

Tender No.: KFD/621/2024-ADM4

Date: 06/04/2026

QUOTATION NOTICE

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

Sealed quotations are invited from reputed suppliers for the supply of Office Filing Cabinets with 4 drawers, suitable inside folders, and Steel Almira with 5 partitions for office use, as per the following specifications:

- **(1) 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
- **(2) Steel Almira (Office Use):**
 - Steel body, powder-coated finish
 - Five (5) partitions for organized storage
 - Lockable doors with durable handles.
 - Standard office size, suitable for files and stationery

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 **separately for each item** (Filing Cabinet, Inside Folders, and Steel Almira), 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 **18.04.2026** in sealed cover, superscribed "Quotation for Office Filing Cabinet and Steel Almira".
- Late submissions will not be entertained.




Senior Administrative Officer

H.O. : Kera Tower, Water Works Compound, Vellayambalam, Thiruvananthapuram - 695 033

EPABX : 2320504, Depts : 2321660, 2326209, 2321046, 2322736

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