



GOVERNMENT OF KERALA

SHORT QUOTATION NOTICE

Finance (Accounts B) Department
Dated:15/02/2017

Quotation No.11/Accts-B1/2017/Fin Dated 15/02/2017

Sub: Quotation for supply of Stationery for the use of Centre For Training in Financial Management (CTFM), Finance Department – reg.

Quotations in own papers are invited in sealed envelopes for the supply of the following items for the use in Finance Department (CTFM, DPC Building, University Office Campus, Palayam, Thiruvananthapuram).

SI.No.	Item	Quantity (in No.s)
1	Executive File Folder with zip	1000
2	File Folder small (plastic or card board)	3000
3	B5 Spiral Note Pad	2000
4	A5 Spiral Note Pad (20 pages)	10000
5	Ball Pen	5000
6	A5 Note pad (10 pages)	3000
7	Colour photocopy paper for book covers	20 box
8	White Board Marker	10 box
9	Spiral binding machine for learning materials	1
10	Laminating machine for name tag	1
11	A4 Photocopy paper	50 boxes

The sample of items to be procured are available at Centre for Training in Financial Management, DPC Building, Palayam, Thiruvananthapuram for verification during office hours to the bidders. The quotations shall reach the undersigned on or before **26.02.2017 (3.00 pm)**. Late and incomplete quotations will not be accepted. The envelope should be superscripted **“Quotation for the supply of Stationery and other training materials for the Centre for Training in Financial Management - 2017”**. The undersigned will have the right to accept, reject or cancel any quotation without assigning any specific reason.



MINI V R

JOINT SECRETARY (ACCOUNTS)

Finance Department

Govt. Secretariat

THIRUVANANTHAPURAM

15/02/2017