



Quotation Notice

KIED/09/2022

05-11-2022

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 18-11-2022 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.7)	600		
2	Pen (Rs.20)	100		
3	Cello Gripper Blue & Black	1 Packet each		
4	White board marker	1 Box		
5	Double Side Tape Large	10		
6	Cello Tape White large 2"inch & 1"inch each	5		
7	Brown Colour Tape Large	5		
8	Office File- Lamination	100 pcs		
9	File tag – red	5 packet		
10	A4 Paper 80 GSM	50 packets		
11	Pen (Pilot) Red, Green, Blue, Black	1 each		
12	Battery - AA	50 PCs		
13	Register - Ruled	10 Nos		
14	Clock large	3 pcs		
15	Sticky note	5 Pcs		
16	Sticky note -flag type	10 packets		
17	Sticker paper (White plain name slip)	20 sheet		
18	Pin board, Size : 2 x 2ft	2		

19	Pin board stand	2		
20	White Board, Size: 3 x 4 ft	2		
21	White board stand	2		
22	Punching Machine	5 nos		
23	Stapler pin small & large	2 box each		
24	Stapler	5 Nos		
25	Table Calendar 2023	15 Nos		
26	Button file	20 Nos		
27	Highlighter	15 Nos		
28	Wall Hook	1 packet		
29	Pen holder with visiting card	3 Nos		
30	Waste Cover Big	1 Packet		
	Sub Total			
	TAX if any			
	TOTAL AMOUNT (Inclusive of tax)			

Amount in words

Name & Signature

(seal)

