



कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organization

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment - Govt. of India)

उप क्षेत्रीय कार्यालय, कोट्टयम-686001 (केरल)

SUB-REGIONAL OFFICE, KOTTAYAM – 686 001 (KERALA)

आदित्या शबरी टावर, पोस्ट ऑफिस रोड, पी.बी. सं.36,

ADITYA SABARI TOWER, POST OFFICE ROAD, P.B.NO.36,

Fax 0481-2304708; Tel:No.0481-2560489(Personal); 2300937, 2304556, 2304557, 2561718 (O)

No. KR/KTM/Adm/CT/Stationery/2014-15

93

04.04.2014

7 APR 2014

QUOTATION NOTICE

Sub: Quotation for Purchase of Stationery items – reg.

Scaled competitive quotations are invited from interested parties for supply of stationery items to this office for the year 2014-15. The details of items required for the office and the terms and conditions of purchase are given in the Annexure:-

The last date for receipt of quotation is 21.04.2014 by 3.00PM. The interested parties may submit their quotation in prescribed format along with DD for the EMD amount in sealed cover addressed to Assistant P.F. Commissioner (OIC), EPFO, Sub Regional Office, Aditya Sabari Tower, Post Office Road, Kottayam before the last date.

Yours faithfully,

(MATHEW PALACKAL ABRAHAM)
ASSISTANT P.F. COMMISSIONER (ADM)

Encl: - Annexure

Copy to :-
1) The EDP Supervisor – for uploading in the official website.
2) Notice Board

LIST OF ITEMS/FORMAT OF QUOTATION

1.	Name, address and telephone No. of the Quotationer	
2.	VAT Registration No.	
3.	Service Tax Registration No.	

Sl. No	Item/quantity	Specification	Rate to be quoted for	Rate quoted	VAT	Total
1.	White paper	Good quality FS size	One packet			
2.	Brown paper	Good quality 90cmx120cm	One No.			
3.	Reefill	Cello Gripper Red/Green/Black/Blue	One No.			
4.	Tag	Bundle of 8" L(10 Bundles)	One bundle			
5.	Gem clip	Bell 26mm (10boxes of 100clips)	One box			
6.	Pin	Gold seal (Packet 100 g)	One packet			
7.	Stapler pin	Max No. 10(Packet 20Nos.)	One packet			
8.	Stapler	Max No.10	One No.			
9.	Punch (Single)	Kangaro/Kores Hole 04.5mm	One No.			
10.	Punch (Double)	Kangaro/Kores	One No.			
11.	File Board	25.5cm x 36cm (Good quality)	One No.			

