

Tender No.: KFD/621/2024-ADM4

Date: 16/01/2026

QUOTATION NOTICE

Subject: Supply of Office Filing Cabinet with 4 Drawers and Inside Folders

Sealed quotations are invited from reputed suppliers for the supply of **Office Filing Cabinets with 4 drawers**, along with suitable **inside folders** for organized filing and storage, as per the following specifications:

Specifications

- Filing Cabinet:
 - Steel body, powder-coated finish
 - Four (4) lockable drawers with smooth sliding mechanism
 - Standard office size, suitable for A4 and legal-size documents
- Inside Folders:
 - High-quality folders compatible with the drawers
 - Adequate quantity to match the cabinet capacity
 - Durable material ensuring long-term use

Terms & Conditions

1. The quotation shall clearly mention the brand, specifications, and warranty details.
2. Delivery shall be made to the office of **KERAFED, KERA TOWER, WATERWORKS COMPOUND, VELLAYAMBALAM, TRIVANDRUM** with effect from the date of purchase order.
3. Rates should be quoted inclusive of all taxes, duties, packing, and transportation.
4. Payment will be made as per organizational norms after satisfactory delivery and inspection.
5. Quotations not adhering to the above specifications and conditions are liable to rejection.

Submission

- Quotations must reach the undersigned on or before **03.02.2026** in sealed cover, superscribed "*Quotation for Office Filing Cabinet*".
- Late submissions will not be entertained.


MANAGING DIRECTOR