



KERALA UNIVERSITY OF FISHERIES & OCEAN STUDIES
കേരള ഫിഷറീസ്-സമുദ്രപഠന സർവ്വകലാശാല

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GA4/8992/2021

.12.2024

LIMITED TENDER NOTICE

Sealed tenders are invited for supplying office stationery items required for a period of one year as per the list appended.

The rates quoted should be for supplying office stationery items at 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 **“Supplying office stationery items (GA4/8992/2021)”** 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.

Last date & time for receipt of tender	13.1.2025	11.00 AM
Date & time of opening of tender	13.1.2025	11.30 AM

Late quotations will not be accepted. The tenders 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 India in favour of the Finance Officer, KUFOS, Panangad, Kochi should be furnished along with the tender. The successful quotationer have to furnish security deposit @ 5% of the total cost and execute an agreement in stamp paper worth Rs.200/-.

All the terms and conditions applicable to University/Government quotation are admissible to this 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.

REGISTRAR i/c

To: Director P R &P/Programmer/Firms/Kumbalam Grama Panchayath/Palluruthy Block Panchayath
Copy to: NB/O.S. i/c Stores/ Farm Manager/Stockfile/File Copy.

KERALA UNIVERSITY OF FISHERIES & OCEAN STUDIES

List of Office Stationery Items



Document 2024/101/27575 - GENERAL(modified version of 2024/27533/101) - File No. 2021/101/8992
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KUFOS HQRS, Panangad, Ernakulam

Sl.No.	Items
1	“L” shape A4 Folder (Transparent)
2	“L” shape Legal Folder (Transparent)
3	A3 Paper (80GSM)
4	A4 Paper(80GSM)
5	Bath Soap(75gm)
6	Battery (AA)
7	Battery(AAA)
8	Bell Pin
9	Binder Clips (19 mm.)-
10	Binder Clips (25mm.)-
11	Binder Clips (32mm.) -
12	Binder Clips (41mm.) -
13	Box File
14	Box File (small)
15	Broom
16	Broom (Marala Chool)
17	Bucket
18	Button File/Button Bag
19	Calculator(12 digit – Check & correct)
20	CD-R with Pouch
21	Cello Tape 1”
22	Cello Tape 1/2”
23	Cello Tape 2”



KUFOS HQRS,Panangad, Ernakulam

24	Cello Tape 3/4"
25	Clip File(Plastic)
26	Cloth Cover (A4)
27	Cloth Cover 16"x 12"
28	Cloth Cover 18"x14"
29	Correction Pen
30	Correction Tape (Length- 6 or 15m/width 5mm)
31	Cover A4 (Brown)
32	Cup(mug) 750 ml.
33	Dettol 500 ml
34	Dust Pan
35	DVD-R with Pouch
36	Envelope 10.5"x4.5"
37	Envelope 9"x4"
38	Eraser (Pen)
39	Eraser (Pencil)
40	Finger Grip
41	Floor Cleaning Liquid(Lizol)
42	Floor Mat
43	Folding File (paper)
44	Gem Clip (Colour clips)Plastic
45	Glue Stick- 20 gm
46	Gum 150 ml.
47	Hand Wash



KUFOS HQRS, Panangad, Ernakulam

48	Harpic
49	High Lighter
50	Ledger paper-A4 (100 GSM)
51	Ledger Paper-A4 (90 GSM)
52	Ledger Paper – Legal (80 GSM)
53	Mope
54	Note Book 200 pages
55	Note Pad (10-20 pages)
56	Packing Tape (Brown) 2”
57	Page Markers (Stick on Pad- Multi Colour)
58	Paper –Legal size (80GSM)
59	Paper – Legal size (Reem cut packed)
60	Paper weight
61	Paper weight (square type)
62	Pen- Pilot V7 & V5 (Green)
63	Pen- Uniball (Dark Blue)
64	Pen (Black)(Cello Technotip)
65	Pen (Blue) (Cello Technotip)
66	Pen (Red)(Cello Pointec Gel)
67	Pen Stand – Square with space for pin/clip/cards
68	Pen Uniball (Black)
69	Pen Uniball (Light Blue)
70	Pen Uniball (Violet)



KUFOS HQRS,Panangad, Ernakulam

71	Pencil
72	Pencil Carbon
73	Pencil Carbon Double Side
74	Pencil Cutter
75	Pendrive 16 GB
76	Permanent Marker (Bold)
77	Permanent Marker (Ordinary)(CD-DVD Marker Pen)
78	Pilot Hitech Point P7 Cartridge alone Green)
79	Pilot Hitech Point P7 Cartridge Green Pen
80	Pin 'O' Clip Round
81	Poker (Metal)
82	Poker (Plastic)
83	Punch – Double Hole
84	Punch – One Hole
85	Register 1 Qr.(80 pages)
86	Register 2 Qr.(160 Pages)
87	Register 3 Qr.(240 pages)
88	Register 4 Qr.(320 pages)
89	Register 5 Qr.(400 pages)
90	Report File Transparent-A4 Size
91	Report File Transparent-Legal Size
92	Room Freshener(Lia or Aer)
93	Rubber Band (Medium)
94	Scale (Metal)30 cm.
95	Scale (Plastic)30 cm.



KUFOS HQRS,Panangad, Ernakulam

96	Scissors for office use(8")
97	Self-Inking Seal Ink
98	Snap Off Cutter – Small (Knife)
99	Spring File
100	Stamp Pad (Blue)
101	Stamp Pad Ink
102	Stapler(small) No. 10
103	Stapler Pin (Big)
104	Stapler Pin (Small)
105	Stapler with Handle (Big) – (Kangaro HP-45)
106	Stick File
107	Stick on Pad Yello 75 x 75 mm.
108	Tag File (file Board)
109	Tags
110	Towel (Small Size)
111	Tray (Plastic)
112	Twine(High Quality)
113	Waste Bin
114	White Board Marker
115	White Turkey with Green Border(Executive Type)
116	Window Cover 10.5"x 4.5"
117	Window cover 9"to 4"
118	Writing Board
119	Closet cleaning brush



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