UNIVERSITY OF CALICUT

(Purchase Division)

11242/PURCHASE-ASST-B1/2024/Admn 02.11.2026

TENDER NOTICE

The Registrar, University of Calicut, invites sealed, superscribed competitive tenders for the Purchase of 3100 numbers of File board and thirty packets of White board Marker pen to the stores of Pareeksha Bhavan, Administration and CDOE. The specifications are provided in the schedule of items given below.

Name of Item	3100 numbers of File board and thirty packets of White board Marker pen
Tender Notice No	11242/PURCHASE-ASST-B1/2024/Admn dated :02.11.2026
Cost of tender	**₹708/-** (Including GST @18%)
Amount of Earnest Money Deposit	**₹1,165/-** (Rupees One thousand one hundred and sixty five only)
Last date and time for receipt of the tender	**16.11.2026 4:00 PM**
Date and time of opening of the tender	**17.11.2026 11:00 AM**
Mode of Payment	Demand Draft in favour of the Finance Officer, University of Calicut OR Online payment (e-Payment) facility provided in the website of University of Calicut (www.uoc.ac.in) at the link https://iwps.uoc.ac.in/gen_epay/pay1.php.
Whether samples required	Yes. Samples should be enclosed along with the Tender documents. Name of the firm, seal and signature of the tenderer shall be affixed on the samples
Designation and Address of the officer to whom the tender is to be addressed	The Deputy Registrar, Purchase Division, University of Calicut, Calicut University P.O., Thenhipalam, Malappuram Dt. PIN 673 635, Phone: 0494-2407130
Date up to which rates are to be firm	90 days from acceptance of tender
Period within which goods shall be delivered	15 days from the date of supply order
Superscription	Tender invited for the Purchase of 3100 numbers of File board and thirty packets of White board Marker pen to the stores of Pareeksha Bhavan, Administration and CDOE
Technical specifications should be submitted along tender Document. Tenders submitted without Technical specification will be rejected.	

The tender form can be downloaded along with General conditions from the University website (www.uoc.ac.in). Sealed tenders with cost of tender form of **₹708/-** (inclusive of 18 % GST) and EMD of **₹1,165/-** in separate demand drafts, in favour of the **Finance Officer, University of Calicut** should be submitted along with the tender document. The rate quoted should be inclusive of taxes and other charges including delivery charges (including loading and unloading charges).

A **Primary agreement in plain paper** shall be submitted along with the tender documents. The format of the agreement is attached below.

The necessary superscription, due date for the receipt for tenders, the date upto which the rates will have to remain firm for acceptance and the name and address of officer to whom the tender is to be sent are noted above. Any bids received after the time fixed on the due date will be rejected.

Specification

Item. No	Name of Item	Specification	Unit	Total
1	File board	35.5cm x 24cm size, with print "*University of Calicut*" , Good quality, stiff and 3 mm thickness, one inch binding cloth on periphery in both front and back sides, 3 inch wide flap.	Nos	3100
2	White Board Marker Pen	In packet of 10 Nos.	Packets	30

Terms and Conditions

1. The rate quoted should be inclusive of taxes and all other charges, including transportation, loading and unloading etc.
2. The bidder shall possess GST registration and a copy of the GST registration certificate shall be enclosed with the quotation.
3. The successful bidder shall supply the goods within fifteen days of the supply order.
4. The University of Calicut, if it feels so, can re-negotiate the price with the lowest evaluated eligible bidder.
5. The final acceptance of the Quotation rests entirely with the University of Calicut who do not bind themselves to accept the lowest or any tender. But the Quotationer on their part should be prepared to carry out such portion of the supplies included in their quotations as may be allotted to them.
6. All rules and regulations of the Quotation shall be in accordance with the Stores Purchase Manual of Government of Kerala.
7. **Submission of sample as per specification with the quotation is essential. Tender received without sample will not be considered.**

General Conditions

1. Withdrawal from the quotation after it is accepted or failure to supply within a specified time or according to specifications will entail cancellation of the order and purchases being made at the offerers expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the University reserves also the right to remove the defaulter's name from the list of University suppliers permanently or for a specified number of years.

2. Samples, duly listed, should be forwarded if called for under separate cover and the unapproved samples got back as early as possible by the offerers at their own expenses and the University will in no case be liable for any expenses on account of the value of the samples or their transport charges, etc. Quotations for the supply of materials are liable to be rejected unless samples, if called for of the materials tendered for are forwarded. The approved samples may or may not be returned at the discretion of the undersigned.

3. No representation for enhancement of price once accepted will be considered during the currency of the contract.

4. Any attempt on the part of tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenderers.

5. If any license or permit is required, tenderers must specify in their quotation and also state the authority to whom application is to be made.

6. The quotation may be for the entire supplies. But the tenderers should be prepared to carry out such portion of the supplies included in their quotation as may be allotted to them.

7. In cases where a successful quotationers, after having made partial supplies fails to fulfill the contracts in full, all or any of the materials not supplied may, at the discretion of the Purchasing Officer

be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the University shall thereby together with such sums as may be fixed by the University towards damages be recovered from the defaulting tenderer.

8. The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.

9. Ordinarily payments will be made only after the supplies are actually verified and taken to stock but in exceptional cases, payments against satisfactory shipping documents including certificates of Insurance will be made up to 90 per cent of the value of the materials at the discretion of University. Bank charges incurred in connection with payment against documents through bank will be to the account of the contractor. The firms will produce stamped pre-receipted invoices in all cases where payments (advance/final) for release of railway receipts/shipping documents are made through Banks. In exceptional cases where the stamped receipts of the firms are not received for the payments (in advance) the unstamped receipt of the Bank (i.e. counterfoils of pay-in-slips issued by the Bank) alone may be accepted as a valid poor for the payment made.

10. Any sum of money due and payable to the successful tenderer or contractor from University shall be adjusted against any sum of money due to University from him under any other contracts.

11. Special conditions, if any, printed on the quotation sheets of the tenderer or attached with the quotation will not be applicable to the contract unless they are expressly accepted in writing by the purchases.

Jengish M.G
Deputy Registrar
Purchase Division
(For Registrar)

FORMAT FOR AGREEMENT

Articles of agreement executed on this the ..... day of .... between the Registrar, University of Calicut (hereinafter referred to as "the University") of the one part and Shri..... ..... (name and address of the tenderer) (hereinafter referred to as "the bounden") of the other part.

WHEREAS in response to the Notification No..... dated ..... the bounden has submitted to the University a tender for the ..... specification therein subject to the terms and conditions contained in the said tender;

WHEREAS the bounden has also deposited with the University a sum of `..... as earnest money for execution of an agreement undertaking the due fulfillment of the contract in case his tender is accepted by the Government.

NOW THESE PRESNTS WITNESS and it is hereby mutually agreed as follows:

1. In case the tender submitted by the bounden is accepted by the University and the contract for ..... is awarded to the bounden, the bounden shall within ..... days of acceptance of his tender execute an agreement with the Government incorporating all the terms and conditions under which the University accepts his tender.
2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the University shall have power and authority to recover from the bounden any loss or damage caused to the University by such breach as may be determined by the University by appropriating the earnest money deposited by the bounden and if the earnest money is found to be inadequate the deficit amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.
3. All sums found due to the University under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as the University may deem fit.

In witness whereof Shri..... (H.E. name and designation) for and on behalf of the University of Calicut and Shri. ..... Bounden have hereunto set their hands the day and year shown against their respective signatures.

Signed by Shri. ..... (date) .....

In the presence of witnesses:

1. .....
2. .....

Signed by Shri. ..... (date) .....

In the presence of witnesses:

1. .....
2. .....