



**DIRECTORATE OF
SAMOOHIKA SANNADHASENA
GOVERNMENT OF KERALA**

Room no :705, 6th Floor
Annex I, Govt. Secretariat
Thiruvananthapuram - 695001
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No. DSS/04/2025-OE

10/02/2026

QUOTATION NOTICE

Sub: - Directorate of Samoothika Sannadhasena – Quotation for procuring Office furniture –reg.

Sealed competitive quotations are invited from reputed manufacturers/agencies for the supply of office furniture to the Directorate of Samoothika Sannadhasena, 6th Floor, Annexe I, Government Secretariat, Thiruvananthapuram – 695001. The item specifications are as follows –

SL No	Item/ Particulars	Specifications/ Material	Size	Quantity
1	File rack	Steel solid, 4 shelves	length 3 ft, Height 5 ft	3
2	Office table with drawer and cabinet	Steel, Desktop material - Wood	4*2 ft	6
3	Office file storage almirah	Steel, Glass door, 5 Shelves	Length 3 ft, Breadth 1.5 ft, Height 6.5 ft	1
4	Rotating chair with headrest	—	—	2

- There should be free delivery to the main office in Thiruvananthapuram

The bidders should quote the rates for the coverage of the details in the schedule of quantities as appended (Annexure – I). Envelopes containing the quotations should bear the superscription addressed as per the form of Quotation Notice and should reach the Office address by Hand/Post/Courier.

The full address of the firm should be given on the sealed envelope. The last date and time for receipt of quotations is 18/02/2026 at 2 pm. Late quotations will not be accepted. The quotations will be opened at 2.30 pm on 18/02/2026. The rate quoted should be inclusive of all taxes and other charges including delivery.

Due date and time for receipt of quotations	18/02/2026 at 2 pm
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Date and time for opening of quotations	18/02/2026 at 2.30 pm
Designation and address of officer to whom the quotation is to be addressed	The Director, Directorate of Samoohika Sannadhasena, 6 th Floor, Annex I, Government Secretariat Thiruvananthapuram – 695001.
Superscription	DSS - Quotation for Office furniture

The rates quoted should be inclusive of all required specifications. The necessary superscription, due date for the receipt of quotations, and the name and address of the officer to whom the quotation is to be sent are noted above. Any quotation received after the time fixed on the due date is liable to be rejected. Quotations not stipulating a period of firmness and with price variation clause are liable to be rejected. The acceptance of the quotations will be subject to the following conditions.

1. Withdrawal from the quotation after it is accepted or failure to supply within a specified time or according to specifications will entail cancellation of the order and purchases being made at the offer's expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the Government reserves also the right to remove the defaulter's name from the list of Government suppliers permanently or for a specified number of years.
2. No representation for enhancement of price once accepted will be considered during the currency of the contract.
3. Any attempt on the part of tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenderers.
4. If any license or permit is required, tenderers must specify in their quotation and also state the authority to whom application to be made.
5. The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery of the course of execution of the contract.
6. Any sum of money due and payable to the successful tenderer or contractor from Government shall be adjusted against any sum of money due to Government from him under any other contracts.
7. Payment will be made only after completing the works upon the satisfactory performance of the work awarding authority. Delivered materials will be reviewed for its quality and quantity before releasing payment.
8. Special conditions, if any, printed on the quotation sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchasers.




Director

Annexure - I

To Be Provided in Letter Head Duly Signed and Sealed

Please Quote unit rates

SUPPLY OF OFFICE FURNITURE FOR THE DIRECTORATE OF SAMOOHIKA SANNADHASENA						
Sl No.	Item	Specification	Size	Quantity	Rate(Including taxes and other charges)	Amount (Rs)
1	File rack	Steel solid, 4 shelves	length 3 ft, Height 5 ft	3		
2	Office table with drawer and cabinet	Steel, Desktop material - Wood	4*2 ft	6		
3	Office file storage almirah	Steel, Glass door, 5 Shelves	Length 3 ft, Breadth 1.5 ft, Height 6.5 ft	1		
4	Rotating chair with headrest	—	—	2		
Total						

The quoted amount must be inclusive of taxes and other charges including delivery.

Total Amount in words: