

Kerala University Library

Thiruvananthapuram

No.QT/68/2020-21

Date: 16.06.2020

QUOTATION NOTICE

Sealed quotations are invited from reputed firms for the supply of the following Library materials in the Kerala University Library, Palayam.

Sl. No.	Item	Quantity (No's)
1	Catalogue Cards	12000
2	Book Pockets	14000
3	Book Card (Yellow)	10000
4	Spine Labels Sticker Type White (Oval Shaped)	8000
5	Spine Labels Sticker Type Green (Rectangular)	200
6	Spine Labels Sticker Type Yellow (Rectangular)	100
7	Spine Labels Sticker Type Yellow (Rectangular)	100

Specification

1. **Catalogue card:** 5" × 3" ruled and punched with a round hole at the bottom centre and heavy weight – pure white in colour.
2. **Book card:** 2.5" × 2" size, yellow colour, duly printed.
3. **Book pocket:** 3" × 2.5" size, yellow colour.
4. **Book tag:**
 - Round white sticker
 - Square white sticker with green boarder
 - Square white sticker with red boarder

Terms & Conditions

- Quotations should be submitted in A4 size paper (preferable in letter head) computer printed/hand written.
- The specimen materials should be attached along with the quotation.
- The quoted rate should be inclusive of GST & Courier/Transportation charges.
- The undersigned reserves the right to reject any or all the quotations without assigning any reason whatsoever.
- Sealed cover containing quotations addressed to the University Librarian, Kerala University Library, Palayam, Thiruvananthapuram -695034 should be reached on or before the date and time. Late and incomplete quotations will be summarily rejected.
- Further details regarding the above can be had from the Library office on all working days from 10.00 am to 5.00 pm.
- The quotations shall reach the undersigned before 3 pm on 01-07-2020.

University Librarian i/c