POLICE DEPARTMENT

KERALA

No. E3-23116/2026/Cyb
Cyber Police Headquarters,
Thiruvananthapuram
Pattom
Pincode:695004
✉adgpcyberops.pol@kerala.gov.in
✆04712726522
Dated. 24-11-2026

Quotation Notice

01. As part of the KidGlove initiative, Training of Trainers (ToT) programmes are being organised for counsellors involved in the implementation of child cyber safety awareness programmes across the State. Accordingly, it is proposed to procure 120 **File Folder/Document Organiser** for distribution to the participating counsellors, and competitive quotations are invited for the same with the specifications detailed below;

Sl.No	Item	Quantity	Specifications
1	File Folder/Document Organiser	120	**The file folders shall be of good quality and durable material, preferably A4 size with adequate capacity to hold documents, papers and training materials. They shall have a suitable closure mechanism and be convenient for regular use during training programmes and field activities.**

02. The quotation should include the delivery period, unit rate, taxes, other charges and the total cost.

03. The quotation should be submitted in a sealed envelope superscribed with

the name of the item and addressed to the ADGP, Cyber Operations, Cyber Police Headquarters, Pattom, Thiruvananthapuram

04. Intending parties may submit their quotation on their own letterhead along with TIN/CST/GSTIN number

Quotation No.	**45/26-27/Cyber Operations**
Scope of work	**To supply 120 File Folder/Document Organiser.**
Due Date & Time for Receipt of Quotations.	**25/11/2026 at 4 PM**
Opening Date & Time of Quotations	**26/11/2026 at 11 AM**
Date up to which the Rates are to Remain Firm	**31/03/2027**

Terms and Conditions

01. The rates quoted should be for delivery of the items at the Cyberdome, Kochi.

02. Quotations received after the due date and time will be rejected.

03. The maximum period required for completion should be clearly mentioned.

04. Quotations with price variation clause or 'subject to prior sale' condition will be rejected.

05. **Acceptance of the quotation constitutes a concluded contract. The successful Quotationer must, within a fortnight, execute an agreement at their own cost, if required.**

06. Withdrawal after acceptance or failure to execute the work/Supply as per specifications will lead to cancellation, risk purchase, and recovery of loss.

07. The Government reserves the right to remove defaulters from the list of Quotationers.

08. No price enhancement will be considered during the currency of the contract.

09. Any attempt to influence officers through canvassing will disqualify the Quotationer.

10. Non-completed works/supply may be done from another source, and losses recovered.

11. Proportionate forfeiture of security deposit will apply for incomplete works/supply.

12. Government may set off dues from other contracts against payable amounts.

13. Prices should include all taxes, duties, cess, etc.

14. **Payment will be made on submission of the invoice (in triplicate) and based on the verification report of the 'Work/Supply Verification Committee' after completion of the entrusted work/Supply.**

15. Pre-receipted stamped invoices are required for payments.

16. The vendor shall quote rebate percentage, if any, for early payment.

17. Any special conditions printed by the tenderer will not apply unless expressly accepted in writing.

18. Advance payment is not allowed.



ANKIT ASOKAN IPS
Superintendent of Police - Cyber Operations
For Additional Director General of Police (Cyber Operations)

To	:	All DySsP/IsP of Cyber Operations for giving wide publicity.
Copy To	:	(1) The IP CS&AC for publishing it on the official website. (2) The SI Tele HQ for publishing it on the Notice Board and giving wide publicity among the existing firms.