



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

Ref No.: 32/S&P/REC/Banda/2019-20

Dated - 17.02.2020

INVITATION FOR QUOTATION

To,

Sub: Invitation letter for supply Stationary 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	पेन नीला 3/-वाले	100 अदद
2	परमानेन्ट मारकर (काला कलर)	20 अदद
3	परमानेन्ट मारकर (साफेद कलर)	10 अदद
4	नोटबुक पैड (50 पेज)	50 अदद
5	हाईलाइटर 03 कलर वाले (गुलाबी, आसमानी, हल्का पीला)	30 अदद
6	व्हाइटनर (पेन वाले)	20 अदद
7	फाइल टैग	50 लक्ष्ठी
8	AA बैटरी	150 अदद
9	AAA बैटरी	100 अदद
10	सी0डी0 मारकर, (काला कलर)	20 अदद
11	उपस्थिति रजिस्टर (अटेन्डेन्स रजिस्टर) 50 पेज	30 अदद
12	गम (250 एम0एल0)	10 अदद
13	रजिस्टर 400 पेज (ए4 साइज)	20 अदद
14	रजिस्टर 200 पेज (ए4 साइज)	25 अदद
15	रजिस्टर 100 पेज (ए4 साइज)	35 अदद
16	ए4 साइज लिफाफा (30X24 सेमी0)	300 अदद
17	मिडियम लिफाफा (12X27 सेमी0)	600 अदद
18	फाइल फोल्डर (कपडा वाला)	10 अदद
19	सेलो टेम चौडा वाला (ब्राउन टेप)	30 अदद
20	सेलो टेम चौडा वाला (ट्रान्सपेरेंट टेप)	50 अदद
21	पेपर फ्लेग (03 कलर वाले)	30 पैकेट
22	स्टेपलर पिन छोटी 10 नं0	05 पैकेट (100 अदद)
23	फेवीस्ट्रिक (मिडियम वाली)	50 अदद

[Signature]
14/02/20
प्रकारी अधिकारी

24	बोर्ड मार्कर कलर	20 अदद
25	पटरी (Scale) (कॉच वाली) 12 इंच	20 अदद

14/02/2020
उमारी कृष्ण

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 29th Feb. 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
उमारी कृष्ण

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	पेन नीला 3/-वाले	100 अदद				
2	परमानेन्ट मारकर, (काला कलर)	20 अदद				
3	परमानेन्ट मारकर, (सफेद कलर)	10 अदद				
4	नोट बुक पेड 50 पेज	50 अदद				
5	हाईलाइटर	20 अदद				
6	क्वार्टर (पेन वाले)	20 अदद				
7	फाइल टैग	50 लक्ष्ठी				
8	AA बैटरी	150 अदद				

9	AAA बैटरी		100 अदद			
10	सी0डी0 मारकर, काला कलर		20 अदद			
11	उपस्थिति रजिस्टर (अटेन्डेन्स रजिस्टर) 50 पेज		30 अदद			
12	गम (250 एम0एल0)		10 अदद			
13	रजिस्टर 400 पेज, ए4 साइज		20 अदद			
14	रजिस्टर 200 पेज, ए4 साइज		25 अदद			
15	रजिस्टर 100 पेज ए4 साइज		35 अदद			
16	ए4 साइज लिफाफा (30X24 सेमी0)		300 अदद			
17	मिडियम लिफाफा (12X27 सेमी0)		600 अदद			
18	फाइल फोल्डर (कपड़ा वाला)		10 अदद			
19	सेलो टेम चौड़ा वाला (ब्राउन टेप)		30 अदद			
20	सेलो टेम चौड़ा वाला (ट्रान्सपेरेंट टेप)		50 अदद			
21	पेपर प्लेग (03 कलर वाले)		30 पैकेट			
22	स्टेपलर पिन छोटी 10 नं0		05 पैकेट (100 अदद)			
23	फेवीस्ट्रिक (मिडियम वाली)		50 अदद			
24	बोर्ड मारकर कलर		20 अदद			
25	पटरी (काँच वाली) 12 इंच		20 अदद			

Gross Total Cost (A+B): Rs _____

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: _____