



KERALA AGRICULTURAL UNIVERSITY

KAU PRESS
Mannuthy, Thrissur - 680651
Mail id: unipress@kau.in

No. **UPRESS/1444/2025-P2**

Dated: 06-01-2026

TENDER NOTICE

Sealed and competitive tenders are invited from competent firms for the **supply of Master Rolls and Inks for the RISO printer** at KAU Press, Mannuthy, for a period of **one year**, as detailed below:

Sl. No.	Items	Approximate quantity required
1	Master Roll	40 nos.
2	Ink (Black Colour)	40 nos.
3	Ink (Green Colour)	3 nos.

Terms and Conditions

- Tenders superscribed “**Tender for the supply of Master Roll & Inks for RISO printer at KAU Press, Mannuthy**” should be addressed to the **Press Manager, KAU Press, Mannuthy**.
 The last date and time for receipt of filled tenders is **3:00 PM on 20.01.2026**, and the same will be opened at **3:30 PM on the same day** in the presence of the tenderers or their authorised representatives who may be present at that time.
- The cost of the tender must be remitted at the KAU Press Office by cash at the time of submission. The cost details of the tender forms are given below:
Cost of Tender Form: 0.20% of the total quoted value + 18% GST (rounded to the nearest ₹100), **subject to a minimum of ₹400/-**. The cost of the tender form is non-refundable under any circumstances.
- Tenders should be submitted in the prescribed form, which can be downloaded from the KAU website (www.kau.in/tenders).
- Each tender must be accompanied by an **Earnest Money Deposit (EMD) of 1%** of the total quoted amount in the form of a **Demand Draft** drawn in favour of the Press Manager, KAU Press, Mannuthy, payable at SBI, Ollukkara

Branch.

The tender shall also be accompanied by an **agreement on Kerala Stamp Paper worth ₹200/-**, the format of which can be downloaded from the KAU website (**www.kau.in/tenders**).

- The successful tenderer shall supply the requested items in the prescribed quantities within **three days** of receipt of the supply order.
- The successful tenderer must execute an agreement on Kerala Stamp Paper worth ₹200/- and furnish a **security deposit of 5%** of the total cost of the quoted items in the form of Term Deposit / Bank Guarantee / Demand Draft in favour of the Press Manager, KAU Press, Mannuthy.
- The cost of items, **GST, and other applicable charges** should be quoted **separately**.
- The quoted rates shall remain **valid for one year** from the date of acceptance of the tender.
- The Press Manager, KAU Press, Mannuthy reserves the right to **accept or reject** any or all tenders without assigning any reason.
- In case of hartal, strike, or unexpected holiday on the date of opening of the tender, the tender will be opened at the same time on the next working day.
- All rules and regulations applicable to **Government tenders** shall apply to this tender.

Yours faithfully,

Press Manager

To
KAU Website/Notice board