



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chithranjali Hills, Thiruvallom, Thiruvananthapuram-27

Phone: 0471-2380910, 912

No. C-DIT/03/DIGI-J.Tissue/2025-26/T809

Date: 23.03.2026

TENDER NOTICE

FOR THE SUPPLY OF JAPANESE TISSUE PAPER

Sealed tenders are invited for the supply of “**Japanese Tissue Paper**” for the Conservation purpose. The sealed envelopes containing the tender offers should bear the superscription “**Tender for the Supply of Japanese Tissue Paper**” 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 along with a covering letter on their letterhead. Last date and time for receipt of tenders is **30.03.2026, 3.00 PM**. Late tenders will be summarily rejected. The tenders so received will be opened at **3.30 PM on the same day** at C-DIT office in the presence of the representatives of the bidders 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. Contact phone no: 9446176614.

Thiruvananthapuram

23.03.2026

Sd/-

REGISTRAR



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REQUIREMET & SPECIFICATIONS FOR THE SUPPLY OF JAPANESE TISSUE PAPER

Requirement: 18000 Sheets

Sl No	Item Description	Required quantity
1.	Japanese Tissue Paper (Meruishi paper) 9 GSM (76 cm length X 51 cm breadth)	18000 Sheets

I. GENERAL TERMS AND CONDITIONS

1. This Tender is invited for the "***Tender for the supply of Japanese Tissue Paper***" for the conservation purpose as per the tender specification.
2. C-DIT reserves the right to cancel any or all of the tenders without assigning any reason whatsoever

II. ELIGIBILITY CRITERIA

Only those firms which in their individual capacity, satisfy the following criteria, need to quote for this tender.

- a) The Bidder should be a registered company or registered business firm as per Indian Law, doing similar business. **(Documentary evidence should be attached)**
- b) The firm shall have experience in similar nature of work with Supply of Similar Items during the last three financial Years as on MARCH 2025 with a minimum

order value of not less than Rs.2 lakhs. **Copy of relevant document shall be submitted along with the tender documents.**

- c) Bidders should have valid GST registration. **(Attach Documentary evidence).**
- d) Bidders should have PAN allotted to him by the IT Department. **(Attach Documentary evidence).**
- e) The agencies should not have been blacklisted by Govt. agencies/ Autonomous Bodies/ public sector undertakings by any Central or State government. A self-declaration of the agency showing that they are not blacklisted in India/abroad shall be uploaded **(In company letterhead)**

II. Other Terms and Conditions:

1. The undersigned does not bind himself to accept the lowest bid offer and reserves himself the rights of accepting the whole or any part of the tender and the bidder shall be bound to supply the accepted items at the rates quoted.
2. No advance payment will be made against supplies.
3. **The rate quoted by the bidder shall be inclusive of all (applicable taxes, transportation charges and delivery charges at site,** etc. shall be stated invariably).
4. The bidders will be responsible for effecting providing to the entire satisfaction of the undersigned or his authorized representatives. In case any defect in the item provided is noticed, such item will be rejected at the risk and cost of the supplier.
5. **The bidder shall submit the price offers in “Form A” in a sealed envelope.** The rate quoted for supply/work shall be firm and no enhancement will be allowed under any circumstances. Rates quoted by the tenderer shall be valid for a period of Six months from the date of opening of the tender.
6. Rates quoted by the bidder shall be valid for a period of six months from the date of opening of the tender.
7. Delivery period shall be specifically indicated in the supply order and shall be strictly adhered to. In general the supply shall be arranged within **10 days** on

receipt of the confirmed supply order. Any delay in the delivery after placing the supply order may result in cancellation of the supply order or payment of liquidated damages @ ½% per day of the value of the supply order subject to a maximum of 10% of the price of the supply order.

8. The rate should be quoted for the unit shown in the list and bid offers which do not indicate this essential information will not be considered.
9. The rate quoted for material shall be firm and no enhancement will be allowed under any circumstances during the period of the contract.
10. If the bidder furnishes wrong and/or misleading data, statement(s) etc. About technical acceptability of the goods and services offered by it, its tender is liable to be ignored/ rejected in addition to other remedies available to the purchaser in this regard.
11. Items offered shall conform in all respects to the relevant Indian Standard Specifications.
12. Any dispute / difference between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations.
13. C-DIT reserve the right to cancel any or all the tenders without assigning any reasons whatsoever.

14. PAYMENT TERMS

100% payment after successful supply against the submission of invoice and submission of performance bank guarantee.

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

16. **The last date and time for submission of tender 30.03.2026 at 3.00 PM.**

17. In case of doubt:

If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, please contact Smt Smitha M I **Co-ordinator, Digitization, C-DIT Mob: 9446176614.**

18. **Performance Bank Guarantee (PBG)/Security Deposit:** The Bidder, in the event of an order, should furnish a bank Guarantee from an Indian Nationalized Bank at no extra cost in a Performa prescribed by C-DIT for an amount equivalent to 5% (Five percent) of the value of the contract. The PBG shall be valid for period of 6 months from the date of executing the contract agreement.
19. **Agreement:** The Successful bidder within 7 days of getting confirmed work order has to enter an agreement with C-DIT in Rs.200 worth non judicial stamp paper, to ensure work standards and quality of materials used.
20. At any time prior to the deadline for submission of tenders, the C-DIT may, for any reason deemed fit by it, modify/amend the tender documents by issuing suitable amendment(s)/ corrigendum's to it. Corrigendum to this tender shall be published in the site cdit.org. Prospective bidders are advised to regularly visit the website: www.cdit.org to keep track of corrigendum, if any.

Last date for submission of bids : **03.00 PM on 30.03.2026**

Bid-opening : **03.30 PM on 30.03.2026**

Sd/

REGISTRAR, C-DIT

Dated 23.03.2026



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FORM - A
COMMERCIAL BID

SUPPLY OF JAPANESE TISSUE PAPER

Quote No.

Date:

Sl.No	ITEM	QTY	Unit Rate With GST	TOTAL AMOUNT WITH GST
1.	Japanese Tissue Paper (Handmade Paper) 15GSM (30 inch length x 20 inch breadth)	5000 Nos		

Bidder Name:

Address:

e-mail id:

Date

Signature

Office Seal