



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

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

No. C-DIT/09/TED-Stationery/25-26/T693

Date: 17.09.2025

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), 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 24.09.2025, 11.00 AM. The tenders will be opened at 11.30 AM on 24.09.2025** in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time.

Thiruvananthapuram

17.09.2025

Sd/

REGISTRAR

Note: Offers/ quotations can also be sent to via return mail to procurement@cdit.org



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No. **C-DIT/09/TED-Stationery/25-26/T693** Date: **17.09.2025**

SPECIFICATIONS

.No.	Item Description	Required Quantity
1	Legal size White Paper - 70 GSM- Company Packet	50 Pkts
2	A4 Size White Paper - 75 GSM, Company Packet	20 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)	1300 No.s
7	Packing Brown Paper - Big (Mysore)	300 Nos
8	Self-Adhesive sticker paper - A4 size, MPL - 01	5 Pkts
9	Self-Adhesive sticker paper - A4 size, MPL - 12L	5pkt
10	Sketch Pen - Red Colour	8 Pkts
11	Sketch Pen - Blue Colour	3 Pkts
12	Ball Pen - Blue Colour	100 Nos.
13	Permanent Marker - Red colour	20 No.s
14	Pencil - Nataraj	10 Pkts
15	Pencil Cutter	20 No.s
16	Eraser (Non-dust eraser)	20 No.s
17	Knife – Plastic (size of blade - 1/2" width)	25 No.s
18	Adhesive -15g (Faber castell)	80 No.s

19	Rubber Band – Large Size - Premium Quality – 250gm pkt	2 Pkts
20	Clear Bag	10 no.s
21	Office File - Paper tag file with plastic coating	5 No.s
22	Plastic Sutli (Plastic packing rope) (300 gms)	5 Rolls
23	Stapler (Kangaro No.10 Y2 Stapler)	5 Nos
24	Stapler Pin-small (No.10-1M)	5 Pkts
25	Single Hole Punch	5 No.s
26	Binder clips -Medium	15 pkts
27	Twine - White Colour Glazed cotton thread - 100 meter	10 no.s
28	Stick – A4 size	1000 No.s
29	Box file	10Nos
30	Board File	25Nos

TERMS & CONDITIONS

1. Supply: within 10 days at , C-DIT City Office, Behind SMSM Institue, 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 24.09.2025 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 17.09.2025



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Chitranjali Hills, Thiruvallam,
Thiruvananthapuram-27 Phone: 0471-2380910,
912Fax: 0471- 2380681

No. C-DIT/09/TED-Stationery/25-26/T693

Date: 17.09.2025

ANNEXURE 1

(FORM B)

.No.	Item Description	Required Quantity	Unit Price (incl. GST)	Total Amount (incl. GST)
1	Legal size White Paper - 70 GSM- Company Packet	50 Pkts		
2	A4 Size White Paper - 75 GSM, Company Packet	20 Pkts		
3	Packing Tape – Brown- Size - 2 inch - Good Quality Tape	1 Box		
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27	Twine - White Colour Glazed cotton thread - 100 meter	10 no.s		
28	Stick – A4 size	1000 No.s		
29	Box file	10Nos		
30	Board File	25Nos		

Bidder Name:

Address:

e-mail id:

Date

Signature

Office Seal