



CENTRE OF EXCELLENCE IN MICROBIOME

An initiative of the Govt. of Kerala under KSCSTE

KINFRA Film and Video Park, Chanthavila, Kazhakoottam, Thiruvananthapuram, Kerala 695585, India.

NOTICE INVITING QUOTATION

Quotation Number	CoEM/Purchase/Misc/Stationery/2026/01-QTN
Date of publishing the Quotation	12/03/2026
Due date and time for receipt of quotations	21/03/2026; 10:30 AM
Date and time for opening of quotations	21/03/2026; 12:30 PM
Designation and address of officer to whom the quotation is to be addressed	The Director Centre of Excellence in Microbiome, First floor- RGCB Bio Innovation Center, KINFRA Film & Video Park, Chanthavila, Kazhakoottam, Thiruvananthapuram, Kerala – 695585
Superscription: Quotation for office stationery items	

Sealed quotations are invited from REPUTED AGENTS/ SUPPLIERS, preferably from Kerala, for the supply of the materials specified in the schedule attached below/overleaf for the use of Centre of Excellence in Microbiome.

GENERAL TERMS AND CONDITIONS

- Period of Delivery: Within 15 days from the date of supply order at the **Centre of Excellence in Microbiome, First floor- RGCB Bio Innovation Center, KINFRA Film & Video Park, Chanthavila, Kazhakoottam, Thiruvananthapuram, Kerala – 695585.**
- The quoted rates should be inclusive of GST, freight, handling, loading, unloading, installation, testing and training etc.
- The bidder should have valid GST registration and the same must be mentioned in the quotation.
- The bidders must submit the quotations and technical compliance statement as per the format attached as **Annexure I (Part A and Part B)** and the undertaking as per **Annexure II** on their own papers/letter head with seal and sign. The technical details such as make, model, catalogue number, drawings/pamphlets etc. so as to confirm that the offered product is meeting the technical specification as per schedule of supply are to be submitted along with the quotation.
- The maximum period required for delivery of the articles should also be mentioned.
- The quotations will be opened at the prescribed time in the presence of the bidders or their authorized representatives who may wish to be present at that time.
- Acceptance of the quotation constitutes a concluded contract.
- CoEM reserves the right to cancel the order in case the items are not supplied within the stipulated period or non-fulfilment of contractual obligation

- Payment will be made only after the satisfactory supply, installation and submission of invoice in duplicate. In case of any defects, the material shall be replaced immediately prior to the release of the payment.
- The quotation should be addressed to;

Superscription: Quotation – Office Stationery

Address:

**The Director,
Centre of Excellence in Microbiome,
First floor- RGCB Bio Innovation Center,
KINFRA Film and Video Park, Chanthavila,
Kazhakkootam, Thiruvananthapuram,
Kerala-695 585.**

DIRECTOR, CoEM

Place: Thiruvananthapuram

Date: 12.03.2026

SCHEDULE OF SUPPLY

SL. No.	Details of the item(s)	Quantity
1.	Ball Pen Blue	10
2.	Ball Pen Black	10
3.	Ball Pen Red	10
4.	Highlighters	3
5	Permanent Marker	10
6	White Board Marker	2
7	FB Correction Pen	5
8	Sharpner	5
9	K One 80 Gsm A4 Paper	20
10	Attendance Register	5
11	File Lamination Tag File	20
12	Stapler No.10	5
13	Stapler Pin No.10	5
14	Double Punch DP 480	1
15	Tape Dispenser 1"	2
16	Tape Dispenser 2"	1
17	Cello Tape 1"	10
18	Gem Clip Plastic 100 Nos	1
19	Brown Tape 2"	2
20	Cello Tape 2"	5
21	Notice Board 2x3	2
22	CT Calculator 512	1
23	Fevicol 200 Gm	1
24	Duracel Battery AA	5
25	Duracel Battery AAA	5
26	Hand Wash Bottle 500 ml Pump Type	2
27	Hand Wash 200 ml	2
28	Spray Bottle 500 ml Trigger Type	2
29	Paint Brush 3"	5
30	Check Duster	5
31	Cloth Mat Cotton	5
32	SS Cloth Hanger	2
33	Extension Code - Cable 1.5 Mtr	2
34	Ocn Water Glass 280 ML	12
35	MT Easy Tray Large	2
36	MT Coaster Round Set 6 Pcs	2
37	Dining Table Mat (heat resistant serving type-small)	6

38	CC Full Plate 10.25"	3
39	CC Quarter Plate 7.25"	3
40	ID Card With Tag & Cover(H*W 12*8cm)	100
41	Stock register (100pages)	5
42	Cup and saucer set of 6 (125ml)	1
43	Scissors (large)	2
44	Scissors (medium)	3
45	Lighter (small)	4
46	Dustbin (medium)	5
47	Dustbin liner (medium)	5 rolls

ANNEXURE-I

[To be submitted on letter head of the supplier]

QUOTATION / BID**PART A**

1	Name of the firm	
2	Quotation No.	CoEM/Purchase/Misc/Stationery/2026/01-QTN
3	Name and Address for Correspondence	
4	Contact number : (a)	
	(b)	
5	E-mail ID	
6	Total no. of pages in the document (to be filled mandatorily)	
7	PAN (Copy to be enclosed mandatorily)	Yes / No
8	GST Number (Copy to be enclosed mandatorily)	Yes / No
9	No. of days within which the items can be delivered to CoEM (Maximum: 15 days)	

Place:**Signature****Date:****Name of the authorised Signatory.**

(Seal of the Company /Firm)

PART B

SL. No.	Details of the item(s)	Quantity	Total price INR	GST (@ Rate)	Amount
1.	Ball Pen Blue	10			
2.	Ball Pen Black	10			
3.	Ball Pen Red	10			
4.	Highlighters	3			
5	Permanent Marker	10			
6	White Board Marker	2			
7	FB Correction Pen	5			
8	Sharpner	5			
9	K One 80 Gsm A4 Paper	20			
10	Attendance Register	5			
11	File Lamination Tag File	20			
12	Stapler No.10	5			
13	Stapler Pin No.10	5			

14	Double Punch DP 480	1			
15	Tape Dispenser 1"	2			
16	Tape Dispenser 2"	1			
17	Cello Tape 1"	10			
18	Gem Clip Plastic 100 Nos	1			
19	Brown Tape 2"	2			
20	Cello Tape 2"	5			
21	Notice Board 2x3	2			
22	CT Calculator 512	1			
23	Fevicol 200 Gm	1			
24	Duracel Battery AA	5			
25	Duracel Battery AAA	5			
26	Hand Wash Bottle 500 ml Pump Type	2			
27	Hand Wash 200 ml	2			
28	Spray Bottle 500 ml Trigger Type	2			

29	Paint Brush 3"	5			
30	Check Duster	5			
31	Cloth Mat Cotton	5			
32	SS Cloth Hanger	2			
33	Extension Code - Cable 1.5 Mtr	2			
34	Ocn Water Glass 280 ML	12			
35	MT Easy Tray Large	2			
36	MT Coaster Round Set 6 Pcs	2			
37	Dining Table Mat (heat resistant serving type- small)	6			
38	CC Full Plate 10.25"	3			
39	CC Quarter Plate 7.25"	3			
40	ID Card With Tag & Cover(H*W 12*8cm)	100			
41	Stock register (100pages)	5			
42	Cup and saucer set of 6 (125ml)	1			
43	Scissors (large)	2			

44	Scissors (medium)	3			
45	Lighter (small)	4			
46	Dustbin (medium)	5			
47	Dustbin liner (medium)	5 rolls			
<p>Total Amount (Inclusive of Taxes): _____</p> <p>Total Amount in words (Inclusive of Taxes): _____</p>					

Place:**Signature:****Date:****Name of the authorised Signatory:**

(Seal of the Company/ Firm)

ANNEXURE II

[To be submitted on letter head of the supplier]

To,
The Director
Centre of Excellence in Microbiome

UNDERTAKING BY THE AGENCY

I/We _____ have carefully gone through the various terms and conditions mentioned in the quotation notice CoEM/Purchase/Misc/Stationery/2026/01-QTN Dated 12-03-2026 including all annexures, for the supply of office stationery items.

I hereby sign this undertaking as token of our acceptance of various conditions mentioned in quotation notice.

Place: _____ (Authorised Name & Signatory of Agency/firm with seal)

Date: