

Quotation Notice

Printing and Supply of Notepads for KIED

Quotation No: KIED/QN/2023/003

Dated 20/02/2023

File No: – KIED/25/2022-AC

Kerala Institute for Entrepreneurship Development (KIED), an autonomous body of Government of Kerala is inviting sealed quotations for Printing and Supply of Notepads for KIED, located at Rockwell Road, HMT Colony, Kalamassery, Ernakulam from experienced agencies in the prescribed format.

The envelope containing the quotation should bear the superscription “Quotation – Printing and Supply of Notepads for KIED” 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 **03/03/2023** at 4 pm. Late quotations will not be accepted under any circumstances. The quotation received will be opened on **03/03/2023**, 4.30 pm by CEO, KIED or person authorized by him. For more details contact: 9846099295.

Scope of Work:

The selected agency should Print and supply Notepads as per below terms and conditions:

Sl No	Item	Description	Quantity
1	Notepad (Ruled) Size: 14.8cm x 21cm	Pages: 92	500 Nos
		Inside Page : 60 GSM	
		Front Cover- 250GSM (branded).	
		Back Cover 300 GSM branded.	
		Front Cover KIED name & logo (12 x 6 cm) Multi colour Print	
		Back Cover KIED name, logo and Address (12 x 6 cm) Multicolour Print	
		Binding - Wiro bind	
2	Notepad (Ruled) Size: 17.6cm x	Pages: 92	500 Nos
		Inside Page : 60 GSM	
		Front Cover- 250GSM (branded).	
		Back Cover 300 GSM branded.	



25cm	Front Cover with KIED name & logo (12 x 6 cm) Multi colour Print
	Back Cover with KIED name, logo and Address (12 x 6 cm) Multicolour Print
	Binding - Wiro bind

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 : Printing and Supply of Notepads for KIED

Sl No	Item	Quantity	Unit Rate Excluding taxes in INR	Amount in INR excluding taxes
1	Notepad (Ruled) Size: 14.8cm x 21cm	500 Nos		
2	Notepad (Ruled) Size: 17.6cm x 25cm	500 Nos		
Total In INR (excluding taxes)				
Taxes.....%				
Total In INR (including taxes)				

Amount In Words :

Place :

Date :

Name & Signature of authorized representative

(Office seal)

DECLARATION

The undersigned, having read the term and conditions of the Quotation Notice, hereby offers to print and supply notepads 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 to the tender Condition that the rate quoted is inclusive of all charges associated with printing and supply of notepads.

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)