

**KERALA FOREST RESEARCH INSTITUTE**  
(An Institution of Kerala State Council for Science, Technology & Environment)  
PEECHI, THRISSUR-680 653, KERALA.  
www.kfri.res.in & www.ksc.kerala.gov.in

No. KFRI/KSC2017/Qtn/03

Date: 24.11.2016

**Quotation for supply of File Folder, Writing Pad, Pen and Memento**

**Item Specification**

Sealed quotations are invited from interested parties for the supply of file folder, writing pad, pen and memento.

**File folder**

Sl. No	Item with specifications	Quantity
1	<p><b>Conference File Folder</b> made of eco friendly materials with pen slot, suitable for paper, documents- Should be printed “Kerala Science Congress Emblem with two line writings” inside with good quality zip closure</p> <p><b>Dimensions</b> Length : Minimum-30cm (Height) Breadth : Minimum-25cm (Width)</p> <p><b>Other Features</b></p> <ul style="list-style-type: none"><li>• A4 Compatible</li><li>• CD Holder; Business Card Holder</li></ul>	200 Nos

**Writing Pad**

Sl. No	Item with specifications	Approximate Quantity
1	<p><b>Writing pad/Note pad</b> Size : C/4 (25 cms x 18 cms) Pages : Ruled-Map litho 80 GSM white paper No. of pages : 120 Front cover : 170 GSM, Multi colour-with printing of emblem and title with lamination Back binding : 16<sup>oz</sup> Hard board</p>	2100 Nos.

## Pen

Sl. No	Item with specifications	Approximate Quantity
1	Retractable Ball Pen- Montex-Regal, with Rubber Grip and metal finishing ring-Colour-Blue –to be printed 29 <sup>th</sup> KSC 2017	2100 Nos.

## Memento

Sl. No	Item with specifications	Approximate Quantity
1	<ul style="list-style-type: none"><li>• Aranmula mirror of 2, 3 and 4 inches</li><li>• Pen stand with the theme of tree protecting the globe – with good quality wood/bamboo/brass</li></ul>	15 50 Nos

Quotation documents are to be submitted to:

The Chairman  
Organising Committee  
29<sup>th</sup> KSC, KFRI, Peechi, Thrissur – 680 653, Kerala.

Place of acceptance of completed quotation  
The Chairman  
Organizing committee  
29<sup>th</sup> KSC, KFRI, Peechi, Thrissur – 680 653, Kerala.

For any queries contact:  
The Convener  
Reception Committee  
29<sup>th</sup> KSC, KFRI, Peechi, Thrissur – 680 653, Kerala.  
Tel:0487-2690321 (O), Mob: 9446531852

## TERMS AND CONDITIONS

1. Quotation should be superscripted as “Tender No : KFRI/KSC2017/Qtn/03
2. You are requested to submit your lowest quotation for the supply of the items mentioned in the quotation notice, so as to reach The Chairman, Organising Committee, 29<sup>th</sup> Kerala Science Congress, KFRI, Peechi, Thrissur – 680 653, Kerala, on or before 19-12-2016. Quotation will be opened on the same day at 3pm. However, placing of final orders will depend upon the close scrutiny of offers by a duly constituted Purchase Committee in due course.
3. The rates quoted should be inclusive of all Taxes-Sales Tax, Additional Sales Tax, Entry Tax, Insurance, Freight, Packing and Forwarding Charges, VAT (including cess. as the case may be) etc. should be shown separately. The maximum period required for delivery of the item should be mentioned. Items will have to be delivered at Mar Thoma College, Thiruvalla or at the office of 29<sup>th</sup> Kerala Science Congress, KFRI, Peechi, Thrissur – 680 653, Kerala as instructed at the time of delivery.
4. Firms/Quotationer shall submit the following details - PAN/TIN/Reg. No. etc along with the quotation.
5. The Chairman, Organizing Committee, 29<sup>th</sup> Kerala Science Congress, reserves the right to entrust the work as a whole or in part to successfully qualified firms.
6. Any quotation received after the time fixed on the Due Date shall be rejected.
7. No representation for enhancement of price ones accepted will be considered during the currency of the contract.
8. Payment will be released only after the supply is received in good condition and after deduction of statutory recoveries after the seminar is over.
9. The Chairman, Organising Committee 29<sup>th</sup> KSC reserves the right to reject all or any of the quotations without assigning any reason thereof.
10. Form C/D is not applicable to us.

11. The decision of The Chairman, Organising Committee, 29<sup>th</sup> KSC will be final with regards to this quotation. Any court case, if any, arising on upon of this quotation will be limited to courts having jurisdiction at Thrissur only.
12. If the firm fails to supply the items within the prescribed time as per specifications given, rate and conditions stipulated, they would be liable to face penalty as imposed by the competent authority.
13. All inclusive rates may be quoted for each book, and the other items listed in the quotation notice, in the prescribed form (Form 1) for carrying out the works and delivering the items, satisfying the specifications given, at the 29<sup>th</sup> Kerala Science Congress office at Mar Thoma College, Thiruvalla / at the Office of KFRI, Peechi, Thrissur – 680 653, Kerala, as instructed at the time of delivery.
14. Part quotations will not be accepted.
15. The items shall be delivered at Marthoma College, Thiruvalla on or before 22<sup>nd</sup> January 2017.

**Note:-**Before submitting your quotation, for avoiding un-necessary delay and rejection of quotation, you should ensure whether the following required details are clearly specified in your quotation:

*(1) Sales Tax (2) Additional Sales Tax (3) Delivery Period (4) Packing and Forwarding Charges if any (5) Validity Period 6) Service tax including cess, as the case may be*

Chairman  
Organising Committee

29<sup>th</sup> Kerala Science Congress