

Sub : Quotation for Housekeeping services - regd.

Sir,

You are requested to submit quotation for the above mentioned items alongwith registration form . Following are the terms and conditions of the vidyalaya :

1. Sealed quotations for the supply of the articles shown in the attached statement are invited by the undersigned on behalf of the KV, Picket upto 3.00 pm by 26.01.17. Quotations should be sent under strong cover marked as "Quotation for the supply of Housekeeping services and not by name and only through registered post/speed post/courier. No quotations will be accepted by hand/ The quotations will be opened in the office of the undersigned at 4.00 pm on 27.01.17.
2. The quotations should be submitted according to the terms and conditions specified in paragraphs 3 to 15. Unless specified otherwise in the quotation, it should be construed that the terms and conditions stipulated hereunder have been agreed to.
3. The rates should be F.O.R and should include excise duty, sales tax, freight charges, any other taxes, rates or imposition whatever liable to pay any tax, freight etc. which has not been expressly stipulated in the quotation in the event of acceptance of the quotation.
4. There should not be any overwriting or corrections in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure written above and the same attested with full signature and date. In the absence of the attested signature the quotation is liable to be rejected.
5. The undersigned does not bind himself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part, ie. With respect to all the articles mentioned in the attached statement or in respect of any one or more than on article specified in the attached statement as he may decide.
6. On acceptance of the quotation it will become a contract and the contractor shall be bound by the terms and conditions of the quotation.
7. The person(s) whose quotation is accepted, hereinafter called the contractor, shall deposit an Bid Security of Rs 5000/- alongwith the quotation which shall be refunded in the event of rejection of the quotation. The earnest money will be forfeited in the event of failure to comply with the contract. In the event of the quotation, the earnest money will be forfeited in the event of failure to comply with the contract. In the event of the quotation, the earnest money will be adjusted towards Security Deposit which shall be payable at the rate mentioned below:

Security deposit at 10% -

If the contractor is not agreeable to pay Security Deposit the reasons therefore should be specified and the undersigned reserves the right to accept or reject the request.

8. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other persons or firm and the difference of price, if any, shall be deducted from the earnest money/security deposit and in case any amount in excess of the security deposit is paid by the undersigned the contractor shall be liable to pay this amount.

9. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
10. Prior to acceptance of the quotation, the undersigned reserves the right to call for samples or demonstration and the contractor shall be liable to supply the samples or give the demonstration free of cost.
11. In the event of acceptance of the quotation and placing of the order for purchase, the articles ordered for would be subject to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied are not according to approved samples or do not conform to the specification prescribed.
12. The rates quoted by the contractor shall hold good upto one year. No amendment in the rate except increase in the rate of sales tax during the period of execution of the contract, will be accepted.

13. The Agency should submit the following documents alongwith quotation :

- a) *Registration form of the firm on the letter Head duly rubber stamped.*
- b) *PAN NO. and current IT clearance certificate*
- c) *Attested copy of proof of EPF registration alongwith attested copies of challans for EPF payment (current)*
- d) *Attested copy of proof of ESI registration.*

14. *Remuneration of employees should be as per latest Minimum wages Act .*

15. Note: It is mandatory to furnished the following information along with photocopies mentioned.

Name of the Firm	Nature of business /wholesale /Retail	Year of establishment	Details of the specific goods /services dealt with	Whether registered or not, if so registration i.e. IT/TAN/VAT No. (Copy of the same may be obtained.)	Whether post sales service undertaken free of cost during the warranty period.	Whether proof of having paid income tax as on date produced (Copy to be enclosed)

Rates inclusive of all taxes, if any maybe quoted in the list, enclosed and may be sent by registered post or courier only.

Yours faithfully

(M KRISHNA MOHAN)
PRINCIPAL