

# INVITATION FOR QUOTATION FOR SUPPLY OF GOODS

To

1. Website & Notice Board Govt. ITI Butana

Memo No. 2575

Date: 3-3-26

Sub: - Invitation of quotation for supply to store

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

Sr. No	Brief Description of the Goods & Specifications	Unit	Qty. Reqd (approx.)	Mode of Delivery	Rate (to fill by vendor)
1	<b>Item Name- Acrylic Incumbency Board (Principal Name &amp; Tenure Display)</b> <b>Specifications :</b> Size 2.5 ft (W) × 4 ft (H) with semi-circular top design, made of 5 mm thick acrylic sheet with black background and golden lettering (UV print/vinyl) and printing as per sample attached	Per pc.	1 Pc.	Normal	

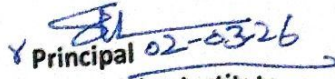
2. Bid Price

- The rates shall be inclusive of all taxes, GST, transportation, installation and other charges.
- The work shall be executed strictly as per the approved sample/design provided by the institute.
- Printing/lettering shall be clear, properly aligned, and long-lasting.
- The board shall be designed in such a way that future entries can be updated using replaceable vinyl stickers.
- The firm shall be responsible for proper installation of the board at the specified location.
- Any defect or damage found shall be rectified by the supplier at no extra cost.
- Each bidder shall quote the rates in Indian Rupees (INR) only.
- Quotation shall remain valid for a period of not less than 30 days from the last date of submission.
- The purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e.:
  - Properly signed; and
  - Conforming to the prescribed terms, conditions, and specifications.
- The purchaser will award the contract to the bidder whose quotation is found to be substantially responsive and who has quoted the lowest evaluated price.

13. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process at any time before the expiry of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
14. Payment shall be made after successful delivery and installation of the item, subject to satisfactory verification.
15. Normal commercial warranty/guarantee shall be applicable to the supplied item.
16. You are requested to submit your quotation latest by 17.00 hours on 17.03.26 (date).
17. We look forward to receiving your quotation and thank you.

G-Employee

-S.Gt.

  
Principal 02-0326  
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Butana, Sonipat 