



पीएम श्री केन्द्रीय विद्यालय क्र. 1 अहिल्यानगर

PM SHRI KENDRIYA VIDYALAYA NO. 1 AHILYANAGAR

करिअप्पा मार्ग, किले के पास, कैम्प, अहिल्यानगर. 414 002 महाराष्ट्र

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• School Affiliation No. - 1100001 • CBSE Code - 34002 • U-DISE Code - 27260500409 • KV Code - 1194

फा. क्र. 2738/पीएमश्रीके.वि.क्र.1, अहिल्यानगर/2026-27/ / दिनांक: 23/07/2026

QUOTATION INVITATION FORM

Ref. No.

Dated _____

To.

M/s. _____

Subject: Quotation for the supply of _____

TERMS & CONDITIONS FOR INVITING SEALED QUOTATIONS

1. Sealed quotations for the supply of the articles/items as per the enclosed statement are invited by the undersigned up to _____ **PM on** _____ (**Date**). Quotations should be submitted in a properly sealed envelope superscribed as:

"Quotation for the Supply of _____"

The quotation should not be addressed by the name of any individual. The quotations will be opened in the office of the undersigned at _____ **PM on** _____ (**Date**).

2. The quotation shall be submitted strictly in accordance with the following terms and conditions. Unless otherwise specified in the quotation, it shall be deemed that the bidder has accepted all the terms and conditions mentioned herein.
3. The quoted rates should be **inclusive of all applicable taxes, duties, freight, loading/unloading charges, and any other incidental expenses**, if applicable.
4. There should be **no overwriting or corrections** in the quotation. If any correction is unavoidable, the incorrect entry should be neatly struck off, the corrected entry written clearly above it, and duly attested with the full signature of the bidder along with the date. Quotations containing unauthenticated corrections are liable to be rejected.
5. The undersigned **does not bind herself to accept the lowest quotation** and reserves the right to accept or reject any quotation, either in whole or in part, with respect to all or any of the articles mentioned in the enclosed statement, without assigning any reason.
6. On acceptance of the quotation, it shall constitute a **binding contract** between the purchaser and the supplier, subject to the terms and conditions specified herein.
7. If the supplier fails to deliver the articles within the stipulated period mentioned in the Letter of Acceptance/Purchase Order, the undersigned shall have the right to procure the required articles from any other source at the risk and cost of the defaulting supplier, without prejudice to any other legal remedies available.

8. The quantity of the articles mentioned in the enclosed statement may be **increased or decreased** at the discretion of the undersigned without assigning any reason. In cases where an order for **100 or more units** of any item is placed, **one sample** of the supplied article shall be retained by the school for record purposes, and **no separate payment** shall be made for the retained sample.
9. Before final acceptance of the quotation, the undersigned reserves the right to call for **samples and/or demonstrations** of the quoted items. The supplier shall provide such samples or demonstrations **free of cost**.
10. Upon placement of the purchase order, all supplied articles shall be subject to inspection by the undersigned or an authorized representative. Articles found to be **not conforming to the approved samples, prescribed specifications, or required quality standards** shall be rejected, and the supplier shall replace them at no additional cost.
11. Quotations that **do not comply with the above terms and conditions** or are incomplete in any respect shall be liable to be rejected.

All the above condition are accepted by me/us
Station:

Date:-

Witness-I Name-_____

Address-_____

Occupation-_____

Witness-II Name-_____

Address-_____

Occupation-_____