



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912

Ref. No. C-DIT/11/VCD/KSIDC-DIARY/25-26/T725

Dated 19.11.2025

TENDER NOTICE

PRINTNG AND SUPPLY OF DIARY (1000 Nos)

Sealed tenders are invited for **Printing and Supply of Diary**. The envelopes containing the tender should bear the superscription "*Tender for Printing and Supply of Diary*" 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 **25.11.2025, 03.00 PAM**. Late tenders will not be accepted. The tenders will be opened at **03.30 PM on the same day (25.11.2025)** in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time. Details of the requirements and the conditions governing the supply can be downloaded from our website www.cdit.org

Thiruvananthapuram
19.11.2025

SD/-
REGISTRAR



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TENDER TERMS

PRINTING AND SUPPLY OF DIARY (1000 Nos)

GENERAL TERMS AND CONDITIONS

- a) This tender is invited for **Printing and Supply of Diary** one of the projects undertaken by C-DIT.
- b) C-DIT reserves the right to cancel any or all tenders without assigning any reason whatsoever.

ELIGIBILITY CRITERIA OF BIDDER

- a) Bidders should be an Indian company/firm engaged in providing similar services for having its own capacity to cater the requirements at Thiruvananthapuram, Kerala.
- b) Bidders should be an Indian company/firm based and established in India.
- c) Bidders should have valid GST registration.
- d) Bidders should have PAN allotted to him by IT Department.
- e) Bidder shall not be blacklisted by any of the department/organizations of the Govt.of India/State Govt/PSUs.
- f) To qualify for award of the work, the intending tenderer must have an experience in successful completion of at least three orders of similar nature having contract value not less than 2 lakhs. **(Documents should be attached Work order /Completion Certificate)**
- g) The bidder must have a printing facility located anywhere in Kerala and should provide documentary evidence to support this requirement.

REQUIREMENT SPECIFICATION

PRINTING AND SUPPLY OF DIARY (1000 Nos)

Sl.No	Detail of Item	Size	Qty	Amount
1.	Diary <ul style="list-style-type: none">• A5 Size• Total 232 pages +Cover pasting sheet• Inside 200 pages : single color printing on 70gsm Natural shade, common design undated diary• Inside 32 pages: Multi color printing on 130 gsm Glossy art paper• Cover pasting sheet : 4 pages 170Gsm art paper , Matt Lamination with spot UV and Embossing• Hard Case Binding with 2mm Board, shrink wrapping and Round Corner Cutting	A5	1000	
			TOTAL	
			GST 18%	
			GRAND TOTAL	

OTHER TERMS AND CONDITIONS

1. C-DIT reserves the right to split the quantity of items to be supplied among one or more bidders, at the sole discretion.
2. **The successful bidder shall complete the printing and supply as per the directions of C-DIT Officials.**
3. **Design shall be provided by CDIT.**
4. The undersigned does not bind him/herself to accept the lowest tender and reserve himself the rights of accepting the whole or a part of the tender and the bidder shall be bound to supply the accepted item at the rates quoted.
5. No advance payment will be made against the work.
6. Delivery Point : Vellayambalam, Thiruvananthapuram
7. **The successful bidder shall complete the printing and supply within 10 days after receiving the work order.**

8. **The rate quoted by the bidder shall be inclusive of Loading, unloading, delivery, charges at site. Rates quoted by the tenderer shall be valid for a period of Three months from the date of opening of the tender.**
9. **The Bidder with GST registration shall quote the rates for the units shown in the list including GST and tenders which do not indicate this essential information will not be considered.**
10. **The bidders shall submit the rate in "FORM A" in a sealed envelope.**
11. The rate quoted for the Materials/Services shall be firm and no enhancement will be allowed under any circumstances.
12. **The bidder has to submit Rs.1,000/- (Rupees One Thousand only) as Tender fee as Demand draft (from any Nationalised/scheduled bank) drawn in favour of "The Registrar, C-DIT" payable at Thiruvananthapuram.**
13. **No Exemption for MSME's**
14. C-DIT reserve the right to cancel any or all tenders without assigning any reasons whatsoever.
15. CDIT reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the ground of purchaser action.
16. CDIT is not bound to assign any reason for rejecting any or all the tenders. It also reserves the right to accept/reject (part/whole) or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the matter shall be final and binding

17. PAYMENT TERMS

The following terms of payment shall be applicable for the contract

- 100% up on completion of supply and delivery and submission of Invoice.

18. **Agreement:** The successful bidder has to enter an agreement with C-DIT in Rs. 200 worth non judicial stamp paper immediately on getting confirmed work order.

19. **Authority:** The authority for the acceptance of the tender rests exclusively with C-DIT. C-DIT does not undertake to accept the lowest or a particular tender or to assign any reason whatsoever for the rejection of any tender.

20. **In Case of doubt:**

If the bidder has a doubt on technical specifications or on terms & conditions stipulated above, please contact **Shri. Manoj Krishnan @ 9447886486**.

21. **The last date for submission of tender 25.11.2025, 03.00 PM**

The tender will be opened on the same date at 03.30 PM

Sd/

REGISTRAR

Dated 19.11.2025



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FORM - A
COMMERCIAL BID

PRINTNG AND SUPPLY OF DIARY (1000 Nos)

Quote No.

Date:

Sl. No	Detail of Item	Size	Qty	Unit Rate	Amount
1	Diary <ul style="list-style-type: none">A5 SizeTotal 232 pages +Cover pasting sheetInside 200 pages : single color printing on 70gsm Natural shade, common design undated diaryInside 32 pages: Multi color printing on 130 gsm Glossy art paperCover pasting sheet : 4 pages 170Gsm art paper , Matt Lamination with spot UV and EmbossingHard Case Binding with 2mm Board, shrink wrapping and Round Corner Cutting	A5	1000 Nos		
			TOTAL		
			GST 18%		
			GRAND TOTAL		

Bidder Name:

Address:

e-mail id:

Date

Signature

Office Seal