



Short Quotation Notice

Quotation No. KIED/11/2022

08-12-2022

File No. B. General – 2022-23

Kerala Institute for Entrepreneurship Development (KIED), an autonomous body of Government of Kerala is inviting sealed quotations for the printing and supply of Branded Executive folders from agencies who have similar experience in the prescribed format.

Sl. No.	Description	Estimated Nos
1	Supply of Branded Executive Folders of A4 size (Rexine make) including Printing of Name & Logo of KIED	500 Nos

The envelope containing the quotation should bear the superscription "Supply of Branded Executive Folders" and should be addressed to Chief Executive Officer and Executive Director, Kerala Institute for Entrepreneurship Development (KIED), Rockwell Road, HMT Colony P. O., Kalamassery, Ernakulam – 683503. Quotationer shall submit the quotations on their own letter pad. The last date and time for receipt of quotation is 14-12-2022 at 4 pm. Late quotations will not be accepted under any circumstances. If required sample folder can be seen by the quotationer. The quotation received will be opened on 14-12-2022, 4.30 pm by CEO, KIED or person authorized by him. For more details contact: 9846099295.

Scope of Work

1. Supply of Branded Executive Folders in A4 size
2. Quantity of Supply : 500 Nos
3. Make : Rexine make
4. Colour : Black (Outer cover)
5. Branding : Printing of Organization Logo and Name as per Approved design

Terms and Conditions

1. Details of Applicant / Bidder (Form I) and the Financial Bid (Form II) should be submitted in the firm's letter head signed by authorized signatory in a sealed cover with superscription "Supply of Branded Executive Folders".
2. 100% Payment will be made against successful delivery
3. Delivery should be within 7 days from the date of issue of work order
4. The items should be delivered at KIED campus Kalamassery at no additional cost.
5. Price valid for 120 days from the date of bid opening.
6. The selected agency has to provide a sample article before supplying orders. If such sample turned substandard the order shall be cancelled and the work will be awarded to the next lowest bidder.

**CEO & Executive Director,
KIED**

Form I
Details of Applicant / Bidder

1.1	Name of the Firm / Organization / Individual	
1.2	Address of the Head Office	
1.3	Telephone / Mobile No.	
1.4	Email Address	
1.5	Name and Designation of the Authorized Representative of the Bidder to whom all the references shall be made	
1.6	Address, Phone, Fax and email of the Authorized Representative	
1.7	GST Number	
1.8	PAN Card number	

Place :

Date :

Name & Signature of Authorized Representative

(Office Seal)

Form II

Financial Bid (In firm's letter head)

To,

CEO & Executive Director,

KIED, Kalamassery

Sir,

Sub : Supply of Branded Executive Folders

Sl. No.	Description	Quantity	Rate	Amount
1	Supply of Executive Folders of A4 size (Rexine make) including Printing of Name & Logo of KIED	500		
Sub total				
Taxes (if any) %				
Grand Total				
Amount in words :				

DECLARATION

The undersigned, having read the term and conditions of the Quotation Notice, hereby offers to provide the product at the prices quoted, in advance with the specifications stated and subject to terms and conditions set out or specified in the Quotation Notice document.

I / We agree to keep this offer valid for 120 (hundred and twenty) days from the date of opening of the bid.

I / We agree and undertake to abide by all the terms and conditions of the Notice for Quotation.

Place :

Date :

Name & Signature of authorized representative

(Office seal)



