

**INFORMATION KERALA MISSION**  
**Thiruvananthapuram-695 581**

Tender Specification No.IKM/TP//2007-08/01

Tender Documents for the "Purchase of Stationery items"

ISSUED TO

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ISSUED ON .....

TO BE SUBMITTED ON OR BEFORE .....

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NAME AND ADDRESS OF THE TENDERER IN FULL

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Tel.no: (.....)..... FAX: (.....).....

Name of contact person: .....

Mobile tel.no.: ..... E-mail:.....

TENDER SUBMISSION ON .....

Sl.No.	Item
1	Tender form for the supply of Stationery items

Date:

(Seal)

Signature of Tenderer

**Tender form for the supply of Stationery items for Information Kerala Mission, Pratheeksha, Near  
Govt.Engineering college, Thiruvananthapuram 695581**

**List of Stationery items**

**Name of Supplier with full address & telephone No :**

Sl.No.	Particulars	Quantity	Unit	Rate
1	Attendance Register	1	No.	
2	Battery 1.5 Volt (AAA Size)	1	No.	
3	Battery 1.5 Volt.(AA Size)	1	No.	
4	Binder Clips (19 mm)	1	Dozen	
5	Binder Clips (25 mm)	1	Dozen	
6	Binder Clips (32 mm)	1	Dozen	
7	Binder Clips (41 mm)	1	Dozen	
8	Calulator (ORPAT)12 digit	1	No.	
9	Clip board	1	No.	
10	Cotton Waste	1	Kg.	
11	Cover (10 1/2 X 4 1/2)	1	No.	
12	A3 Cover	1	No.	
13	A4 Cover	1	No.	
14	Clothed Cover - A3	1	No.	
15	Clothed Cover - A4	1	No.	
16	Cutter Knife (Small)	1	No.	
17	Cutter Knife (Large)	1	No.	
18	Dot Matrix Sheet (132 coloumn)	500	sheets	
19	Dot Matrix Sheet (80 Coloumn)	500	sheets	
20	Duster	1	No.	
21	Eraser	1	No.	
22	File with Plastic leaves	1	No.	
23	File board	1	No.	
24	Box File	1	No.	
25	File with Tag	1	No.	
26	Glossy Paper	1	Sheet	
27	Gem Clip	1	Pkt.	
28	Glue Stick	1	No.	
29	Highlighter Pen	1	No.	
30	Gum bottle - 100ml.	1	No.	
31	ISO - Propyl Alchohal	500	ML.	
32	Jute	1	Kg.	
33	Notebooks (100 Pages)	1	No.	
34	Notebook (200 pages)	1	No.	
35	Note Book (King size)(200 Pages)	1	No.	
36	OHP Sheet (A4 Size)	1	Sheet	
37	Hole Guard	1	sheets	
38	Art Paper	1	sheet	
39	Writing Paper	1	Ream	
40	Brown Paper	1	Sheet	
41	Paper A 3 (80gsm)	500	sheets	

Sl.No.	Particulars	Quantity	Unit	Rate
42	Paper A4 (80 gsm)	500	sheets	
43	Paper Tracing Sheet (A4)	1	sheet	
44	Pen (Gel)	1	No.	
45	Sketch Pen	1	Pkt.	
46	Pen (Ordinary)	1	No.	
47	Permanent Marker	1	No.	
48	OHP Marker	1	No.	
49	Pencil (Colour)	1	No.	
50	Pencil (HB)	1	No.	
51	Pencil cutter	1	No.	
52	Plotter Paper	1	No.	
53	Poker	1	No.	
54	Double Punch	1	No.	
55	Pencil Carbon	1	Pkt.	
56	Single Punch	1	No.	
57	Register (100 Pages)	1	No.	
58	Register (200 Pages)	1	No.	
59	Register ( 300 Pages)	1	No.	
60	Register (500 Pages)	1	No.	
61	Rubber band	1	Kg.	
62	Scale (1/2 feet) Plastic	1	No.	
63	Scale (1 feet) Plastic	1	No.	
64	Scissors (Small)	1	No.	
65	Scissors (medium)	1	No.	
66	Stamp pad	1	No.	
67	Stamp Ink	1	No.	
68	Stapler (No.10)[ Max]	1	Pkt.	
69	Stapler (No.3)[Max]	1	Pkt.	
70	Staples (No.10)[Max]	1	Pkt.	
71	Staples (No.3)[Max]	1	Pkt.	
72	Stick Pad (Big)	1	No.	
73	Stick Pad (Small)	1	No.	
74	Stick Pad (Medium)	1	No.	
75	Tag Cotton	1	Bundle (100 Nos.)	
76	Packing Tape (2 inch)	1	No.	
77	Cello Tape (1/2 inch)	1	No.	
78	Cello Tape (1 inch)	1	No.	
79	Cello Tap (2 inch)	1	No.	
80	Twain	1	Bundle	
81	Waster Paper basket	1	No.	
82	White Board Marker	1	No.	
83	Whitner liquid	1	Pkt.	
84	Whitner correction pen	1	No.	
85	Writing board (2ft.)	1	No.	
86	Writing Pad (Thin)	1	No.	
87	Writing Pad (A4 Size)	1	No.	
88	Khadi File	1	No.	
89	Double side tape (1")	1	No.	

**INFORMATION KERALA MISSION**  
**Pratheeksha, Near Govt.College of Engineering, Pangappara,**  
**Thiruvananthapuram-695581**

**GENERAL TENDER CONDITIONS**

Sealed tenders are invited for the supply of Stationery items for 2007-2008 subject to the following conditions:

1. The tenders should be addressed to the (Purchasing Officer) Executive Chairman & Director, Information Kerala Mission, Pratheeksha, Pangappara, Thiruvananthapuram-81, in a sealed cover with the tender number and name duly superscribed on the cover.
2. The tender form can be obtained from the office of the Executive Chairman & Director on payment of Rs.350/-+ST on or before 13.07.2007, 4PM. The cost of tender forms once paid will not be refunded. Tenders that are not in the prescribed form are liable to be rejected.
3. Intending tenderers should send their tender so as to reach Information Kerala Mission, on or before 16.07.2007, 4PM. No tender received after this specified date and time will be accepted on any account.
4. The tenders will be opened on 17.07.07 at 3PM at the office of the undersigned in the presence of such of those tenderers or their nominees who may be present at that time.
5. Tenderers shall invariably specify in their tenders, the conditions for providing the items.
6. The final acceptance of the tenders rests entirely with Information Kerala Mission who does not bind themselves to accept the lowest or any tender.
7. Information Kerala Mission reserves the right to purchase the articles in part or full and the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders as may be allotted to them.
8. The successful tenderer shall also execute an agreement for the due fulfilment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty.
9. The successful tenderer shall before signing the agreement and within the period specified in the letter of acceptance of this tender, deposit a sum of Rs.5000/- as security for the satisfactory fulfilment of the contract. The amount of security may be deposited in the form of Demand drafts (crossed) on the local branch of a nationalised bank drawn in favour of the Executive Chairman & Director, Information Kerala Mission.

10. In case where a successful tenderer, after having made partial supply, fails to fulfil the contracts in full, all or any of the supplies not rendered may at the discretion of the Purchasing Officer be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to provide supplies already and the loss, if any, caused to Information Kerala Mission shall thereby together with such sum as may be fixed by Information Kerala Mission towards damages be recovered the proportionate portion of the security deposit based on the cost of the supplies not provided at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.
11. Payment will be arranged within two weeks from the date of receipt of bills after successful delivery of items.
12. Delivery of items should be arranged within 2 to 7 days at Information Kerala Mission, Pangappara P.O., Sreekariyam, Thiruvananthapuram

**Tender Submission:**

13. The tender shall be submitted in sealed cover superscribed with the tender number and name, last date for submission, and the name and address of the firm submitting the tender.

The proposal should be addressed to:

Executive Chairman & Director  
Information Kerala Mission  
Pratheeksha, Near Govt.College of Engineering  
Pangappara, Trivandrum-81

i.e. the cover should be superscribed

Tender No.: **IKM/TP/STAT/2007-08/01**

Tender for **Purchase of Stationery items**

Last date for submission: 4PM., 16.07.2007

To

The Executive Chairman & Director  
Pratheeksha, Pangappara,  
Near Govt.College of Engineering,  
Pangappara,  
Thiruvananthapuram-695581

<the name and address of the tenderer>