

To,  
The Regional Manager(OS)  
Eastern Zonal Office  
LIC of India

*WITHOUT PREJUDICE*

Sir

Sub: **Quotation For Supply of Bath Towels and Hand Towels**

In compliance with your tender, calling for quotations for supply of **Bath Towels and Hand Towels** to Eastern Zonal Office,Kolkata,we quote hereunder our rates for the desired supply inclusive of all charges. GST is included in the quoted amount.

**Quantity of materials & Price will be as under:**

<b>Material</b>	<b>Brand</b>	<b>Size &amp; GSM of Towel</b>	<b>Nos. of Towels</b>	<b>Quoted Rate per Towel</b>	<b>GST</b>	<b>Other Charges (if any)</b>	<b>Total quoted price(Rs.)</b>
Big Size Towels	Bombay Dyeing(Tulip)	Size- 75cm* 150cm GSM- 450- 550	220 pcs				
Small Size Hand Towel	Bombay Dyeing(Tulip)	Size- 60cm* 40cm GSM- 450- 550	215 pcs				
		Total Cost(in Rs)					

DATE :

Yours faithfully,

Encl : (i)Duly signed terms and conditions as given in the web site  
(ii) Sample of both towels as mentioned

**SIGNATURE**  
**SEAL OF THE FIRM**

**Terms & Conditions:-**

1. Price should be quoted inclusive of all taxes & delivery charges.
2. Supplier should be from Kolkata , only.
3. Bidder quote the price of **Bombay Dyeing(Tulip) towels as mentioned in the tender notice** along with the samples
4. **Please submit the copy of Trade Licence,NEFT particulars,PAN and GSTN certificate with the quotation.**
5. Bidders are requested to submit your quotation in sealed cover with sample to the following address on or before 15.01.2024. by 3.00 p.m to Sri P.N.Das,Asst. Secretary (OS),LICI, EZO (Hindustan Bulding), 4 C R Avenue, Kolkata-700072.
6. Any correction, mutilation, or overwriting in figures of rates should be supported by bidder's signatures; otherwise the quotation will not be considered. No revision or correction in rates will be allowed after the quotation is submitted and quoted rates accepted by us will be binding on you and you will have to execute our orders of such accepted rates and no relaxation will be allowed thereafter.
7. Delivery time should not more than 10 days from the date of receipt of the order.
8. Part delivery of towels will not be accepted & no advance will be paid against the order.
9. If after supply, it is observed that the materials are not as per above specification, such supply will be rejected.
10. Quotation reference & date should be written on the envelope with words "Quotation for supply of Towels"
11. If delivery of the material is not done within time schedule, Penalty of a sum of amount equivalent to 1% of the amount of order for each day's delay which shall not in any case exceed 10% of the amount of the order will be charged.
12. The Office will not be bound to accept the lowest quotation or assign any reason whatsoever for rejection of whole or any part of quotation & its decision on this matter shall be final.
13. Quotation submitted without proper seal, sample of towel and beyond the schedule date and time shall be rejected..
14. Payment will be made through NEFT after delivery of Towels..
15. All the Tax formalities are to be borne by the vendors.
16. Tender fee of Rs. 100/ plus GST 18 % - are to be paid in our cash counter and copy of the receipt is to be stapled on the envelope containing the tender papers. (where applicable)
17. If the contract amount is equal to or in excess of Rs. 1 lac, every tender would have to be accompanied by an Earnest Money Deposit(EMD) @2% of the estimated value of the goods to be purchased. It will be payable by DD/Banker's Cheque/NEFT. It will not carry any interest. EMD furnished by all unsuccessful tenderers should be returned to them without any interest whatsoever . EMD will be forfeited if the tenderer withdraws or aments its tender or impairs or derogates from the tender in any respect after the due date of the tender, within the period of validity of its tender. If the successful tenderer fails to furnish the required performance security deposit within the specified period , its EMD will be forfeited.
18. **The above 2 clauses (tender fees & EMD) do not apply for vendors registered under NSIC/MSME**
19. QUOTATIONS WITHOUT TENDER FEE & EMD (WHEREVER APPLICABLE) WILL STAND CANCELLED.If you are a NSIC/MSME certificate holder , please enclose self-attested copy.
20. If the contract value is more that Rs. 1 lac,,Security Deposit at the rate of 10% of the value of the contract is to be submitted by the successful bidder. It may be in the form of DD/Bankers Cheque or Bank Guarantee through Scheduled Banks. It is to be submitted by the date specified by our Office. It shall be forfeited and credited to our Office account in the event of breach of contract by the supplier. Security deposit will be refunded if the successful bidder completes the contract to the satisfaction of buyer.

Yours faithfully,

Enc. : quotation & sample of Towels.

**COMPANY  
SEAL &  
SIGNATURE**