



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

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

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

---

**No. C-DIT/06/TED-Stationery/25-26/T642**

**Date: 17.06.2025**

**LIMITED TENDER FOR SUPPLY OF STATIONERY**

Limited tenders are invited for the “**supply of stationery at C-DIT City Office 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), Chitranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. **Last date for receipt of tenders is 21.06.2025, 11.00 AM. The tenders will be opened at 11.30 AM on 21.06.2025** in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time.

Thiruvananthapuram

17.06.2025

Sd/

REGISTRAR

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



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

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

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

**No. C-DIT/06/TED-Stationery/25-26/T642**

**Date: 17.06.2025**

SPECIFICATIONS

Sl No	Item Description	Required Quantity
1	Legal size White Paper - 70 GSM- Company Packet	70 Pkts
2	A4 Size White Paper - 75 GSM, Company Packet	35 Pkts
3	Packing Tape – Brown- Size - 2 inch - Good Quality Tape	1 Box
4	Brown Cover -Size - A3 - 48kg Mysore Craft Cover	1000 No.s
5	Brown Cover - Size - A4 (Good Quality)	1300 No.s
6	Cloth Cover - Size - A3 (Good Quality)	3000 No.s
7	Packing Brown Paper - Big (Mysore)	250 Nos
8	Stapler ( Kangaro No.10 Y2 Stapler)	5 Nos
9	Stapler Pin-small (No.10-1M)	10 Pkts
10	Gem clip -Multicolor	5 pkts
11	Binder Clip -Large size	10Pkt

12	Binder Clip- Small size	10Pkt
13	Binder Clip -Medium size	5 pkts
14	Self-Adhesive sticker paper - A4 size, MPL - 01	5 pkts
15	Sketch Pen - Red Colour	10Pkt
16	Sketch Pen - Blue Colour	3 Pkts
17	Ball Pen - Blue Colour	150 Nos.
18	Ball Pen - Black Colour	5 pkts
19	Permanent Marker - Red colour	50 No.s
20	Pencil - Nataraj	10 Pkts
21	Pencil Cutter	20 No.s
22	Eraser (Non-dust eraser)	20 No.s
23	Knife – Plastic (size of blade - 1/2" width)	25 No.s
24	Adhesive -15g (Faber castell)	30 No.s
25	Rubber Band – Large Size - Premium Quality – 250gm pkt	2 Pkts
26	Clear Bag	60 no.s
27	Office File - Paper tag file with plastic coating	30 No.s
28	Box file	15Nos
29	Plastic Sutli (Plastic packing rope) (300 gms)	5 Rolls
30	Register Book - 200 Pages	2 Nos

31	Staff Attendance Register	3 Nos
32	Stick – A4 size	1000 No.s
33	Board File	20Nos

### TERMS & CONDITIONS

1. Supply: within 10 days at , C-DIT City Office, Behind SMSM Institute, Statue Thiruvananthapuram. Contact person : Smt . Resmi Chandran HoD, TET Mob:9746070178.
2. Price : Inclusive of GST at applicable rate and delivery at the site.
3. Rate shall be quoted as unit rate.
4. Price offers shall be quoted in the Annexure-1 (Form B) attached.
5. Statutory taxes to be deducted at source, if any, will be deducted from the payment due
6. Payment Terms: 100% payment against successful supply and against submission of invoice.
7. **The item supplied must be in original packing.**
8. **The last date for submission of tender 21.06.2024 11.00 AM.**
9. **The tender will be opened on the same day at 11.30 AM**
10. *If the bidder has any doubt on above specifications, please contact Smt . Resmi Chandran HoD, TET Mob:9746070178.*
11. *Our GSTIN is 32AAATC1823F1ZF*

**Sd/  
REGISTRAR, C-DIT  
Dated 17.06.2025**



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

**Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27**

**Phone: 0471-2380910, 912**

**Fax: 0471- 2380681**

**No. C-DIT/06/TED-Stationery/25-26/T642**

**Date: 17.06.2025**

**ANNEXURE 1**

**(FORM B)**

Sl No	Item Description	Required Quantity	Unit Price (incl. GST)	Total Amount (incl. GST)
1	Legal size White Paper - 70 GSM- Company Packet	70 Pkts		
2	A4 Size White Paper - 75 GSM, Company Packet	35 Pkts		
3	Packing Tape – Brown- Size - 2 inch - Good Quality Tape	1 Box		
4	Brown Cover -Size - A3 - 48kg Mysore Craft Cover	1000 No.s		
5	Brown Cover - Size - A4 (Good Quality)	1300 No.s		
6	Cloth Cover - Size - A3 (Good Quality)	3000 No.s		
7	Packing Brown Paper -	250 Nos		

	Big (Mysore)			
8	Stapler ( Kangaro No.10 Y2 Stapler)	5 Nos		
9	Stapler Pin-small (No.10-1M)	10 Pkts		
10	Gem clip -Multicolor	5 pkts		
11	Binder Clip -Large size	10Pkt		
12	Binder Clip- Small size	10Pkt		
13	Binder Clip -Medium size	5 pkts		
14	Self-Adhesive sticker paper - A4 size, MPL - 01	5 pkts		
15	Sketch Pen - Red Colour	10Pkt		
16	Sketch Pen - Blue Colour	3 Pkts		
17	Ball Pen - Blue Colour	150 Nos.		
18	Ball Pen - Black Colour	5 pkts		
19	Permanent Marker - Red colour	50 No.s		
20	Pencil - Nataraj	10 Pkts		
21	Pencil Cutter	20 No.s		
22	Eraser (Non-dust eraser)	20 No.s		
23	Knife – Plastic (size of	25 No.s		

	blade - 1/2" width)			
24	Adhesive -15g (Faber castell)	30 No.s		
25	Rubber Band – Large Size - Premium Quality – 250gm pkt	2 Pkts		
26	Clear Bag	60 no.s		
27	Office File - Paper tag file with plastic coating	30 No.s		
28	Box file	15Nos		
29	Plastic Sutli (Plastic packing rope) (300 gms)	5 Rolls		
30	Register Book - 200 Pages	2 Nos		
31	Staff Attendance Register	3 Nos		
32	Stick – A4 size	1000 No.s		
33	Board File	20Nos		