



GOVERNMENT OF KERALA

SHORT TENDER NOTICE

No.11/Accts B1/2017-FIN

Finance (Accounts B) Department

Dated: 07.01.2019

Sealed Tenders are invited for the supply of the following stores:

Sl.No.	Item	Quantity (in No.s)
1	Executive File Folder with zip (with logo and address)	1500
2	File Folder small (plastic or card board) (with logo and address)	3000
3	19' X 7.5' Spiral Note Pad (80 Pages) (with logo and address in the inner pages <i>and cover</i>)	2000
4	A5 Spiral Note Pad (20 pages) (with logo and address in the inner pages <i>and cover</i>)	10000
5	A4 Certificate Holder with printing (with logo and address)	2000
6	Ball Pen with Printing (with logo and address)	5000
7	Colour photocopy paper for book covers	20 box
8	White Board Marker	10 box
9	Printed Lanyard with card Holder	1000

The envelopes containing the Tender should bear the superscription -

“Supply of Stationery and other training materials for the Centre for Training in Financial Management - 2019”. Last date for receipt of tenders is at 5 pm on **22.01.2019**. Late tenders will not be accepted.

The tenders will be opened at **4.00 pm on 23.01.2019** in the presence of the tenderers or their authorized representatives who may be present at that time. The maximum period required for delivery of the articles should also be mentioned.

Details of the requirements and the conditions governing their supply can be obtained free on request from **Centre for Training in Financial Management, DPC Building, University Campus, Palayam, Thiruvananthapuram** during office hours to the bidders.

Application for the tender form should be accompanied by cash remittance of Rs.980+12% GST for original copy which is the price fixed for a form/set of forms and which is not refundable under any circumstances. The tender forms are not transferable. Cheques, postage stamps etc. will not be accepted towards the cost of forms, nor will the forms be sent via VPP. Duplicate tender forms, if requested will be issued at Rs. 490 + 12% GST per copy.

Application for the tender should send be sent along with an EMD equal to 1 % of the total quoted value in the form of DD drawn in favor of the Principal Secretary, Finance Department, Government Secretariat, Thiruvananthapuram. If Government have exempted any firm from furnishing the EMD, they should produce relevant documents along with tender.

The successful bidder will have to produce a security deposit equal to 5% of the total quoted value in any of the following forms,

- (i) By Cash
- (ii) Demand Draft from Nationalized Banks

- (iii) Bank Guarantee from Scheduled Banks in India
- (iv) Government Promissory Notes
- (v) Stock Certificates of the Central or State Governments.
- (vi) National Savings Certificates, Government of India 12 years National Plan Savings Certificates and 10 year Treasury Savings Certificate
- (vii) Treasury Savings Bank Deposits
- (viii) Post Office Savings Bank Deposits
- (ix) Post Office Cash Certificates
- (x) Deposit receipts of recognized bank and co-operative societies approved by Government for the purpose

Tender forms can be collected from the Finance (Accounts-B) Department, Government Secretariat, Ph.2518112 on all working days from 07/01/2019. Sale of tender form will be closed at 1.00 pm on 23.01.2019. The cost of tender forms should be paid in cash.



MINI V.R

Joint Secretary (Finance)

Place: Thiruvananthapuram

Date:07.01.2019

