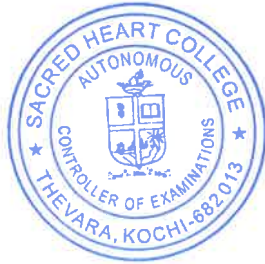


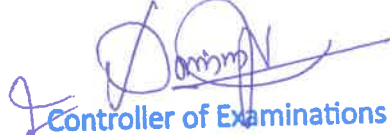
STATIONERY - PD ACCOUNT

Tender NO:A1/STAT/TENDER/2026

sl no	Item	Specification	Preferred Brand	QTY
1	A3 PAPER	Size: A3 (210 mm × 325 mm), Grammage (GSM): 70 GSM, Ream Count:500 sheet, Color-Whiteness / Brightness, Purpose- Printing and Photocopy	Copier	200 PAC
2	A4 PAPER	Size: A4 (210 mm × 297 mm), Grammage (GSM): 70 GSM, Ream Count:500 sheet, Color-Whiteness / Brightness, Purpose- Printing and Photocopy	Copier	200 PAC
3	A4 PAPER	Size: A4 (210 mm × 297 mm), Grammage (GSM): 80 GSM, Ream Count:500 sheet, Color-Whiteness / Brightness, Purpose- Printing and Photocopy	Copier	100 PAC

Date-26.10.2026

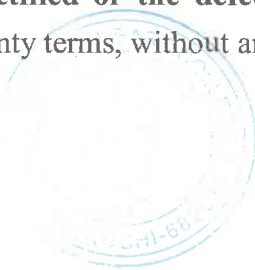



Controller of Examinations
Sacred Heart College (Autonomous)
Thevara, Kochi- 682013


Dr. Franklin. J
D.D.O & Principal in Charge
Sacred Heart College (Autonomous)
Thevara, Kochi-682013

Other Terms & Conditions

1. The tenders should be submitted in sealed envelopes and superscripted with “Tender No. **A1/STAT/TENDER/2026**” and Tender for supply papers at Sacred Heart College, Thevara, Kochi 682013.
2. Tenders form will be accepted only on working days between **10.00 AM and 3.00 PM**.
3. **Earnest Money Deposit (EMD)** calculated at **1% of the Purchase Assessment Cost** shall be furnished by the firm. The EMD shall be furnished in the form of a **Demand Draft (D.D.)** drawn in favour of “**THE PRINCIPAL, SH COLLEGE**”, payable at **South Indian Bank, Thevara**, and submitted along with the sealed tender. An agreement in the prescribed format, executed on **Kerala Stamp Paper worth Rs. 200/-**, shall also be submitted. The format of the agreement is available on the SH College website: **www.shcollege.ac.in/tender**. The firms which are exempted from furnishing EMD should produce an attested copy of relevant authorized document for verification. The tenders without EMD or authorized documents exempting EMD will be rejected summarily. SSI units registered with the Store Purchase Department, Kerala or with National Small Scale Industries Corporation Ltd., New Delhi only are exempted from the payment of EMD.
4. Installation, demonstration, commissioning, and other related activities at the College shall be carried out by the supplier **free of cost**.
5. The EMD of all unsuccessful tenderers will be refunded within a reasonable period after the opening of the tenders. The EMD of the successful bidder will be refunded only after the **successful completion of the warranty/Defect Liability Period**. Also no interest will be paid on the EMD.
6. The successful bidder to whom the tender has been awarded shall deposit a **Security Deposit of 5% of the total contract value** in the form of a Demand Draft in favour of “**THE PRINCIPAL, SH COLLEGE**”, payable at **South Indian Bank, Thevara**, along with an agreement in the prescribed format executed on **Kerala Stamp Paper worth Rs. 200/-**. The format of the agreement is available on the SH College website: **www.shcollege.ac.in/tender**. The Security Deposit will be released only after satisfactory performance during the warranty period.
7. The supplier shall be responsible for the **safe transportation, delivery, unloading, and handling** of the items at Sacred Heart College, Thevara.
8. Any defects arising during the warranty period due to manufacturing defects or poor workmanship shall be **rectified or the defective items replaced by the supplier**, in accordance with the warranty terms, without any additional cost to the College.



9. The **total payment** will be released through bank only after successful completion of supply, installation, commissioning, testing, and acceptance of the items by the end user/College authorities.
 10. **Delivery Period:** The items shall be completely supplied, installed, commissioned, and made operational to the satisfaction of the College **within 30-60 days from the date of the Supply Order or the date of opening of the Letter of Credit (L/C), whichever is later.**
 11. The successful tenderer shall execute an agreement for the fulfilment of the contract on appropriate stamp paper **within 15 days from the date of acceptance of the tender.** All expenses incidental to the execution of the agreement shall be borne by the successful tenderer.
 12. Tenders not containing the above information or not complying strictly with the prescribed requirements are **liable to be rejected.**
 13. The undersigned reserves the right to **accept or reject any or all offers, either in whole or in part, for any particular item, without assigning any reason whatsoever.**
 14. The tenderer should quote their rate against the items including all the taxes.
 15. For any clarifications regarding the Terms & Conditions in the tender notice or the tender documents, please contact College Office, Sacred Heart College, Thevara, Kochi 682013, Tel: 0484-2870 506/504, 0484 2663380, web site-www.shcollege.ac.in.
 16. If the date fixed for the receipt and opening of tenders is declared a holiday, the **next working day** shall be considered as the last date for submission and opening of the tenders.
 17. The Principal reserves the right to **vary the quantity of articles/items notified**, depending upon budgetary constraints and requirements. The vendor shall be prepared to supply the items even if the order is placed for a quantity lesser than that specified in the tender notice.
 18. PAN Card Number and GST/TIN/TAN number clearly mention in the invoice/bill.
 19. In case of any dispute relating to the tender, tender documents, or their interpretation, the **decision of the Principal shall be final and binding** on all concerned.
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Declaration

(a) I/we have downloaded the tender form from the Internet site www.shcollege.ac.in/tender and I/ we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified I/we understand that my/our tender will be summarily rejected and full earnest money deposit will be forfeited and the contract will be terminated at my/our risk and cost.

(b) I/we am/are submitting a demand draft no.....dated..... issued by _____ for Rs paying Rs towards the cost of tender form.

Signature of Tenderer:

Date:

Address:

(Seal)

