



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

Ref No.: 31/SBP/REC/Banda/2019-20

Dated - 14.02.2020

INVITATION FOR QUOTATION

To,

Sub: Invitation letter for supply Cleaning items at REC Banda.

Dear Sir,

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

Sr. No	Name of Item	Quantity
1	फिनायल सफेद (05ली0)	25 केन
2	तेजाब (01ली0)	200 ली0
3	शीक झाड़ू	80 अदद
4	फूल झाड़ू	40 अदद
5	निरमा (01कि0)	150 किलो0
6	टॉयलेट ब्रश	30 अदद
7	डस्टीन कपडा (पतले वाले)	80 अदद
8	पोछा कपडा बडा	150 अदद
9	पोछा कपडा छोटा	50 अदद
10	फिनायल काला (01ली0)	100 ली0
11	सुदटी	24 अदद
12	ग्लव्स	50 अदद
13	स्टैण्ड पोछा कपडा	10 अदद
14	वाइपर	10 अदद
15	हार्पिक (01ली0)	10 अदद

[Handwritten Signature]
14/02/2020
उपकारी अधिकारी

2. Quotation

- 2.1 The contract shall be for the full quantity as described above.
- 2.2 Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
- 2.3 All duties and other levies payable by the supplier under the contract shall be included in the unit price.
- 2.4 Applicable taxes shall be quoted separately for all items.

- 2.5 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.
- 2.6 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.
5. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
- 5.1 are properly signed; and
- 5.2 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.
- 7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to 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 29 february 2020
10. Sealed quotation to be submitted/ delivered at the address mentioned below:
Rajkiya Engineering College, Banda, , Atarra, Banda (U.P.) 210201
11. We look forward to receiving your quotation and thank you for your interest in this project.


(Authorized Signatory)
Name & Designation
इन्सार्ज १५५

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

Date: _____

To: _____

Sr.No	Description of work (with full Specifications)	Qty	Quoted Unit rate in Rs.	Total Price (A)	GST (B)	
					In %	In Figures
1	फिनायल सफेद (05ली०)	25 कैन				
2	तेजाब (01ली०)	200 ली०				
3	शीक झाड़ू	80 अदद				
4	फूल झाड़ू	40 अदद				
5	निरमा (01कि०)	150 किलो०				
6	लॉयलेट ब्रश	30 अदद				
7	डस्टीन कपडा (पतले वाले)	80 अदद				
8	पोंछा कपडा बडा	150 अदद				

9	पोछा कपडा छोटा	50 अदद			
10	फिनायल काला (01ली0)	100 ली0			
11	सुदटी	24 अदद			
12	गल्ब्स	50 अदद			
13	स्टैण्ड पोछा कपडा	10 अदद			
14	वाइपर	10 अदद			
15	हारिंक (01ली0)	10 अदद			

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: _____