



F. No. A-76/28/2024-25/26/KF

Date: 12.01.2026

Sub: Inviting Sealed Quotations for Supply of Korai Mats for Kalakshetra Foundation, Thiruvanniyur, Chennai – Reg.

1. Sealed quotations are invited for the supply of **Korai Mats** to Kalakshetra Foundation, Thiruvanniyur, Chennai, as per the **Bill of Quantities and specifications** enclosed herewith.
2. The quotation should be submitted **strictly in the enclosed format**, duly filled in and **signed on all pages**.
3. The envelope containing the quotation should be **super-scribed** as: “**Quotation for Supply of Korai Mats for Kalakshetra Foundation, Chennai – Due on 30.01.2026 before 1.00 PM.**”
4. The quotation should be addressed to **The Director, Kalakshetra Foundation, Thiruvanniyur, Chennai – 600041**. Quotations submitted in any other format will be **summarily rejected**.
5. Submission of quotations through **e-mail or any electronic mode** will not be considered and shall be rejected without assigning any reason.
6. Rates should be quoted **inclusive of all taxes, duties, and delivery charges** up to the site. The quotation should reach this office **on or before 30.01.2026 at 1.00 PM**. The quoted rates shall remain **valid for a period of two months**, i.e., up to **30.03.2026**.
7. The decision of the **Director, Kalakshetra Foundation**, regarding acceptance or rejection of quotations and award of work shall be **final and binding**.
8. The supply of items shall be completed and delivered in **full quantity within 30 days** from the date of issue of the Supply Order / Work Order.
9. All correspondence relating to this quotation should be addressed to **The Director, Kalakshetra Foundation, Thiruvanniyur, Chennai – 600041**.
10. A **sample of the item / finished product (one piece)** should be submitted for approval **before issuance of the award letter**.
11. If the materials supplied are **not in conformity with the approved sample**, such materials will be **rejected and returned**, and **no payment shall be made** for the same.
12. **No advance payment** shall be made. Payment will be released **within five (5) days** after satisfactory completion of the supply and submission of invoice, **through ECS**.

Yours faithfully,

(Sd/-)

P. S. Pramila
Deputy Director

Enclosure: Bill of Quantities



**Name of work: Supplying of KORAI mat for Kalakshetra Foundation, Thiruvannamipur,
Chennai**

Bill of Quantities

sl. NO	Description of items	Quantity	Unit	Rate per unit/each	Amount
1	Supplying of High Grade KORAI MAT for the following sizes (measurements) and specification as per sample approval quality . The rate including taxes, transport in all respects.				
	Specification - Korai mats made out of best quality pure river longer Korai grass, finer grass, processed through (soaked in running water and dried), hand woven, tight knots, plain design and Four side stitched, neat edging- Both side useable in all respects				
	Measurements (sizes)				
	24 inch x 46 inch	10	each		
	25 inch x 84 inch	8	each		
	37 inch x 60 inch	40	each		
	48 inch x 108 inch	20	each		
	48 inch x 144 inch	2	each		
	36 inch x 120 inch	3	each		
	Total				
	(Rupees.....)				

Name and signature of agency and seal

