



## KERALA AGRICULTURAL UNIVERSITY

No. COAVKA/1785/2025-G3

Dated. Vellanikkara, 24-03-2025

### TENDER NOTICE

Sealed tenders are invited for the supply of stationery articles on annual rate contract basis to general store of College of Agriculture, Vellanikkara, Thrissur (List appended).

#### Cost of tender forms.

Particulars	Cost(₹)
Supplies costing above ₹ 1,00,000/- to ₹ 10 Lakh	0.2% of the quoted amount rounded to the nearest multiple of ₹ 100/-subject to a minimum of ₹ 400/-and maximum of ₹ 1500/-+GST@18%(Extra).
Supplies costing above ₹ 10 Lakh	0.15% of the quoted amount rounded to the nearest multiple of ₹ 100/-subject to a maximum of ₹ 25,000/-+GST@18%(Extra).

**For the estimated supply cost of ₹4,00,000, the tender form cost is ₹944 (₹800 + 18% GST).**

**Last Date & time of receipt of tender : 08-04-2025 1 P M**  
**Date & time of opening of tender : 08-04-2025 3 P M**  
**Period of Contract : upto 31-03-2026**

Tender forms, terms and conditions and other details can be obtained from **Kerala Agricultural University Website (<https://cohvka.kau.in/www.kau.in>)** or from the undersigned during office hours.(Phone: 0487-2438302, 2438304).

### Terms and conditions of supply of stationery articles

1. Tenders should be superscribed as "**Tender for the Supply of Stationery Articles on an annual rate contract basis**" and addressed to the **Dean, College of Agriculture, KAU (P.O), Vellanikkara, Thrissur- 680656.**
2. Tenderers are allowed to quote for all items or for a part thereof.
3. The rate contract will be valid from 01.04.2025 to 31.03.2026.
4. As per order No. G.O(P) No.448/05/Fin dated 13/10/2005, all bidders are liable to remit:
  - **EMD (Earnest Money Deposit):** 1% of the total cost of articles tendered, subject to a minimum of ₹1,500/-. **For this tender, the EMD is ₹4,000.**
  - **Security Deposit:** 5% of the total contract value. **For this tender, the security deposit is ₹20,000** which must be remitted upon successful bid confirmation.

- The EMD must be submitted via DD drawn in favor of the **Dean, College of Agriculture**, payable at **SBI, KAU Campus Branch, Vellanikkara**. The EMD of unsuccessful tenderers will be refunded at the earliest. The EMD of successful tenderers will be adjusted towards the security deposit.
- 5. Delivery of the articles should be made at the General Store, College of Agriculture, Vellanikkara free of cost within **5 days from the receipt of supply orders**.
- 6. The tenders received without fulfilling the above conditions will be summarily rejected.
- 7. All rules relating to the Government tenders are applicable to this case also.
- 8. Right to accept the tender in total or in part or to reject it without assigning any reasons is reserved with the undersigned.
- 9. The last date of the receipt of the filled in tender form is at 01:00 pm of **08.04.2025**. The tenders will be opened at **3.00 pm on 08.04.2025** in the presence of the tenderers or their authorized representatives who may be present at that time.
- 10. The rates quoted should be inclusive of all taxes, transportation and all such expenses to deliver the materials at General Stores, College of Agriculture, Vellanikkara.
- 11. The cost of tender form should be submitted along with the tender by way of DD drawn in favour of Dean, College of Agriculture payable at SBI, KAU Campus Branch, Vellanikkara or by KAU Cash receipts.
- 12. There will be no fixed quantity of the items to be supplied in a year. Requirement shall be as per the orders placed from time to time by the supply order issued by the undersigned during the contractual period.
- 13. Price quoted shall be valid till 31<sup>st</sup> March 2026.
- 14. The requirement of consumable item can be increased or decreased and the firm has to Supply the item during the period of contract.
- 15. The period of contract can be extended for a further period, if revised on mutually agreed term and condition.
- 16. All rates quoted must be for a single unit as per the specified unit in the tender document (e.g., per sheet, per bundle, per piece, etc.). If suppliers offer bulk packaging (e.g., a higher packet size), they must clearly indicate the revised price and unit size.
- 17. The undersigned reserves the right to request samples before final acceptance of the quotation to verify quality compliance.
- 18. The bidder of accepted tender should enter into an agreement with the Dean College of Agriculture Vellanikkara on Kerala Stamp paper worth Rs.200/- The format of Agreement is available in the website: <https://kau.in>.



**Mani Chellappan**  
**DEAN**

To:

[www.cohvka@kau.in/www.kau.in](mailto:www.cohvka@kau.in/www.kau.in)  
Notice Board

**DETAILS OF ARTICLES TO BE SUPPLIED TO THE GENERAL STORE,  
COLLEGE OF AGRICULTURE, VELLANIKKARA**

*(Instructions for Bidders: Quotation Submission Guidelines)*


Bidders are required to quote rates based on the specified unit (packet/piece/bundle, etc.) for each item, clearly mentioning the **Brand/Make**. The quoted price should be for a **single unit** of the specified quantity. If a bidder wishes to offer a higher packet size, they must specify the revised rate accordingly. Samples may be requested before the final acceptance of the quote for quality verification.

SL. No.	Product Description	Approximate Quantity	Quoted Rate per Unit (₹)	Brand/Make (To be filled by supplier)	If higher packet size, specify with rate
1	A3 Sheet (80 GSM)-500 Sheets	1 bundle			
2	A4 Sheet (80 GSM)-500 Sheets	300 bundle			
3	Abro Solution Tape	10 nos.			
4	Air Freshener	20 nos			
5	Bathing soap (125gm)	75nos			
6	Battery 1012(AAA)	25nos			
7	Battery1005(AA)	30nos			
8	Binder Clip 32MM	20pkt			
9	Binder Clip 25 MM	20pkt			
10	Box File Small	5nos			
	Box File Big	10nos			
11	Coconut Broom(400 g)	75nos			
12	Broom Grass	100nos			
13	Brush (Toilet)	20nos			
14	Brush (Wash Basin)	10nos			
15	Bucket 10L	15nos			
16	Bucket 15L	15nos			
17	Bucket 20L	15nos			
18	Bucket 25 L	15nos			
19	Button File (My Clear Bag)	50nos			

	Button File (My Clear Bag-Expanding type)	50nos			
20	Calculator-12 Digit (Casio)	30nos			
21	Calling Bell (Desk Bell)	10nos			
22	Carbon Paper:100 sheet bundle	8nos			
23	CD Marker	100nos			
24	Cello Tape (1Inch White)	100nos			
25	Cello Tape (1/2 Inch White)	50nos			
26	Cello Tape (3/4 Inch White)	10nos			
27	Cello Tape Adhesive (Brown) 1"	100nos			
28	Cello Tape Adhesive (Brown) 2"	200nos			
29	Cello Tape Adhesive (white) 2"	20nos			
30	Cello Tape Dispenser	5nos			
31	Chalk Colour	5 pkt			
32	Chalk White	15 pkt			
33	Cloth Paper Envelope 12"x10"	150nos			
34	Cloth Paper Envelope 15"x11"	150nos			
35	Cloth Paper Envelope 18"x14"	10nos			
36	Double Side Sticker	20nos			
37	Dust Bin (WASTE Basket)	30nos			
38	Dust Pan	50nos			
39	Duster (Black Board)	20nos			
40	Dustless Chalk	25pkt			
41	Envelope 9"x4"	500 nos			
42	Envelope 10"x4"	200 nos			
43	Envelope 9"x6"	50nos			
44	Envelope 11"x5"	500nos			
45	Envelope 12"x5"	200nos			
46	Envelope 12"x10"	50nos			

47	Eraser	50nos			
48	Executive Bond Paper1	10nos			
49	Executive zip file b4 size 40 leaf	15nos			
50	Fevi Gum 50ML	50nos			
51	Fevi Gum 200ML	15nos			
52	Fevi Stick 8gm	20nos			
53	Fevi Stick 15 gm	50nos			
54	Fevi Stick 25 gm	100nos			
55	Fevicol white adhesive 20gm	25nos			
56	File Board-All side	500nos			
57	File Board (Lamina Thick)	100nos			
58	File Pad Timex	25nos			
59	Flag(colour)	50bundles			
60	Flag Sticker (Big Cream Colour)	10bundles			
61	Gem Clip Colour	25pkt			
62	Gem Clip Steel	100pkt			
63	Bell Pin	10pkt			
64	Gum 150ML	10nos			
65	Gum 100ML	25nos			
66	Handwash 180ml	200nos			
	Handwash 700ml	25nos			
67	Harpic 500ML Bottle	150nos			
68	Highlighter Pen	50nos			
69	Holeguard (Pocker)	20nos			
70	Marker Pen Ink 50ML	75bottle			
71	Metal Scrub 30gm	50 nos			
72	MOP	100nos			
73	Mug 1 Litre	50nos			
74	Notice board Pin	2pkt			
75	Paper Cutting Knife 22mm	10nos			
76	Pen-Pkt of 100	1 nos			
	Pen-Uniball	20 nos			
77	Pencil Apsara (packet of 10)	20nos			
78	Pencil Cutter	50nos			
79	Phenyl (Shodet) 1litre	500 bottle			
80	Pin Up	20pkt			
81	Punch (Double)	25nos			
82	Punch (Single)	75nos			
83	Register 80 pages	20nos			

84	Register 120 pages	100nos			
85	Register 160 pages	25nos			
86	Register 240 pages	100nos			
87	Register 320 pages	20nos			
88	Register 440 pages	10nos			
89	Register 480 pages	10nos			
90	Register 560 pages	5nos			
91	Rubber Band 100gm	25nos			
92	Rubber Band 50gm	50nos			
93	Sabena Powder-500gm	200 pkt			
94	Scale Steel 1feet	20nos			
95	Scale Plastic 1feet	20nos			
96	Scissors Medium	50nos			
97	Scissors Big	5nos			
98	Sealing Wax	10nos			
99	Sharpener	50nos			
100	Stamp Pad-Faber Castell	50nos			
101	Stamp Pad Ink 100ml	5bottle			
102	Stamp Pad Ink 30 ml	25bottle			
103	Stapler Machine	50nos			
104	Stapler Pin	200pkt			
105	Suthali	20nos			
106	File Tag 8 inch-bundle	100bundle			
107	Toilet Cleaner Liquid(1 Ltr Bottle)	50nos			
108	Twine ( 400m roll)	50nos			
109	Vim Bar 110gm	200nos			
110	Vim Bar 200gm	50nos			
111	White Board Duster	100nos			
112	White Board Marker	100nos			
113	White Paper (First Quality) Legal size 100Nos.	50 bundles			
114	White Paper (First Quality) Legal size 500 Nos.	250bundles			
115	Whitener (Correction Pen)	75 nos.			
116	Window Envelope 10x4	100 nos.			
117	Borrowers pouch	2500 nos.			
118	Stock Index Register	10 nos.			

  
**Mani Chellappan**  
**DEAN**