Legal (80GSM)
79.	White Twine Ball
80.	Window Cover (9 x 4)
81.	Window Cover 10½ x 4 ½
82.	Xerox Paper A3 (80GSM)
83.	Xerox Paper A4 (80GSM)
84.	Bond Paper (80GSM)



**JOINT REGISTRAR (AdminII)
for REGISTRAR**



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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 for one year.
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 for Rs.5,000/- @ 1% of the total cost of articles tendered for and 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.200/-. 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 **2.30 pm on 16/01/2025** . The tenders will be opened at **3.30 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.



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