



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

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

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

No. C-DIT/12/Cen-Store/25-26/T741

Date: 24.12.2025

**LIMITED TENDER FOR SUPPLY OF STATIONERY**

Limited tenders are invited for the “**supply of stationery at C-DIT Central store Thiruvallam, 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 31.12.2025, 11.00 AM. The tenders will be opened at 11.30 AM on 31.12.2025** in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time.

Thiruvananthapuram

24.12.2025

Sd/

REGISTRAR

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



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**SPECIFICATIONS**

.No.	Item Description	Required Quantity
1	A4 PAPER -75/ 80 GSM	250 Nos
2	BOX FILE	75 Nos
3	STICK FILE	100 Nos
4	APPLICATION COVER_BROWN	1000 Nos
5	BROWN COVER_A4	1000 Nos
6	CLOTH COVER_A4	500 Nos
7	STAFF _ATTENDANCE REGISTER	20 Nos
8	BALL POINT PEN -BLUE	50 Nos
9	GEM CLIP	15 Pkt
10	BINDER CLIP (32 mm, 42 mm)	10 Pkt
11	STAPLER (size 10)	10 Nos
12	STAPLER PIN SIZE (10)	50 Pkts
13	CELLO TAPE- 1"	20 Nos
14	PACKING TAPE-BROWN- 2"	30 Nos
15	CORRECTION PEN / WHITE FLUID	20 Nos
16	PERMANENT MARKER _BLACK	20 Nos

17	WHITE BOARD MARKER (BLACK /BLUE)	20 Nos
18	GLUE STICK	30 Nos
19	GUM _150 ml	10 Nos
20	STEEL SCALE	10 Nos
21	KNIFE(plastic)	20 Nos

TERMS & CONDITIONS

1. Supply: within 10 days at , C-DIT Central Store, CDIT Main Campus Thiruvallam, Thiruvananthapuram. Contact person : : Shri Mukesh A P, HoD, Central Store Mob:9895788334.
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 31.12.2025 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 Sri. Prasuran, Central Store Mob: 7012890543*
11. *Our GSTIN is 32AAATC1823F1ZF*

**Sd/  
REGISTRAR, C-DIT  
Dated 24.12.2025**



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**Thiruvananthapuram-27 Phone: 0471-2380910,**  
**912Fax: 0471- 2380681**

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**Date: 24.12.2025**

**ANNEXURE 1**

**(FORM B)**

<b>.No.</b>	<b>Item Description</b>	<b>Required Quantity</b>	<b>Unit Price (incl. GST)</b>	<b>Total Amount (incl. GST)</b>
1	A4 PAPER -75/ 80 GSM	250 Nos		
2	BOX FILE	75 Nos		
3	STICK FILE	100 Nos		
4	APPLICATION COVER_BROWN	1000 Nos		
5	BROWN COVER_A4	1000 Nos		
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**Bidder Name:**

**Address:**

**e-mail id:**

**Date**

**Signature**

**Office Seal**