



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912 Fax: 0471- 2380681

No. C-DIT/LT/03/CS-Stationery/2023-24/T490

Date: 13.03.2024

LIMITED TENDER FOR SUPPLY OF STATINERY

Sealed tenders are invited for the supply of stationery **at** C-DIT Main office, near chitranjali Hills Thiruvallom **Thiruvananthapuram**. The envelopes containing the tender should bear the superscription “**supply of stationery**” and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chithranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. Last date for receipt of tenders is **19.03.2024, 3.00 PM**. The tenders will be opened at 3.30 PM on 19.03.2024 in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time.

Thiruvananthapuram

13.03.2024

Sd/

REGISTRAR

Note: Offers/quotations can also be sent to via return mail to procurement@cdit.org

SPECIFICATIONS

SL.NO	NAME OF ITEM	REQUIRED QTY
01	BOX FILE	72 Nos
02	TAG FILE (Laminated)	50 Nos
03	GEL PEN_blue	5 nos
04	BALL POINT PEN -BLUE	20 Nos
05	BALL POINT PEN- BLACK	20 Nos
06	GEM CLIP	15 pkt
07	STAPLER (10)	10 Nos
08	STAPLER PIN SIZE (10)	25 pkts
09	CELLO TAPE_ 1inch	10 Nos
11	PACKING TAPE-BROWN_ 2 inch	25 Nos
12	DOUBLE SIDE TAPE	10 Nos
13	PERMANENT MARKER_ Black	5 nos
14	PERMANENT MARKER_ Blue	5 nos
15	WHITE BOARD MARKER_ Black	5 nos
16	WHITE BOARD MARKER_ Blue	5 nos
17	GLUE STICK	25 nos
18	5QR REGISTER	5 Nos
19	3QR REGISTER	30 Nos

SL.NO	NAME OF ITEM	REQUIRED QTY
20	2QR REGISTER	25 Nos
21	1QR REGISTER	25 Nos
22	APPLICATION COVER_BROWN	500 Nos
23	BROWN COVER_A4	500 Nos
24	Attendance Register	10 nos
25	Battery_AAA	30 nos
26	Battery_AA	15 nos

TERMS & CONDITIONS

1. Supply: within 10days at , C-DIT Main Office Thiruvallam Thiruvananthapuram.
Contact person : Smt . Kala M I Assistant (Store) Manager Mob:9895057202.
2. Price : Inclusive of taxes and delivery at the site.
3. Statutory taxes to be deducted at source, if any, will be deducted from the payment due
4. Payment Terms: 100% payment against successful supply and against submission of invoice.
5. The item supplied must be in original packing.
6. **The last date for submission of tender 19.03.2024 3.00 PM.**
7. **The tender will be opened on the same day at 3.30 PM**
8. *If the bidder has any doubt on above specifications, please contact Smt . Kala M I Assistant (Store) Manager Mob:9895057202.*
9. ***Our GSTIN is 32AAATC1823F1ZF***

Sd/
REGISTRAR, C-DIT
Dated 13.03.2024