



KERALA STATE ELECTRICITY REGULATORY COMMISSION

KPFC BHAVANAM, C.V. RAMAN PILLAI ROAD, VELLAYAMBALAM,
THIRUVANANTHAPURAM, KERALA, PIN 695 010

Phone: 0471 273 5544, FAX 0471 273 5599, Website: www.erckerala.org
E-mail: kserc@erckerala.org

No. 322 /Admn/2022/KSERC

Date: 10/2/2022

NOTICE INVITING QUOTATIONS

Sub: Quotation for the local purchase of stationery items for the year 2022-23-Reg.

Sealed quotations are invited from well established stationery firms for supplying stationery articles as per the list enclosed, for one year as per the following terms and conditions. The sealed covers with superscription "Quotation for local purchase of stationery items 2022-23" should reach this office on or before 5 PM on 28/02/2022 to be sent by a registered post, speed post or by hand. Quotations will be opened by the Secretary at 11 am on the next working day.

Terms and Conditions

1. Rates quoted should be invariably for one year and from the date of approval and inclusive of all taxes, transportation charges etc.
2. No increase in rates will be accepted during the period of contract except Government taxes.
3. In case of any breach of contract, the firm will not be enlisted in future.
4. Delivery shall be made promptly on the basis of the supply order as required by this office.
5. Samples of items noted as good quality shall be attached with the quotation for verification.
6. Quality of items supplied shall be the same brand/trade mark during the period of contract as per the samples attached at the time of inviting the quotation. If any

article is found to be defective/or not up to the quality, the same shall be replaced immediately.

7. If any inferior quality of item is supplied/ items not supplied as per the specifications/ failure to supply in time etc., will entail the firm/company ineligible for future contracts with this office. The list of items to be supplied is shown as Annexure.
8. Normally, the Commission will purchase the articles from the selected bidders to meet requirements. At the same time Commission reserves its liberty to purchase any item from outside during the contract period.



SECRETARY

To

1. The Website, KSERC
2. Notice Board

ANNEXURE

LIST OF STATIONERY ITEMS

SI No.	Items with Brand Name/Company Trade Mark	Price including GST per Item/Unit	Approximate quantity required
1.	Photocopier paper (80gsm)- A4 size		300packetsof500 sheets
2.	Writing paper (good quality)-A4 size		1 Box
3.	Legal paper (green)		1000 Sheets
4.	Legal paper (white)		1000 Sheets
5.	Box files		25 Nos
6.	Single punch		25 Nos
7.	Correction pen (whitener)		30 Nos
8.	Paper flag		50 Nos
9.	Tag		60 Bundles
10.	CD		50 Nos
11.	CD marker		30 Nos
12.	Pen (blue)		250 Nos
13.	Pen (black)		250 Nos
14.	Pen (red)		25 Nos
15.	Pen (gel-blue)		200 Nos
16.	Permanent marker (big tip)		20 Nos
17.	Permanent marker (small tip)		20 Nos
18.	Stapler		50 Nos
19.	Stapler pin		150 packets
20.	File board		500 Nos
21.	Stick gum		30 Nos
22.	Pencil (good quality)		150 Nos
23.	Pencil sharpner		30 Nos
24.	Highlighter pen (each colour)		50 Nos
25.	Note pad		100 Nos
26.	Stamp pad		30 Nos
27.	Writing board		10 Nos
28.	Shorthand book		15 Nos
29.	Registers (100 pages)		30 Nos
30.	Registers (200 pages)		30 Nos