



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912

No. C-DIT/08/CS-STRY/2024-25/T536

Date: 27.08.2024

LIMITED TENDER FOR THE SUPPLY OF PRINTED STATIONERY

Sealed tenders are invited for the supply of printed stationery. The envelopes containing the tender should bear the superscription ***“Tender for the supply of printed 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 **05.09.2024, 3.00 PM**. The tenders will be opened at **3.30 PM on 05.09.2024** in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time.

Thiruvananthapuram

27.08.2024

Sd/

REGISTRAR

Requirement Specification

| Sl No. | Item | Description | Quantity |
|--------|--|----------------------------------|----------|
| 1 | Brown Envelope (Printed with C-DIT Logo and Address) | A4 size, 80 GSM | 1000 Nos |
| 2 | Brown Envelope (Printed with C-DIT Logo and Address) | 80 GSM, size: 12.5 x 10.5 inches | 2500 Nos |
| 3 | White Window Envelope (Printed with C-DIT Logo and Address) | 80 GSM, Size: 10.5 x 4.5 inches | 3000 Nos |
| 4 | White Envelope (Printed with C-DIT Logo and Address) | 80 GSM, Size: 10.5 x 4.5 inches | 3000 Nos |
| 5 | Tag File (Laminated) (Printed with C-DIT Logo) | 500 GSM, with Lamination | 300 Nos |
| 6 | Board File (Printed with C-DIT Logo) | | 200 Nos |

| | | | |
|---|---|--|--------|
| 7 | Vehicle Log Book (With Double side Printing) | Crown ½, Ledger index+100 pages with double side printing | 5 Nos |
| 8 | Leave Account Book (With Double side Printing) | Demmy ¼, 21-3 white index + 300 pages double side printing | 10 Nos |

Terms & Conditions

1. There is a separate bid form provided for quoting the financial offers. The supplier shall submit the price offers in their own paper.
2. Matters to be printed will be provided by C-DIT.
3. The rate should be inclusive of all taxes, Freight charges and supply at site.
4. Supply of the items shall be arranged within **15 days** on receipt of the firm order.
5. Rates quoted by the bidder shall be valid for a period of six months from the date of opening of the tender.
6. The rate quoted for items shall be firm and no enhancement will be allowed under any circumstances.
7. No advance payment will be made against the supply.
8. If the bidder has any doubt on technical specifications, please contact **Sri Mukesh A P, HoD (Stores) in Mobile: 9895788334.**



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912

No. C-DIT/08/CS-STRY/2024-25/T536

Date: 27.08.2023

Commercial Bid

TENDER FOR THE SUPPLY OF PRINTED STATIONERY

Quote Ref No.

Date:

| Sl. No | Item | Description | Qty | Unit Rate | GST % | Unit rate incl. GST | Amount |
|--------|--|----------------------------------|----------|-----------|-------|---------------------|--------|
| 1 | Brown Envelope (Printed with C-DIT Logo and Address) | 80 GSM, A4 Size | 1000 Nos | | | | |
| 2 | Brown Envelope (Printed with C-DIT Logo and Address) | 80 GSM, Size: 12.5 x 10.5 inches | 2500 Nos | | | | |
| 3 | White Window Envelope (Printed with C-DIT Logo and Address) | 80 GSM, Size: 10.5 x 4.5 inches | 3000 Nos | | | | |
| 4 | White Envelope (Printed with C-DIT Logo and Address) | 80 GSM, Size: 10.5 x 4.5 inches | 3000 Nos | | | | |
| 5 | Tag File (Printed with C-DIT Logo) | 500 GSM, with Lamination | 300 Nos | | | | |
| 6 | Tag File | 500 GSM, with Lamination | 300 Nos | | | | |
| 7 | Board File (Printed with C-DIT Logo) | | 200 Nos | | | | |
| 8 | Vehicle Log Book (With Double side Printing) | Crown ½, Ledger index+100 pages | 5 Nos | | | | |

| | | | | | | | |
|-------|---|---|-----------|--|--|--|--|
| 9 | Leave Account Book (With Double side Printing) | Demmy ¼, 21-3 white. index + 300 pages | 10 Nos | | | | |
| Total | | | | | | | |

Bidder Name:

Address:

Phone / Mobile No.

e-mail id:

Signature with date

Office Seal