



KERALA AGRICULTURAL UNIVERSITY
PLANT PROPAGATION AND NURSERY MANAGEMENT UNIT
VELLANIKKARA, KAU P.O. THRISSUR – 680 656
GSTIN: 32AAAGP0075R1Z2



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No: CD- 1227/2021

Dated 02/05/2024


QUOTATION NOTICE

Sealed quotations on competitive basis are invited for the supply of following stationery items for a year as per requirements according to the following terms and conditions

SL. NO	ITEMS	Rate to be quoted Available packs (Numbers/Rolls/Packets/Box/Bundles...)	SL. NO	ITEMS	Rate to be quoted Available packs (Numbers/Rolls/Packets/Box/Bundles...)
1	A4 Paper		30	Single punch	
2	Writing paper		31	Gum Stick	
3	Pen		32	Note Book (200Pages)	
4	Pencil		33	Note Book (100Pages)	
5	Eraser		34	Register (100 Pages)	
6	Box File(Big)		35	Register (200 Pages)	
7	Box File(Small)		36	Door Mat	
8	Lizol		37	Turkey Towel	
9	Harpic		38	Lemon Grass oil	
10	Sanitizer		39	Soap powder	
11	Pril liquid		40	Writing board	
12	Phenol		41	Sticky Notes	
13	Postal cover		42	Correction pen	
14	File Board		43	Gum	
15	Tag		44	MOP	
16	Twine		45	Seal pad ink	
17	Stapler		46	File Tray	
18	Stapler pin		47	Broom stick	
19	Gemclip		48	Soap	
20	Pin		49	Hand wash	
21	Flag		50	Dust pan	
22	Seal Pad		51	Mug	
23	Seal Pad ink		52	Bill Roll paper (Big/Small)	
24	Marker		53	Mask	
25	Highlighter		54	White Board cleaning solution	
26	Scissors		55	Sticker paper	
27	Calculator		56	Stock Register (Mention page no.)	
28	Carbon paper		57	Paper File	
29	Cloth line cover				

Terms and Conditions:-

1. The quotation should be in the sealed cover (addressed to the Professor & Head, Plant Propagation and Nursery Management Unit, KAU, Vellanikkara, 680656) on or before **14/05/2024 at 10.30 am** Late and defective quotations will be rejected.
2. The envelop should be superscribed as "Quotation for the supply of stationery items as per Quotation no. CD-1227/21 dt.02/05/2024.
3. The quotation will be opened at 11.00AM on the same day in the presence of those bidders who are present at that time. If any Harthal/strike/any unexpected holiday occurs on the date of opening of quotation, the quotation will be opened on the next working day.
4. The quotationer should state the rate at which they are willing to supply the items. The taxes and duties if any may also be shown separately. The rate will be valid from 14/05/2024 up to 13/05/2025
5. The supplier must have GST Registration.
6. The payment will be made through invoice/ credit bill system and by NEFT/ cheque only to the supplier.
7. Satisfy all other conditions, the lowest rate will be accepted, the successful quotationers should supply the item within 7 days on receipt of supply order issued from this office.
8. The decision of the undersigned will be final in connection with this quotation and all the other terms and conditions of government quotations in force will be applicable in this quotation also.


Assistant Professor & Head

ASSISTANT PROFESSOR & HEAD
Plant Propagation & Nursery Management Unit
Kerala Agricultural University
Vellanikkara-680656

To: Notice Board- Office, KAU Website

Copy to: File/Section officer/Spare

