

**UNIVERSITY OF KERALA**

**No. EK.I/1/409/2012**

**SHORT TENDER NOTICE**

Sealed Competitive tenders are invited for the appointment of clearing and forwarding agent of the University of Kerala for a period of one year from 12.11.2012. The last date for the receipt of quotations is on 08.11.2012. The tenders will be opened at 3.30 p.m. on the same day.

Sd/-  
**REGISTRAR**

Thiruvananthapuram  
Dated 06.10.2012



# 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)

No. EK.I/1/409/2012

Thiruvananthapuram  
Dated 06.10.2012

## QUOTATION NOTICE

1. Sealed Competitive quotations are invited for the appointment of a clearing and forwarding agent of the University of Kerala for a period of one year from 12.11.2012.
2. An E.M.D. of Rs.500/- (Rupees five hundred only) should be sent along with the tender by way of demand draft payable to the finance officer, University of Kerala.
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.
- i. The C & F agent should transport the printed matter from the press to store daily. This work should not in any circumstances be delayed.
- j. On appointment the agent shall execute an agreement on stamp paper (Sufficient) and shall also furnish a security deposit of Rs.3,000/- (Rupees Three thousand only)
- k. The undersigned reserves the right to reject/accept any quotation without assigning any reason.

The sealed tenders should be addressed to the under signed, super scribing as “Tender for the appointment of the C & F agent 2012”. The last date and time for the receipt of tenders is at 3 p.m. on 08.11.2012. The tenders will be opened at 3.30 p.m. on the same day in the presence of tenderers then present.

Sd/-  
**REGISTRAR**