



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

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

No. C-DIT/LT/05/TED-Stationery/2024-25/T511

Date: 23.05.2024

LIMITED TENDER FOR SUPPLY OF STATINERY

Sealed tenders are invited for the **Supply of stationery items** at C-DIT . 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), Chitranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. Last date for receipt of tenders is **29.05.2024, 3.00 PM**. The tenders will be opened at 3.30 PM on **29.05.2024** in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time.

Thiruvananthapuram

23.05.2024

Sd/

REGISTRAR

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

SPECIFICATIONS

Sl No	Item	Description	Required quantity
1	Legal size White Paper	Size - Legal - 70 GSM - Company Packet	50 Pkts
2	A4 Size White Paper	Size - A4, 75 GSM, Company Packet	30 Pkts
3	Packing Brown Paper	Big (Mysore)	100 Nos
4	Packing Tape - Brown	Size - 2 inch, Good Quality Brown Tape	2 Box
5	Brown Cover -Size - A3	Size - A3 - 48kg Mysore Craft Cover	2000 Nos
6	Brown Cover - Size - A4	Size - A4 (Good Quality)	700 Nos
7	Cloth Cover - Size - A3	Size - A3 (Good Quality)	800 Nos
8	Self-Adhesive sticker paper	A4 size, MPL - 01, Good Quality	5 Pkts
9	Sketch Pen	Red Colour	5 Pkts
10	Sketch Pen	Blue Colour	3 Pkts
11	Ball Pen	Blue Colour	45 Pkts
12	Permanent Marker	Red Colour	25 Nos
13	Pencil	Company - Apsara / Nataraj	10 Pkts
14	Pencil Cutter	Apsara / Nataraj	40 Nos
15	Eraser	Non Dust Eraser	40 Nos
16	Binder Clips - Size 1" Width		5 Pkts
17	Knife	size of blade - 1/2" width	10 Nos

18	Knife	size of blade - 1" width	20 Nos
19	Adhesive -15g		40 Nos
20	Twine - White Colour Glazed cotton thread - 200 meter		10 nos
21	Rubber Band - Large Size	Size - Large, Good Quality, 250g Pkt	2 Pkts
22	Register Book - 200 Pages		6 No
23	Attendance Register		1 No
24	Clear Bag		35 Nos
25	Cotton Nada strings	White colour, Flat - 0.5 Inches, 15 Meter rolls	5 Rolls
26	Stapler	Kangaro No.10 Y2 Stapler	5 Nos
27	Single Hole Punch		5 Nos
28	Damper		5 Nos
29	Plastic Sutli (Plastic packing rope)	300gm	5 Rolls
30	Office File	Paper tag file with plastic coating	35 Nos
31	Box File	A4 Size	10 Nos
32	Permanent Marker	Blue Colour	5 Nos
33	Stamp Pad		3 Nos
34	Stapler Pin	Kangaro No.10 - 1 M	5 Pkt
35	CD Marker pen	Blue Colour	10 Nos
36	Whitener marker pen		10 Nos
37	Stick	A4 Size	300 Nos

TERMS & CONDITIONS

1. Supply: within 10 days at , C-DIT City Office, Behind SMSM Institute, Statue Thiruvananthapuram. Contact person : Smt . Resmi Chandran HoD, TET Mob:9746070178.
2. Price : Inclusive of all taxes and delivery at the site.
3. **Rate shall be quoted as unit rate.**
4. **Price offers shall be quoted in the Annexure-1 (Form B) attached.**
5. Statutory taxes to be deducted at source, if any, will be deducted from the payment due
6. Payment Terms: 100% payment against successful supply and against submission of invoice.
7. The item supplied must be in original packing.
8. **The last date for submission of tender 29.05.2024 3.00 PM.**
9. **The tender will be opened on the same day at 3.30 PM**
10. *If the bidder has any doubt on above specifications, please contact Smt . Resmi Chandran HoD, TET Mob:9746070178.*
11. *Our GSTIN is 32AAATC1823F1ZF*

Sd/
REGISTRAR, C-DIT
Dated 23.05.2024



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

No. C-DIT/LT/05/TED-Stationery/2024-25/T511

Date: 23.05.2024

Quotation No:

Date:

ANNEXURE 1

Sl No	Item	Required Quantity	Unit Price (incl. GST)	Total Amount (incl. GST)
1	Legal Size White Paper	50 Pkts		
2	A4 Size White Paper	30 Pkts		
3	Packing Brown Paper	100 Nos		
4	Packing Tape - Brown	2 Box		
5	Brown Cover -Size - A3	2000 Nos		
6	Brown Cover - Size - A4	700 Nos		
7	Cloth Cover - Size - A3	800 Nos		
8	Self-Adhesive sticker paper	5 Pkts		
9	Sketch Pen (Red Colour)	5 Pkts		
10	Sketch Pen (Blue Colour)	3 Pkts		
11	Ball Pen (Blue Colour)	45 Pkts		
12	Permanent Marker - Red Colour	25 Nos		
13	Pencil (Apsara / Nataraj)	10 Pkts		

14	Pencil Cutter	40 Nos		
15	Eraser (Nondust)	40 Nos		
16	Binder Clips - Size 1" Width	5 Pkts		
17	Knife (1/2" width)	10 Nos		
18	Knife (1" width)	20 Nos		
19	Adhesive -15g	40 Nos		
20	Twine - White Colour Glazed cotton thread - 200 meter	10 nos		
21	Rubber Band - Large Size	2 Pkts		
22	Register Book - 200 Pages	6 No		
23	Attendance Register	1 No		
24	Clear Bag	35 Nos		
25	Cotton Nada strings	5 Rolls		
26	Stapler	5 Nos		
27	Single Hole Punch	5 Nos		
28	Damper	5 Nos		
29	Plastic Sutli (Plastic packing rope)	5 Rolls		
30	Office File	35 Nos		
31	Box File	10 Nos		
32	Permanent Marker -Blue Colour	5 Nos		
33	Stamp Pad	3 Nos		

34	Stapler Pin	5 Pkt		
35	CD Marker pen	10 Nos		
36	Whitener marker pen	10 Nos		
37	Stick -A4 Size	300 Nos		

Name of the bidder

Address

Mobile number

email id

Office Seal

Signature

Date