



KERALA UNIVERSITY OF FISHERIES & OCEAN STUDIES

കേരള ഫിഷറീസ്-സമുദ്രപഠന സർവ്വകലാശാല

PANANGAD P.O., KOCHI 682 506, KERALA, INDIA

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No.GA4/2424/17

Dtd.29 /03/2017

QUOTATION NOTICE

Sealed quotations are invited for the printing and supplying of a various registers and forms required for a period of one year as per the list appended.

The rates quoted should be for printing and delivery of the Registers and forms at the Kerala University of Fisheries and Ocean Studies, Panangad. The rate quoted should be firm and inclusive of all taxes and supply at Kerala University of Fisheries and Ocean Studies, Panangad. Period of firmness during which the rates would be firm is one year from the date of supply order.

The envelope containing the quotation should bear the superscription “**Printing and supplying of a various registers and forms (GA4/2424/17)**” and should be sent to the Registrar, Kerala University of Fisheries and Ocean Studies, Panangad, Kochi – 682 506, Ernakulam District. Intending quotationers may submit their quotations on their own papers with detailed specification along with samples.

Last date & time for receipt of quotation	10/04/2017	11.00 am
Date & time of opening of quotation	10/04/2017	11.30 am

Late quotations will not be accepted. The Quotations will be opened in the presence of the quotationers or their authorized representative who may be present at the venue.

The EMD of 1% of the total cost of the articles by Demand Draft drawn on State Bank of Travancore in favour of the Finance Officer, KUFOS, Panangad, Kochi should be furnished along with the quotation. The successful quotationer have to furnish security deposit @ 5% of the total cost and execute an agreement in stamp paper worth Rs.200/-.

All terms and conditions applicable to University/Government quotation are admissible to the quotation also. More details about the items required can be had from the O.S. i/c stores on office hours. Right to accept the quotation in full or in part or to reject without assigning any reason is reserved to the Registrar,KUFOS,Panangad,Kochi which is not questionable.

Sd/-
DEPUTY REGISTRAR

(For Registrar)

Section Officer

List of items

Sl. No.	Items	Quantity /Year (Nos. - Approx.)
1	Acquittance Register	15
2	Attendance Register	500
3	Bill Register	10
4	Cash Book	20
5	Casual Leave Register	50
6	Conduct Certificate	200
7	Contingent Bill Form	2000
8	Contingent Bill Register	10
9	Correspondence Leaf	2000
10	Correspondence Sheet	2000
11	Despatch cum Stamp Account Register	10
12	Distribution Register	No need now
13	DMS	10
14	Draft Pad	2000
15	Establishment Bill (Inner)	2000
16	Establishment Bill (TR 51)	2000
17	Establishment Register	20
18	Expenditure Register (Contingencies)	10
19	Expenditure Register (Other Charges)	10
20	Expenditure Register (Pay & Allowances)	10
21	Fair Copy Register	No need now
22	Field Book	50

23	<i>File Folder (Pink, Blue, Light Green & Yellow coloured with Calico Spine)</i>	<i>1000 each</i>
24	<i>GPF Admission form</i>	<i>No need now</i>
25	<i>GPF Bill Form</i>	<i>1000</i>
26	<i>GPF Closure Application</i>	<i>10</i>
27	<i>GPF NRA Application</i>	<i>500</i>
28	<i>GPF Recovery Schedule</i>	<i>500</i>
29	<i>GPF Temporary Advance Application</i>	<i>500</i>
30	<i>Landed Property Statement</i>	<i>200</i>
31	<i>Leave Application Form</i>	<i>2000</i>
32	<i>Local Delivery Register</i>	<i>100</i>
33	<i>Log Book</i>	<i>50</i>
34	<i>Miscellaneous Bill</i>	<i>1000</i>
35	<i>Notes File Sheet</i>	<i>3000</i>
36	<i>Permanent Advance Disbursement Register</i>	<i>50</i>
37	<i>Personal Register</i>	<i>50</i>
38	<i>Receipt Book</i>	<i>50</i>
39	<i>Register of Payments (SDO)</i>	<i>5</i>
40	<i>RTC</i>	<i>1000</i>
41	<i>RTI Act Register</i>	<i>No need now</i>
42	<i>Scribbling Pad</i>	<i>1000</i>
43	<i>Sheet Roll</i>	<i>2000</i>
44	<i>Stamp Account Register</i>	<i>10</i>
45	<i>Stock Register (Big)</i>	<i>25</i>
46	<i>Stock Register (Small)</i>	<i>50</i>

47	<i>TA Bill (GO)</i>	<i>1000</i>
48	<i>TA Bill (NGO)</i>	<i>1000</i>
49	<i>TA Bill Inner (NGO)</i>	<i>1000</i>