



KERALA VETERINARY & ANIMAL SCIENCES UNIVERSITY
Pookode, Lakkidi.P.O., Wayanad, Kerala
www.kvasu.ac.in

No. KVASU/GA/B2/12097/2022

Pookode, dated: 25/05/2022

QUOTATION NOTICE

Sealed , Competitive quotations are invited for supply of office stationeries and consumables to the Registrar Office, Kerala Veterinary and Animal Sciences University, Pookode , for the Financial Year 2022-23.The quotation should be superscripted **“Quotation for the supply of the stationery and consumable items”** to Registrar Office ,Kerala Veterinary and Animal Science University, Pookode during 2022-23.The quotations should be accompanied by an **EMD of Rs.2000/- (Two Thousand Only)** by way of **Cash or demand Draft** and drawn in favour of the **Finance Officer, Kerala Veterinary and Animal Sciences University ,Pookode and payable at SBI, Kalpetta**. The quotation shall reach at this office not later than **3 PM 10/06/2022** and they will be opened in the presence of vendors or their authorized representatives if any. In the event, the date specified for opening of quotations happens to be holiday, the quotations shall be opened at the same place, same time on next working day.

General Conditions

1. The rates quoted shall be inclusive of all taxes and for delivery at this office.
2. The successful vendor will be placed on rate contract for period of one year and the rates will be valid with effect from the date of contract.
3. No changes in rates offered will be permitted during the tenure of rate contract and the change of brand name, justifications such as higher quality of item etc. will not be a reason for price variance. The rate accepted will stand applicable for a whole year
4. The items supplied should be new and as per specifications. And there will be no assurance as regards to the quantity of purchases. Supply Order will issued only as per demand, and inordinate delay will not be entertained under any circumstances.
5. Quotations received late will not being accepted.
6. The successful vendor shall remit Rs. 2000/- as security deposit before entering the rate contract and it will be returned after the completion of contract settling all liabilities and dues if any.
7. The rates should be submitted against each item noted in the list appended and overwriting / overtyping is not allowed.
8. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason and the decision taken on them shall be final.

Sd/-
JOINT REGISTRAR
(For Registrar)

To: Notice Board/KVASU Website/Head Quarters/Grama Panchayath, Vythiri.

//Approved For Issue//


Section Officer



LIST OF STATIONERY ITEMS REQUIRED

Sl No	Item Name	Qty	Rate with Tax	Remarks
1	A4 Paper – 80GSM	1 Bundle		
2	A3 Paper – 80GSm	1 Bundle		
3	Legal Paper – 80GSM	1 Bundle		
4	A4 Paper (All colors)	1 Bundle		
5	Facing Sheet A4	1 No		
6	Office Bell	1 No		
7	Punch single	1 No		
8	Punch Double	1 No		
9	Whitner	1 No		
10	Scissors - Big	1 No		
11	Scissors - Medium	1 No		
12	Scissors - Big	1 No		
13	File Tag thread	1 Bundle		
14	Sharpner	1 No		
15	Highlighter	1 No		
16	Glue Stick	1 No		
17	Envelop Big	1 No		
18	Envelop medium	1 No		
19	Envelop small	1 No		
20	Cloth Cover A4 Size	1 No		
21	Cloth Cover A3 Size	1 No		
22	Cloth Cover small Size	1 No		
23	30cm Metal Scale	1 No		
24	Binder Clip 32mm	1 No		
25	Binder Clip 25mm	1 No		
26	Binder Clip 40mm	1 No		
27	Cello Tape 1 inch	1 No		
28	cello Tape 2 Inch	1 No		
29	cello Tape 3 inch	1 No		

Sl No	Item Name	Qty	Rate with Tax	Remarks
30	Cello Tape Brown	1 No		
31	Gem Clip 25mm	1 No		
32	Twine	1 No		
33	Stapler	1 No		
34	Stapler Pin	1 No		
35	Flag	1 No		
36	Calculator	1 No		
37	Pen Stand	1 No		
38	Writing Board	1 No		
39	Eraser	1 No		
40	Pencil	1 No		
41	Gum -Small bottle	1 No		
42	Seal Pad	1 No		
43	Seal Pad Ink Blue	1 No		
44	Seal Pad Ink Red	1 No		
45	File Tray - A4 Size	1 No		
46	Plastic Box	1 No		