



<b>ID 42 F/NO DGF/LOG/PROC/10</b>			
<b>Our No</b>			
<b>Date</b>			

**QUOTATION FORM**  
**GOVERNMENT FACTORY, KOLONNAWA**  
**TEL: 011-2572351, 011-2532278 FAX: 011-2532278, 011-2572254**

**To:** .....

You are kindly invited to submit your lowest prices for the articles enumerated below. This form should be duly returned even if you are unable to quote. **The Quotation shall be sealed and sent by post or by hand to reach before 14.00 hrs on**

**The Quotation Number should be clearly marked on the top left hand corner of the Envelope.**

Yours faithfully,

.....  
**Supplies Engineer**  
**For Factory Engineer**

1	2	3	4	5	6	7	8	9	10
	Description	Qty	Unit	Unit Price (Rs)		Total Price Without Taxes [ (5-6) *3]	Total VAT [ 7*12% ]	Total Other Taxes	Remarks
				Without VAT	Discount				

- Transport: .....
- VAT Registration No (If Not, Mention Not Registered): .....
- Credit Facilities & Period: .....
- Delivery period: .....
- Price should be valid for 49 days from the date of opening the quotation. Those propose to change the prices within the validity period are subjected to remove their names from the registered suppliers list.**
- Any deviation of specification should be clearly mentioned.
- Sample should be produced when requested by the entity.
- Those who quote must be in a position to supply **ex-stock**.
- Declaration of VAT registration number is a mandatory requirement for determination of sealed quotation. Any applicant who does not declare VAT registration number will be liable for rejection. applicants who are not registered for VAT should produce a letter from the Commissioner of Inland Revenue Department certifying that the Company has not been registered for VAT along with the quotation.
- Stamp duty will be deducted according to Gazette No. 1439/1 dated 03.04.2006 and subsequent amendments.

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Name and Address of Firm

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Signature and Seal