



Short Quotation Notice

Quotation No. KIED/SQN/2024/09

Quotation Reference No : KIED/29/2022-SPC

Dated: 16-12-2024

Kerala Institute for Entrepreneurship Development (KIED), an autonomous body of Government of Kerala is inviting sealed quotations for Deep Cleaning of Enterprise Development Centre (EDC) at Inkel Tower, Angamaly.

The Scope of Work

- Mechanized scrubbing of floor areas,
- Vacuuming of sofas, tables, work stations and chairs,
- Cleaning of windows and glass panes,
- Removal of cob webs,
- Acid wash of toilets

The proposed area for cleaning is incubation / co-working space, reception area, cabins, training hall, conference hall, work stations, guest rooms, electrical room and toilets.

The envelope containing the quotation should bear the superscription "**Deep Cleaning of Enterprise Development Centre (EDC)**" 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 in the prescribed format attached to this notice. The last date and time for receipt of quotation is 23-12-2024 at 4 pm and the bid opening date will be 23-12-2024 at 4.30 pm. Late quotations will not be accepted.

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 "Repair and Maintenance at Enterprise Development Centre (EDC)".
2. Payment within 10 days on completion of work and submission of bill.
3. Price valid for 120 days from the date of bid opening.

**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	Licence No.	
1.8	GST Number	
1.9	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 : Deep cleaning of EDC.

Sl. No.	Description	Quantity	Rate (Rs)	Amount (Rs)
1	Deep Cleaning of Enterprise Development Centre (EDC) at Inkel Tower, Angamaly	8000 sq.ft.		
GST (Taxes)				
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 :

Name & Signature of authorized representative

Date :

(Office seal)