



Short Quotation Notice

Quotation No. KIED/SQN/2025/05

29-07-2025

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

The envelope containing the quotation should bear the superscription "Supply of Stationery 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 pad. The last date and time for receipt of quotation is 12-08-2025 at 4 pm. Late quotations will not be accepted under any circumstances.

Terms and Conditions

1. 100% Payment will be made against successful delivery
2. Delivery within 7 days from the date of issue of work order
3. The items should be delivered at KIED campus Kalamassery at no additional cost.
4. Price valid for 180 days from the date of bid opening.

CEO & Executive Director,
KIED

Format for Submission of Quotation

To,

CEO & Executive Director,
KIED, Kalamassery

Sir,

Sub : Quotation for supplying Stationary Items

| Sl. No | Description | Quantity | Rate | Amount |
|---------------|--------------------------|-----------------|-------------|---------------|
| 1 | Phenoil (Colour) | 35 Nos | | |
| 3 | Harpic 500 ml | 10 Nos | | |
| 4 | Wiper | 2 Nos | | |
| 5 | Cleaning Brush | 6 Nos | | |
| 6 | Odonil | 10 Nos | | |
| 7 | Small Cleaning Brush | 5 Nos | | |
| 8 | Broom | 2 Nos | | |
| 9 | Vim Bar 250 GM | 6 Nos | | |
| 10 | Steel Scruber | 8 Nos | | |
| 11 | Handwash | 5 Ltr | | |
| 12 | Gloves | 4 Nos | | |
| 13 | Cobweb Broom | 2 Nos | | |
| 14 | Mop | 4 Nos | | |
| 15 | Plastic Cover big | 2 Pkt | | |
| 16 | Room Freshener | 1 No | | |
| 17 | Hit (Red) | 2 Nos | | |
| 18 | A4 Paper | 50 Pkt | | |
| 19 | Zebra Office File | 50 Nos | | |
| 20 | Battery AA | 100 Nos | | |
| 21 | Battery AAA | 100 Nos | | |
| 22 | Scale Steal | 5 Nos | | |
| 23 | Register Book (160 Page) | 10 Nos | | |
| 24 | Pencil | 1 Pkt | | |
| 25 | Whitner | 2 Nos | | |
| 26 | Cloth Cover (A4) | 1 Pkt | | |
| 27 | Pen | 500 Nos | | |
| 28 | Conferencce Pad | 250 Nos | | |

| | | | | |
|----|---|--------|--|--|
| 29 | White Cello Tape (Large) | 1 Pkt | | |
| 30 | Brown Tape (Large) | 1 Pkt | | |
| 31 | Sticky Note | 10 Nos | | |
| 32 | Index Flag | 2 Pkt | | |
| 33 | Pin Board 2 x 2 ft | 3 Nos | | |
| | Sub total | | | |
| | Tax (if any) | | | |
| | Total Amount (including tax) | | | |

Amount in Words:

Name & signature

(seal)