KERALA STATE ROAD TRANSPORT CORPORATION

TRANSPORT BHAVAN, FORT, THIRUVANANTHAPURAM - 695 023
Telephone No: 0471-2471011, (Extn: 236 / 231 / 321)
E-mail: sr@kerala.gov.in Web: www.keralartc.com

No. S001-SS04/132/2026-STORE-KSRTC-HQ **Date: 07.11.2026**

QUOTATION NOTICE

KSRTC is inviting Quotation for the Printing and Supply of Envelope Small

Sealed Quotation should reach the office of the Chairman & Managing Director Kerala State Road Transport Corporation before **13.00 Hrs** on **21.11.2026** and it will be opened at **15.00 Hrs**. on the same day. **There shall not be more than one financial offer in a financial bid for one item. Offering more than one brand / model will make the bid invalid.**

Sl. No.	Items Required with Specifications	Quantity
1.	**ENVELOPE SMALL** **Size : 16.5X10 CM** **Colour : Brown** **GSM : 57 (Minimum) should be used.** **Printing on one side of envelope as per specimen.** **Supply in bundle of 50 Nos. each and packed in 5 bundles in a packet.**	**25,000 Nos.**

1. The bidder shall submit 2 sheets of A4 size sample papers as per specification along with tender documents.
2. The rates quoted should be for the supply of item at KSRTC, Chief Stores Pappanamcode, Thiruvananthapuram
3. Tenders will be opened at **15.00 hours** on **21.11.2026** in presence of the bidders or their authorized nominees available at the time of opening.
4. Supply of the item as per supply schedule should be completed within the time stipulated by the Corporation or within the time mutually agreed to, failing which the corporation will procure the materials from other sources at the risk and cost of the bidder.
5. The successful bidder shall arrange the supply of the items as per supply schedule in different quantity during the contract period.
6. Quantity variation shall be plus or minus 15% as per Kerala Store Purchase Manual.
7. No enhancement of rates once accepted will be considered.
8. Delivery position should be clearly noted by the bidder.

9. Quotation should be submitted in sealed covers duly prescribing on the cover with following details.

Tender for the printing and supply of: **ENVELOPE SMALL**

Tender No. : **S001-SS04/132/2026-STORE-KSRTC-HQ**

Opening Date: **21.11.2026**

For Tender Inviting authority

7/11/2026

PROFORMA

Sl. No	*Particulars of item required with specification*	*Qty*	*Basic Price for 1 No. in Rs.*	*Discount in % and in Rs.*	*GST in % & in Rs.*	*End rate for Supply Per 1 No. in Rs.*
1.	**ENVELOPE SMALL** **Size : 16.5X10 CM** **Colour : Brown** **GSM : 57 (Minimum) should be used.** **Printing on one side of envelope as per specimen.** **Supply in bundle of 50 Nos. each and packed in 5 bundles in a packet.**	**25000 Nos.**				

Signature

Place:

Date: (Office Seal)

Name & Full Address of the Bidder