



OIL PALM INDIA LIMITED

XIV /130, KOTTAYAM SOUTH P.O,KODIMATHA

KOTTAYAM – 686013.

Web:www.oilpalmindia.com.
Phone:2566882,2567103,2567104
Email:tendersopil@gmail.com

OP/PD/ 179

22.04.2026

RE-TENDER NOTICE

Sealed competitive tenders are invited for the supply of office printing items for a duration of one year. The bidder should quote the lowest rate that they can offer for 1 year against each item. The tenders should reach the office of the undersigned on or before 2.30 P.M. on 10.05.2026 by post or e- mail at tendersopil@gmail.com. List of items and approximate quantities needed for 1 year are enclosed.

The supply of the items may be as per tender conditions, which are also enclosed herewith. For details visit our website www.oilpalmindia.com.

Thanking you,

Yours faithfully,

For OIL PALM INDIA LIMITED

SENIOR MANAGER (HRD)

OIL PALM INDIA LIMITED
KOTTAYAM.

TERMS AND CONDITIONS FOR THE SUPPLY OF ITEMS

1. The quantities mentioned are approximate and the tenders shall be prepared to supply the actual quantity as specified in our order.
2. The paper used for printing should weigh 80 gsm. In some cases, it may vary as per the needs of the company.
3. Tender received up to 2.30 P.M. on 10.05.2026 will be opened at 3.00 P.M. on the same day in the presence of those tenderers who may be present.
4. The price quoted shall be for the delivery at Registered Office and shall be inclusive of all taxes, duties, transportation charges etc.
5. The company is under no obligation to accept the lowest tender and expressly reserves its right to accept or reject any tender at its absolute discretion and without assigning any reason.
6. The format for submitting the price bid is enclosed.


SENIOR MANAGER (HRD)

Sl.No	Item	No.Of Pages (Approximate)	Approximate Quantity	Rate for 1 Item
1	Attendance Register	50	25	
2	Outward Register	190	25	
3	Register for Leave with wages	70	20	
4	Inward Register	150	30	
5	Stock Register	200	25	
6	Application for surrender leave	150	15	
7	Out patient ticket	250	35	
8	Out patient Register	200	30	
9	Yathrappadi Bill (Malayalam)	200	30	
10	Oudyogika Yathra Paripadi (Malayalam)	100	20	
11	Medical reimbursement voucher	200	35	
12	Muster Roll	250	50	
13	Store Issue Note	150	15	
14	Store Receipt Note	150	30	
15	Imprest Cash Account	200	15	
16	Harvest Daily Report	200	15	
17	Check Roll	50	25	
18	Kuripp File (Malayalam)	200	5	
19	Nadappu File (Malayalam)	200	5	
20	Additional Duty Slip	200	20	
21	Gate Pass (MRM)	200	20	
22	Imprest Voucher Small	100	40	
23	Particulars of Stock Account for the month of ---	200	15	
24	Nellu kaippattiya raseeth (Malayalam)	50	50	
25	Measurement Book	100	25	
26	Consignment Register	200	15	
27	Log Book	350	20	
28	Hajar Card	1	5000	
29	Medical Card Green	1	250	
30	Accident Register Book	200	10	
31	Letter Head	1	40	
32	Postal Cover Small	100	20	
33	Postal Cover Big	100	20	
34	Office Tag File (No.40 file with 600 gsm thickness)	1	1000	
35	Notepad	25	200	
36	Cash Receipt	200	30	
37	Nellu Sambharanam	200	50	
38	Purchase Intent	200	10	
39	Store Issue Book	200	25	