

SPECIMEN FORM FOR INVITING QUOTATIONS

The following form (with changes where required) may be adopted for inviting quotations for supplies:

NOTICE INVITING QUOTATIONS

(a) Quotation for the supply of Outsourcing Staff / Agency staff

1. Sealed quotations for the supply of the articles shown above are invited by the undersigned on behalf of the DAV Public School upto 12:00 Noon P. M. by 30/06/25 (date)

Quotations should be sent under the sealed cover marked as :

Quotation for the supply of agency staff and not by name. The quotations will be opened in the office of the undersigned at 12:00 P.M. on 01/07/25 (date).

2. The quotations shall be submitted according to the terms and conditions specified in paragraphs 3 to 15. Unless specified otherwise in the quotations, it shall 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 impositions which are leviable e.g., packing charges in respect of the supplies. The school/ institution shall not be 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 such attestation the quotation is liable to be rejected.
5. The undersigned does not bind himself/herself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part i.e., with respect to all the articles mentioned in the attached statement or in respect of one or more than one articles specified in the attached statement as he/she 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/persons whose quotation is accepted, herein after called the contractor, shall deposit an earnest money of Rs. NA along with 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 acceptance of quotation, the earnest money will be adjusted towards Security Deposit which shall be payable at the rate mentioned below :

Note: Quotations may send through email at Principaldavmathurapur@gmail.com

Security Deposit at ...NA....%. If the contractor is not agreeable to pay Security Deposit, the reasons therefor 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 person 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 subjected to an inspection by the undersigned or my representative and are liable to be rejected if the articles supplied are not according to approved samples or do not conform to the specifications prescribed.
12. The rates quoted by the contractor shall hold good upto 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 contractor shall be required to fix a tin label on the furniture supplied by him, giving his name and year of manufacture.
14. The amount of Security Deposit shall be retained by the school/Institution for a period of six months from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within this period.
15. Quotations which do not comply with the above conditions are liable to be rejected.

Place : Mathurapur

Date : 23/06/15


Head of the School

D.A.V. Public School

Principal

D. A. V. Public School

(CBSE Affiliation No.-330259)

Mathurapur, Shivanarayanpur

Bhagalpur, Bihar-813222