KERALA UNIVERSITY PRESS

THIRUVANANTHAPURAM

KUP/Tender/1/Planner/2026 Dated: 19.11.2026

TENDER NOTICE

Sealed Competitive Tenders are invited from reputed vendors within Kerala (Preferably MSME with Udyog Aadhar registration/similar firms), for the supply of Double Crown Maplitho paper (white) – 70 GSM – 165 Ream to the Kerala University Press in connection with finishing of 4000 copies of Annual Planner 2027 with the following specification and conditions mentioned in the tender document.

Item to be supplied

1. Double Crown Maplitho paper (white) – 70 GSM – 165 Ream

General Conditions

1. The tender should be submitted in the prescribed tender form attached herewith. The tender forms can also be downloaded from the Website of the University of Kerala **www.keralauniversity.ac.in**.
2. (a) Every Tenderer who has not registered his name with the with state Government (Stores Purchase Department), should send along with his tender,the cost of tender form and Earnest Money Deposit (EMD) as Demand Draft (DD) issued from a Nationalised and Scheduled Commercial Banks, drawn in favour of the **Finance Officer, University of Kerala, payable at State Bank of India, Kerala University Office Campus (KUOC) Branch (IFS Code : SBIN0070292)**, as described below :

Cost of Tender Form	**₹700 + 18% GST**
Earnest Money Deposit (EMD)	**₹2,500/-**

(b) Tenderers whose names are registered with the Government (Stores Purchase Department) are generally exempted from furnishing earnest money for such articles for which they have registered their names. If they tender for stores other than those for which they have registered their names, they will have to furnish earnest money as in case of an unregistered firm. Registered firms will have to quote invariably in every tender they submit, the registration number assigned to them by the Stores Purchase Department. Attested copy of registration certificate may be enclosed with the tender for reference.

(c) **All the MSMEs with Udyog Aadhar registration or any other body specified by the Ministry of Micro, Small and Medium Enterprises working within the state of Kerala will be exempted from the payment of Tender fee and Earnest Money Deposit (EMD).** Copy of the Registration Certificate shall be enclosed with the tender for reference.

3. An amount, equal to 5% of contract value as Performance Security (preferably as DD) shall be paid by the successful Tenderer before the receipt of Work Order letter from Kerala University Press. The Performance Security will be forfeited, if the firm fails to abide by the terms and conditions of the tender and subsequent execution of the work. The said amount will be released on successful completion of supply of paper.

Terms and conditions

1. The Tenderer shall quote price in clear terms. The rates quoted must be inclusive of all charges such as packing, forwarding, freight, loading/unloading/handling or installation charges and Government duties leviable, if any.
2. The rates quoted in Tenders should be only in Indian currency. Tenders in any other currency are liable to rejection. The Tender shall be typed and signed by the Tenderer.
3. All the documents mentioned shall be submitted without fail.Tenders which are not in the prescribed form are liable to be rejected.
4. Sample should be attached along with the Tender documents.
5. Paper should be completely supplied to the Kerala University Press, SH Campus, Palayam within 10 days from the date of receipt of Supply Order.
6. The Full payment will be made (after deducting TDS amount) only after successful completion of the supply of item and advance payment will not be allowed under any circumstances.
7. Complaints if any, with the items supplied should be rectified/replaced to the satisfaction of the University by the suppliers at their own cost.
8. The undersigned reserves the right to reject or accept any or all the tenders received fully or partly without assigning any reason thereof.
9. Separate DD towards the cost of the tender form(₹700 + 18% GST) and the EMD(₹2,500/-) should be submitted.

The sealed tenders along with the Tender document, separate DD towards the cost of the Tender form and the EMD should be addressed to **"The Superintendent(i/c), Kerala University Press, University of Kerala, Thiruvananthapuram – 34"**, in a sealed cover with the Tender number and name – **"Tender for the supply of paper for Annual Planner 2027"** duly superscribed on the cover. The last date of receipt of tenders is at 3.00 PM on 26.11.2026. The tenders will be opened at the office of the University Press, Palayam Thiruvananthapuram on 3.30 PM on the same day in the presence of vendors then present.

Sd/-
Superintendent (i/c)
Kerala University Press

ANNEXURE-1

FORM OF TENDER

From
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To
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Sir,

I/We hereby tender to supply, under the annexed general conditions of contract, the whole of the articles referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by the University of Kerala, Thiruvananthapuram at the rates quoted against each item. The articles will be delivered within the time and at the places specified in the schedule.

*I/We am/are remitting/have separately remitted the required amount of Rs..... as earnest money.

Yours faithfully
(Signature).....
(Address).....

Date .....

* (To be scored in cases where no earnest money deposit is furnished)

Important: This tender form may be printed on A4 size paper. Editing of the pre- printed text in the tender form in any way other than as indicated (like ticking, filling in with ink/typing, scoring off inapplicable material etc.) will render the tender form invalid and liable for rejection.

ANNEXURE-2

Tenderer Details

Registered Name and Address of Tenderer:	
Address for communication:	
Other contact information: Telephone Office : Mobile : Email : FAX :	
Signature:	