



## NOTICE INVITING QUOTATION

### Quotation Schedule

<b>Quotation No. 2016/101/1372</b>	
Due date & time for receipt of Quotation	: 3.00 pm on 17.07.2017
Time for opening of Quotation	: 3.30 pm on 17.07.2017
Supply	: Within 7 days on receipt of supply order.

The Director, Kerala Institute of Local Administration (KILA), Thrissur invites sealed competitive Quotations valid for one month from the dealers/suppliers for the supply of following Office stationery.

	ITEM	Quantity
<b>1.</b>	CD	150 Nos
<b>2.</b>	Stamp Pad Ink ( Black& Red)	2 each
<b>3.</b>	Register's 3Qr	15 Nos
<b>4.</b>	Register '1Qr	15 Nos
<b>5.</b>	Stapler No.10	12 Nos
<b>6.</b>	Stapler No. :HP 45 Steel	3 Nos
<b>7.</b>	Box File	100 Nos
<b>8.</b>	Binding sheet(Plastic)-2 Colours	100 Nos
<b>9.</b>	Cello Pointer(0.5)-Red Pen	10 Nos
<b>10.</b>	Cello Tape 2" 6 CM (Brown)	24 Nos
<b>11.</b>	Calculator( CASINO)	5 Nos
<b>12.</b>	Table Sticker Note(Small)	10 Nos
<b>13.</b>	Table Sticker Note ( Big)	10 Nos



Sealed envelope containing the Quotation documents duly signed by the Bidder(s) should be sent to the Director, Kerala Institute of Local Administration (KILA), Mulamkunnathukavu P.O., Thrissur – 680 681 with a superscription " Quotation for Supply of Office stationery".

1. The price must be quoted inclusive of all applicable taxes, charges, levies, handling and transportation charges, etc.
2. Quotation should reach either by Registered post or by person to the Director, Kerala Institute of Local Administration (KILA), Mulamkunnathukavu P.O., Thrissur – 680 581 on or before 3.00 p.m on 17.07.2017.
3. Quotations received after due date and time stated above will not be entertained under any circumstances. The Director, KILA will not be responsible for any postal delay or misplacement of Quotation documents sent by post. Quotations will be opened at 3.30 p.m on 17.07.2017 in the presence of the interested quotationers or their authorized representatives whoever are present. In case the information submitted by the Bidder is found to be incorrect/false, at any stage, quotation of such party will be rejected.
4. The Director, KILA reserves to itself the right to reject any or all the Quotations without assigning any reason thereof and to call for any other details or information from any of the bidders.
- 5.
6. The Director, KILA shall have the right to postpone/extend the date(s) of submission of Quotation/ opening of bids.
7. The selected Bidder shall supply the items within 7 days of the date of receipt of purchase order.
8. If the selected bidder fails to supply the items within the said period of 7 days, The Director, KILA shall be entitled to cancel the purchase order given to the bidder and make alternative arrangements for the said supply.
9. Acceptance or non-acceptance of any Quotation shall rest with the Director, KILA at his discretion.
10. Non-compliance with any of the conditions given herein may lead to the rejection of Quotation.
11. In the event of any default, failure, negligence, breach or violation, in the opinion of Director, KILA, on the part of the selected bidder in complying with all or any of the conditions, KILA will be entitled and be at liberty to revoke the purchase order, by serving notice in writing.



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KILA, Mulankunnathukavu, Thrissur

12. Incomplete or conditional or optional Quotation will not be accepted. The optional either in model or in rates will not be accepted and the quotation will be rejected.

**Director**

**PROFORMA FOR PRICE SCHEDULE**

I/We.....hereby certify that we are established stockists/suppliers/distributors for supply the following items at the prices indicated below:

	<b>ITEM</b>	<b>Quantity</b>	
1	CD	150 Nos	
2	Stamp Pad Ink ( Black& Red)	2 each	
3	Register's 3Qr	15 Nos	
4	Register '1Qr	15 Nos	
5	Stapler No.10	12 Nos	
6	Stapler No. :HP 45 Steel	3 Nos	
7	Box File	100 Nos	
8	Binding sheet(Plastic)-2 Colours	100 Nos	
9	Cello Pointer(0.5)-Red Pen	10 Nos	
10	Cello Tape 2" 6 CM (Brown)	24 Nos	
11	Calculator( CASINO)	5 Nos	
12	Table Sticker Note(Small)	10 Nos	
13	Table Sticker Note ( Big)	10 Nos	
	<b>Total</b>		

We agree to abide by all the Quotation terms and conditions. I/We hereby offer to carry out the supply of the goods/items detailed above as per the tender terms and conditions.

Dated: (Signature and seal of Bidder)