



# राजकीय इंजीनियरिंग कॉलेज बाँदा

Rajkiya Engineering College Banda

Atarra, Banda-210201

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Ref No.: RECBANDA/Registrar-Off/2020-804

Dated: 11/06/2020

## INVITATION FOR QUOTATION

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub:** Invitation letter for Water Cooler Maintenance at REC Banda

Dear Sir,

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

Sr. No.	Item Name	Place of Work
1.	Compressor	Rajkiya Engineering College Banda
2.	Fan Motor	
3.	Gas Charging	
4.	Repairing & Servicing Charge	

2. Quotation

2.1. The quotation shall be for any quantity demanded.

2.2. Corrections, if any, shall be made by crossing out, initialling, dating and rewriting.

2.3. All duties and other levies payable by the supplier in the quotation 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 validity of quotation 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 50 days after the last date of quotation submission.

5. Evaluation of Quotations: The Institution, REC Banda, 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. Work Order:

The Institution, REC Banda, will issue work order 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 Institution, REC Banda, 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 issue of purchase order.

7.2. The bidder whose bid is accepted will be notified of work order by the Institution, REC Banda, prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.

8. Payment shall be made in Indian Rupees as follows:

**After submission of bills of completed Order - 100% of total cost**

9. All contracted items are under warranty as mentioned in Annexure-I from the date of successful completion of work for any manufacturing defects.

10. You are requested to provide your offer latest by 14:00 hours on 24 June 2020.

11. Detailed specifications of the items are at Annexure I.

12. Sealed quotation to be submitted/ delivered at the address mentioned below:

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

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



(Registrar)

**Annexure - 1**

<b>Sr. No</b>	<b>Item Name</b>	<b>Company Name (Water Cooler)</b>
1.	Compressor	Blue Star Water Cooler (120 Ltr/80 Ltr)
2.	Fan Motor	
3.	Gas Charging	
4.	Repairing & Servicing Charge	

## FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

Date: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

Sr.No.	Description of work (with full Specifications)	Quoted unit rate in Rs. (A)	GST		Total Cost per unit in Rs.
			In %	In figures (B)	
1.	Compressor				
2.	Fan Motor				
3.	Gas Charging				
4.	Repairing & Servicing Charge				

We agree to complete the work in accordance with the specifications as per rates given above within the period specified in the Work Order. 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: \_\_\_\_\_