



KERALA AGRICULTURAL UNIVERSITY
Main Campus, KAU P.O., Vellanikkara, Thrissur - 680 656, Kerala

No. Acad C4/2022/101/11073

Dated: 09-05-2023

TENDER NOTICE

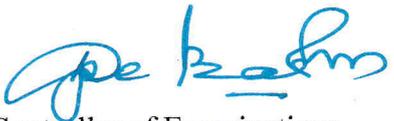
Sealed competitive tenders are invited on behalf of the Registrar, Kerala Agricultural University for the supply of certificate file cover with the following specifications in connection with the Convocation 2022.

Sl. No.	Item	Specifications	Quantity
1	Eco-friendly Certificate File Cover	Size 33.5 x 23.5 cm, 1.8 MM cardboard with two transparent pockets, golden printing and colours as per specifications	1600 numbers

Terms and Conditions

1. Tender form should be submitted in the prescribed form which can be downloaded from the university web link www.kau.in/tenders. The cost of the tender form will be accepted by way of Demand Draft drawn in favour of the Comptroller, Kerala Agricultural University payable at State Bank of India, KAU campus and should be enclosed along with the tender. The tender cost and GST amount should be specified while submitting the tender.
2. Cost of the tender form is 0.2% of the quoted amount rounded to the nearest multiple of 100 subject to a minimum of ₹400/- (Rupees Four hundred only) and a maximum of ₹1500/- (Rupees One thousand five hundred only). There will be a GST of 12%.
3. The tender should be accompanied by an agreement in Kerala stamp paper worth ₹ 200/- (Rupees Two hundred only) the format of which can be downloaded from the above website. Withdrawal of tenders after their acceptance or failure to supply or mismatch of specifications will entail cancellation of the tender.
4. An amount equivalent to 1% of the amount quoted (subject to a minimum of ₹1500/- should be remitted as EMD as a separate Demand Draft drawn in favour of Comptroller, Kerala Agricultural University payable at State Bank of India, KAU Campus. Demand Draft from other banks will not be entertained.
5. The bidders claiming exemption from payment of EMD should produce documents supporting their claim.

6. The sealed cover containing the tender should be superscribed as "Tender for the supply of Eco-friendly Certificate File Cover" as per tender notice No. Acad C4/2022/101/11073 dated: 09-05-2023
7. Tenders will be accepted up to 11.00 AM on 19-05-2023. Tenders received after the stipulated time will not be accepted.
8. Tenders will be opened at 11.30 AM on the same day in the presence of those bidders who are available at that time.
9. The bidder of the accepted tender should enter into an agreement with the Registrar, Kerala Agricultural University on stamp paper worth ₹200/-. The format of the agreement is available in the web link www.kau.in/tenders. He should also submit a security deposit equal to 5% of the cost in the form of Term Deposit/ Bank Guarantee/ Demand Draft drawn in favour of the Comptroller, Kerala Agricultural University, Thrissur payable at State Bank of India, KAU Campus branch
10. Payment will be made by invoice cum cheque/ NEFT basis.
11. Any failure on the part of the supplier in the fulfillment of contractual obligations will result in the forfeiture of EMD/ Security Deposit.
12. All other technical and commercial terms and conditions as per the code rules in force in Kerala will be applicable in this case also.
13. Tenders insisting payment in advance, either in full or in part for the supply of the item are liable to be rejected



Controller of Examinations

Dr. DIJEE BASTIAN

Controller of Examinations
Kerala Agricultural University
Vellanikkara, Thrissur-680 656

To

All notice boards in KAU Headquarters