



**KERALA STATE BEVERAGES
(MANUFACTURING AND MARKETING) CORPORATION LTD.
(A GOVERNMENT OF KERALA UNDERTAKING)**

Bevco Tower, Vikas Bhavan P. O., Palayam, Thiruvananthapuram-695 033
Phone : 2724970, 2724913 Gram : 'Beverages', Fax : 2727604 E-mail : ksbcedp@gmail.com

KSBC/FM/FA1/SUPPLIER REQUEST/2022-23

05/11/2022

NOTICE TO SUPPLIERS

Sub: KSBC-Suppliers-Mandatory instructions to correspondence with Corporation reg :

It is noticed that, when suppliers are making correspondence with the Corporation, it is not submitting in an acceptable manner. The correspondence should be in the original letter head of the company and must have a number and date. The person who actually signed tender condition should be signed in the letter along with designation and name. The subject and references if any in this regard should be clearly stated in the letter. The supporting details if any should be attached with the letter, and should be addressed to the CMD of the Corporation.

GENERAL MANAGER (FINANCE)