

Quotation notice for printing office materials

Sealed quotations are invited for printing following office materials for a period of 3 years. The last date for receipt of quotation is at 3 pm on 07.12.2023 and the quotation will be opened at 3.30 pm on 07.12.2023. For more details kindly contact Head Office of KSFDC at Vazhuthacaud, Trivandrum - 14. The quotation shall include sample paper/envelop etc for evaluation.

Name of the items	Rate to be quoted
1.Letter Heads	- 1000 nos.
2.Letter Heads Duplicate Copy	- 1000 nos.
3.Draft pad F/S	- 1 Book (100 page)
4.Draft Pad A/4 Size printed(Note sheet)	- 1 Book (100 page)
5.Draft pad A4 size (Drafting pad)	- 1 Book (100 page)
6.Leave Application Form	- 1 Book (100 page)
7.Journal Voucher	- 1 Book (100 page)
8.Requisition for advance	- 1 Book (100 page)
9.Receipt Book	- 1 Book (100 page)
10.Cash/Cheque Voucher	- 1 Book (100 page)
11.Application Leave other than casual leave	- 1 Book (100 page)
12.Craft Envelops 10.5 x 4.5	- 1 Book (100 page)
13.Draft envelope A4 size	- 1 Book (100 page)
15.Cloth Envelops Big Size	- 1 Book
16.Stock register	- 1 Book
17.Despatch register	- 1 Book
18.Inward Register	- 1 Book
19.Log book, Editing/Rcording/Vehicle	- 1 Book
20.Various registers(Personal accounts, Tender dispatch, inward etc.)	- 1 Book
21.Sticker slips-coloured	
22.Folding files (laminated)	
23.File Board	
24.Scribbling pad	
25.T.A.Bill form	- 1000 Bills

26.Certificate of Service Tax (H2 Copy)	-	1 Book (100 page)
27.File cover (Note and current file)	-	500 nos.
28.Attendance Register	-	1 Book, 50 page 1 Book, 30 Page
29.Cash book (150 page)	-	1 No.
30.Cheque issue register (100 pages)	-	1 No.
31.Ordinary register (100 pages)	-	1 Book
32.Gate Pass Book (in triplicate copy)	-	1 Book
33.Cash/Cheque Voucher form	-	1 Book
34.Stores Requisition Note(In triplicate)	-	1 Book
35.Indent for purchase book (In triplicate)	-	1 Book
36.Entrance pass –double side printing (in duplicate copy)	-	1 Book
37.Goods received note book (in triplicate copy)	-	1 Book
38.Payment/adjustment advice note book (in duplicate copy)-		1 Book
39.Receipt form	-	1 Book
40 Catalogue-Double side printing colour	-	1 Book
41.Application for hiring out of outdoor unit & other technical facilities (forms)	-	1 Book
42.Log sheet Camera Lights Book-Double side printing	-	1 Book
43.Details submitted by the Producer Form	-	1 Book
44.Batta Slip-Double side printing Book (in triplicate copy)	-	1 Book
45.Log sheet for shooting inside studio complex book (in triplicate)	-	1 Book
46.Delivery chalan Book (in triplicate copy)	-	1 Book
47.Non Linear Editing Log Sheet Edit-1 Book (in triplicate)	-	1 Book
48.Non Linear Editing Log Sheet Edit-II book (in triplicate)	-	1 Book
49.Digital Recording Log sheet Theatre Mixing (in triplicate copy)	-	1 Book 1 Book
50.Digital Recording Log sheet Theatre Mixing (in triplicate copy)	-	1 Book
51.Digital Recording Log sheet Theatre Mixing		

(in triplicate copy)	-	1 Book
52.Digital Recording Log sheet-Kochi Book (in triplicate copy)	-	1 Book
53.Non Linear Editing Log sheet-Kochi book (in triplicate copy)	-	1 Book
54.Job order/Receipt –Double side printing Book (in triplicate)	-	1 Book
55.Log sheet DI Colour grading Book (in triplicate)	-	1 Book
56.Log sheet DI confirmation Book (in triplicate)	-	1 Book
57.Receipt for return of Hard disk Book (in triplicate)	-	1 Book

Managing Director