



Quotation Notice

KIED/02/2022-23

16-04-2022

Kerala Institute for Entrepreneurship Development (KIED), an autonomous body of Government of Kerala is inviting sealed quotations for the supply of Stationary Items from experienced agencies in the prescribed format shown in the financial bid.

The envelope containing the quotation should bear the superscription "Stationary Items" 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 pads/papers. The last date and time for receipt of quotation is 25-04-2022 at 4 pm. Late quotations will not be accepted. If required sample folder can be seen by the quotationer.

Terms and Conditions

1. Payment against delivery
2. Delivery within 15 days from the date of issue of work order
3. The items should be delivered at KIED campus Kalamassery
4. Price valid for 6 months
5. The selected agency has to provide a sample article before supplying orders. If such sample turned substandard or short of prescribed quality, the order shall be cancelled without notice and cost to the supplier.

CEO & Executive Director,

KIED

Format for Submission of Quotation

To,
CEO & Executive Director,
KIED, Kalamassery

Sir,
Sub : Quotation for supplying Stationary Items

PROFORMA OF FINANCIAL BID

SL No	PARTICULAR	COUNT	RATE per unit	TOTAL
1	Pen (Rs.5)	400		
2	Pen (Rs.20)	75		
3	Cello Gripper Blue & Black	1 Packet each		
4	White Chart	250		
5	Color Chart	250		
6	Marker -White Board	5		
7	Double Side Tape Large	10		
8	Brown Colour Tape Large	5		
9	Board File	40 Pcs		
10	Office File	50 PCs		
11	Sanitizer (500ml)	5 Bottle		
12	Pen Holder	5 PCs		
13	Office File Tag Red Colour	5 packet		
14	A4 Paper 85 GSM	4 BOX		
15	A4 Paper 90 GSM	3 BOX		
16	Paper Weight	5 PCs		
17	Box File	30 pc		
18	Pen (Pilot) Red, Green, Blue, Black	1 each		
19	Battery - AA	10 PCs		
20	Register - Ruled	5 Nos		
	Sub Total			
	TAX if any			
	TOTAL AMOUNT (Inclusive of tax)			

Amount in words

Name & Signature
(seal)