



राजकीय इंजीनियरिंग कॉलेज, बाँदा
Rajkiya Engineering College, Banda

Atarra, Banda-210201

E-Mail : director@recbanda.ac.in
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Ref No: - रा.इंजी.का. - बाँदा/अ. रजि./२०२०-०१

Dated: 14 फरवरी २०२०

INVITATION FOR QUOTATION

To,

Sub: Invitation for Quotations for hiring Chartered accountant services

Dear Sir,

1. You are invited to submit your most competitive quotation for hiring Chartered accountant services at Rajkiya engineering college Banda, for one year of duration. Details of work is attached at Annexure-I.
2. Quotation,
 - 2.1 The contract shall be for one year from date of issue of work order.
 - 2.2 Corrections, if any, shall be made by crossing out, initialing, 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 Quotation would be evaluated for all items together.



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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 quotation 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 bills of completed work – 100% of total cost

9. You are requested to provide your offer latest by 11:00 AM hours on 29 Feb 2020.

10. Detailed of work are at Annexure-I.

11. Sealed quotation to be submitted/delivered at the address mentioned below,

Rajkiya Engineering College, Banda Atarra, Banda 210201

12. We look forward to receiving your quotation and thank you for your interest in this project.

(Authorized Signatory)

Name & Designation

सहायक कुलसचिव



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Annexure I

Sr. no.	Particulars	Description of work		
		Monthly	Quarterly	annual
01	TDS-GST Returns	12	-	-
02	Income TAX-24Q	-	4	-
03	Income TAX-26Q	-	4	-
04	Preparation of Account Audit Report and balance sheet, ITR	-	-	1

12
Heall
20/10/22

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

Date: _____

To: _____

Sl. No.	Description of Service	Quoted in Rs. (Including All Charges)	Total Price (A)	GST payable	
				In %	In figures (B)
Sr.no	Particulars				
01	TDS-GST Returns				
02	Income TAX-24Q				
03	Income TAX-26Q				
04	Preparation of Account Audit Report and balance sheet, ITR				

Gross Total Cost (A+B): Rs. _____

We agree to supply the above Service in accordance with the condition provided in Annexure-I for a total contract price of Rs. _____ (Amount in figures) (Rupees _____ amount in words) for the period specified in the Invitation for Quotations.

We confirm to maintain the quality of Service and we also 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. _____