



Rajkiya Engineering College Banda, Atarra, Banda (U.P.) 210201

Ref No.: 27/S&P/REC/Banda/2020

Dated: 07 Jan 2020

INVITATION FOR QUOTATION

To,

Sub: Invitation letter for refilling of fire extinguishers at REC Banda.

Dear Sir,

1. You are invited to submit your most competitive quotation for the following work

Sr. No	Refilling of following Cylinders	Quantity	Unit	Place of Delivery
1	Water CO ₂ Type	20	Nos	At REC Banda
2	ABC Type	20	Nos	At REC Banda
3	CO ₂ Type	20	Nos	At REC Banda

2. Quotation

- 3.1 The contract shall be for the full quantity as described above.
- 3.2 Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
- 3.3 All duties and other levies payable by the supplier under the contract shall be included in the unit price
- 3.4 Applicable taxes shall be quoted separately for all items.
- 3.5 The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- 3.6 The Prices should be quoted in Indian Rupees only.

3. Each bidder shall submit only one quotation.

4. Quotation shall remain valid for a period not less than 30 days after the last date of quotation submission.

Quotation shall remain valid for a period not less than **30** days after the last date of quotation submission.

5. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
 - 6.1 are properly signed; and
 - 6.2 Confirm to the terms and conditions, and specifications.
- 6 The Quotations would be evaluated for all items together
- 7 Award of contract: The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
 - 7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to
 - 7.2 expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 8 Payment shall be made in Indian Rupees as follows:
After submission of completed work - 100% of total cost
- 9 You are requested to provide your offer latest by 11:00 hours on 21 Jan 2020
10. Sealed quotation to be submitted/ delivered at the address mentioned below:
Rajkiya Engineering College, Banda, Atarra, (U.P.) 210201
11. We look forward to receiving your quotation and thank you for your interest in this project.



(Authorized Signatory)

Name & Designation

for Incharge Purchase

FORMAT FOR QUOTATION SUBMISSION
(In letterhead of the supplier with seal)

Date: _____

To: _____

Sr.No.	Description of work (with full Specifications)	Qty.	Unit	Quoted Unit rate in Rs.	Total Price (A)	GST	
						In %	In figures (B)
1	Water CO ₂ Type	20	Nos				
2	ABC Type	20	Nos				
3	CO ₂ Type	20	Nos				
Total Cost							

We agree to complete the work in accordance with the specifications for a total contract price of Rs. _____ (Amount in figures) (Rupees _____ amount in words) within the period specified in the Invitation for Quotations.

We confirm to agree with terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

Name: _____
Address: _____
Contact No: _____