



KERALA UNIVERSITY OF FISHERIES & OCEAN STUDIES

കേരള ഫിഷറീസ്-സമുദ്രപഠന സർവ്വകലാശാല

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GA4/8992/2021

02.2026

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 the Kerala University of Fisheries and Ocean Studies, Panangad. The rate quoted should be firm and inclusive of all taxes and supply of 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 quotations may submit their quotations on their own papers with detailed specification.

Last date & time for receipt of tender	24.2.2026	3 pm
Date & time of opening of tender	24.2.2026	3.30 pm

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

To: Firms

Copy to: NB/O.S. i/c Stores/ Programmer/Stockfile/File Copy.



KERALA UNIVERSITY OF FISHERIES & OCEAN STUDIES

List of Office Stationery Items

Document 2026/101/4012 - GENERAL (modified version of 2026/3962/101) - File No. 2021/101/8992
Approved by Registrar on 12/02/2026 14:14:45

<http://www.kufos.ac.in/s1bc-YpD-oqFH-DAnrN>



KUFOS HQRS, Panangad, Ernakulam

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



KUFOS HQRS, Panangad, Ernakulam

22	Cello Tape 1/2"	Each
23	Cello Tape 2"	Each
24	Cello Tape 3/4"	Each
25	Clip File(Plastic)	Each
26	Cloth Cover (A4)	Each
27	Cloth Cover 16"x 12"	Each
28	Cloth Cover 18"x14"	Each
29	Correction Pen	Each
30	Correction Tape (Length- 6 or 15m/width 5mm)	Each
31	Cover A4 (Brown)	Each
32	Cup(mug) 750 ml.	Each
33	Dettol 500 ml	Each
34	Dust Pan	Each
35	DVD-R with Pouch	Each
36	Envelope 10.5"x4.5"	Each
37	Envelope 9"x4"	Each
38	Eraser (Pen)	Each
39	Eraser (Pencil)	Each
40	Finger Grip	Each
41	Floor Cleaning Liquid(Lizol)	Each
42	Floor Mat	Each
43	Folding File (paper)	Each
44	Gem Clip (Colour clips)Plastic	Packet
45	Glue Stick- 20 gm	Each



KUFOS HQRS, Panangad, Ernakulam

46	Gum 150 ml.	Each
47	Hand Wash	Each
48	Harpic	Each
49	High Lighter	Each
50	Ledger paper-A4 (100 GSM)	Packet
51	Ledger Paper-A4 (90 GSM)	Packet
52	Ledger Paper – Legal (80 GSM)	Packet
53	Mope	Each
54	Note Book 200 pages	Each
55	Note Pad (10-20 pages)	Each
56	Packing Tape (Brown) 2”	Each
57	Page Markers (Stick on Pad- Multi Colour)	Packet
58	Paper –Legal size (80GSM)	Packet
59	Paper – Legal size (Reem cut packed)	Packet
60	Paper weight	Each
61	Paper weight (square type)	Each
62	Pen- Pilot V7 & V5 (Green)	Each
63	Pen- Uniball (Dark Blue)	Each
64	Pen (Black)(Cello Technotip)	Each
65	Pen (Blue) (Cello Technotip)	Each
66	Pen (Red)(Cello Pointec Gel)	Each
67	Pen Stand – Square with space for pin/clip/cards	Each
68	Pen Uniball (Black)	Each



KUFOS HQRS, Panangad, Ernakulam

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



KUFOS HQRS, Panangad, Ernakulam

94	Scale (Metal)30 cm.	Each
95	Scale (Plastic)30 cm.	Each
96	Scissors for office use(8")	Each
97	Self-Inking Seal Ink	Each
98	Snap Off Cutter – Small (Knife)	Each
99	Spring File	Each
100	Stamp Pad (Blue)	Each
101	Stamp Pad Ink	Each
102	Stapler(small) No. 10	Each
103	Stapler Pin (Big)	Packet
104	Stapler Pin (Small)	Packet
105	Stapler with Handle (Big) – (Kangaro HP-45)	Each
106	Stick File	Each
107	Stick on Pad Yello 75 x 75 mm.	Packet
108	Tag File (file Board)	Each
109	Tags	Bundle
110	Towel (Small Size)	Each
111	Tray (Plastic)	Each
112	Twine(High Quality)	Roll
113	Waste Bin	Each
114	White Board Marker	Each
115	White Turkey with Green Border(Executive Type)	Each
116	Window Cover 10.5"x 4.5"	Each
117	Window cover 9"to 4"	Each



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118	Writing Board	Each
119	Closet Cleaning Brush	Each