UNIVERSITY OF KERALA
Thiruvananthapuram, Kerala, India - 695034
(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as
University of Kerala by the Kerala University Act of 1957 and presently governed by the
Kerala University Act of 1974 passed by the Kerala State Legislative Assembly
(Re-accredited by NAAC with 'A' Grade)

No. EK.I/15021/2015        Dated 17.08.2015

QUOTATION NOTICE

1. Sealed Competitive Quotations are invited for the appointment of a clearing and forwarding
agent of the University of Kerala (on contract) for a period of one year from 12.11.2015.
2. An E.M.D. of Rs.500/- (Rupees Five hundred only) should be sent along with the tender by way
of demand draft drawn in favour of the finance officer, University of Kerala, Payable at
Thiruvananthapuram.
3. Interested persons should quote their rates for the works as detailed below.

DESCRIPTIONS OF WORKS

a. Transportation of 100 reams of paper (1570 kg) from University Store to press
b. Transportation of 24 page answer book (One bundle of 11.5 kg) from University press to
   University Store
c. Transportation of 4 page additional sheets (1000 nos ie 7 kg) from University press to
   University Store
d. Transportation of printed materials from University press to University Store per 100 kg.
e. Unloading of papers and other stationery articles reaching the University Office per 100 kg.
f. Delivery of duplicating and photocopy papers to sections from University Store - per packet
g. Bundling of old answer papers ready for disposal in the examination cellar in 20 kg bundles-
   per bundle
h. Transportation of Azurelaid paper from University Store to University press per 12 kg.

OTHER CONDITIONS

i. The C & F agent should transport the printed matter from the press to store daily. This work
   should not be delayed under any circumstance.
ii. On appointment the agent shall execute an agreement on stamp paper (Sufficient) and shall
    also furnish security deposit of Rs.3,000/- (Rupees Three thousand only)
iii. The undersigned reserves the right to reject/accept any quotation without assigning any
    reason thereof

The sealed tenders should be addressed to the undersigned, superscribing as “Tender for the
appointment of the C & F agent (on contract) 2015”. The last date and time for the receipt of tenders is
on 17.09.2015 at 3 P M. The tenders will be opened at 3.30 p.m. on the same day in the presence of
tenderers then present.

Sd/-
REGISTRAR