



**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)**

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912 Fax: 0471- 2380681

**No. C-DIT/LT/09/Stationery-TED/2023-24/T443**

**Date: 07.09.2023**

**LIMITED TENDER FOR SUPPLY OF STATINERY**

Sealed tenders are invited for the supply of stationery **at TED C-DIT City Office behind SMSM Institute statue Thiruvananthapuram.** The envelopes containing the tender should bear the superscription “**supply of stationery**” and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chithranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. Last date for receipt of tenders is **14.09.2023, 3.00 PM.** The tenders will be opened at 3.30 PM on 14.09.2023 in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time.

Thiruvananthapuram

07.09.2023

Sd/

REGISTRAR

*Note: Offers/quotations can also be sent to via return mail to [procurement@cdit.org](mailto:procurement@cdit.org)*

**SPECIFICATIONS**

Sl No	Item	Description	Required quantity
1	Legal size White Paper	Size - Legal - 70 GSM - Company Packet	50 pkts
2	A4 Size White Paper	Size - A4, 75 GSM, Company Packet	10 pkts
3	Packing Brown Paper	Big (mysore)	300 Nos
4	Packing Tape Brown	Size- 2 Inch, Good Quality Brown Tape	1 box
5	Brown Cover- Size- A3	Size A3- 48 kg Mysore Craft Cover	500 Nos
6	Brown Cover Size A 4	Size A3 (Good Quality)	200 Nos
7	Cloth Cover- Size- A3	Size A3 (Good Quality)	500 Nos
8	Self- Adhesive Sticker Paper	A4 Size, MPL – 01, Good Quality	5 pkts
9	Twine	White Colour Glazed Cotton thread – 400 m	25 rolls
10	Sketch Pen	Red Colour	3 Pkts
11	Ball Pen	Blue Colour	7 Pkts
12	Ball pen	Red Colour	1 Pkt
13	Permanent Market	Red Colour	30 no.s
14	Pencil	Company- Apsara/ Nataraj	10 Pkts
15	Pencil Cutter	Apsara/ Nataraj	40 Nos
16	Erasor	Non Dust Eraser	20 Nos

17	Binder Clips- Size 1” Width		5 pkts
18	Binder Clips- Size 1/2” Width		5 Pkts
19	Knife	Size of blade – 1/2” width	30 Nos
20	Adhesive - 15g		30 Nos
21	Rubber Band-Large Size	Size- Large, Good Quality company packet	250g
22	Clear Bag		5 nos
23	Damper		5 nos
24	Office file	Tag file with plastic coating	5 nos
25	Jump Clip	Multi Colour	1 pkt
26	Bundle Nada	White Colour	10 roll

### TERMS & CONDITIONS

1. Supply: within 10days at , C-DIT City Office, Behind SMSM Institue, Statue Thiruvananthapuram. Contact person : Smt . Resmi Chandran HoD, TET Mob:9746070178.
2. Price : Inclusive of taxes and delivery at the site.
3. Statutory taxes to be deducted at source, if any, will be deducted from the payment due
4. Payment Terms: 100% payment against successful supply and against submission of invoice.
5. The item supplied must be in original packing.
6. **The last date for submission of tender 14.09.2023 3.00 PM.**
7. **The tender will be opened on the same day at 3.30 PM**
8. *If the bidder has any doubt on above specifications, please contact Smt . Resmi Chandran HoD, TET Mob:9746070178.*
9. ***Our GSTIN is 32AAATC1823F1ZF***

Sd/  
REGISTRAR, C-DIT  
***Dated 07.09.2023***