

Project: **Genomics-based Discovery of (Potential) Pathogens for India's North-Eastern Region (GDP-FINER)"**

NOTICE INVITING QUOTATION (NIQ)

NIQ No. : 99/DRV/409/3/2025-26/5381

Dated: 26.09.2025



**Directorate of Research (Veterinary)
Assam Agricultural University, Khanapara, Guwahati, Assam, India
PIN 781022**

Email: dr_vety@aau.ac.in



DIRECTORATE OF RESEARCH (VETERINARY)
ASSAM AGRICULTURAL UNIVERSITY
KHANAPARA, GUWAHATI - 781022

No.: 99/DRV/409/3/2025-26/5381

Dated: 26.09.2025

NOTICE INVITING QUOTATION (NIQ) (Procurement of Equipment)

Assam Agricultural University (AAU), Khanapara, Assam, is a partner with the Govt. of Assam in the implementation of the DBT-funded project entitled "**Genomics-based Discovery of (Potential) Pathogens for India's North-Eastern Region (GDP-FINER)**". E-tenders are now invited from eligible bidders for the procurement of equipment under the project. **Further details on the NIQ, Procurement notice, Terms and conditions, Technical specifications and Application forms for submitting a quotation may be seen and downloaded at the URL- <https://assamtenders.gov.in>.** Interested parties/firms may submit their quotations in **English language** in the Assam e-tender portal on or before **24th October, 2025; 2.30 PM**. Information may also be obtained from the address given below from 10.00 am to 04.00 pm (IST) on all working days.

Directorate of Research (Veterinary), Assam Agricultural University, Khanapara, Assam
Email: dr_vety@aau.ac.in

Sd/-
Director of Research (Veterinary)
Assam Agricultural University
Khanapara, Guwahati-781022

Memo No.: 99/DRV/409/3/2025-26/5382-5389

Dated : 26.09.2025

Copy forwarded for information and necessary action to:

1. The Registrar, AAU, Jorhat -13
2. The Comptroller, AAU, Jorhat -13
3. The In-Charge, AKMIT Cell, AAU, Jorhat/Khanapara. He is requested to upload the NIQ in the University Website.
4. The Principal Investigator of the Project.
5. Axel Computer, Six Mile, Guwahati. He is requested to publish the NIQ in the NE edition of Time of India as well as in Dainik Asom and submit the bill in triplicate with the paper cut to the office of the undersigned for payment.
6. Notice Board, DR (Veterinary) / Dean, FVSc / Jt. Registrar / ADEE, AAU, Khanapara
7. Office Copy.

Signature valid

Digitally Signed by:
Probodh Borah
Assam Agricultural University
Director Of Research (Veterinary)

Date: 2025-09-
26T23:29:29.8752042+05:30

TENDER TIME SCHEDULE

Sl. No	Critical Stage	Start Date	
		Date	Time
1	Publishing Date	03.10.2025	9.30 AM
2	Document Download Date	03.10.2025	10.00 AM
3	Seek Clarification Start Date	05.10.2025	9.30 AM
4	Seek Clarification End Date	09.10.2025	2.00 PM
5	Bid Submission Start Date	09.10.2025	2.30 PM
6	Bid Submission Closing Date	24.10.2025	2.30 PM
7	Bid Opening Date	24.10.2025	3.30 PM

Sd/-
Director of Research (Veterinary)
Assam Agricultural University
Khanapara, Guwahati-781022



NOTICE INVITING QUOTATION (NIQ) (Procurement of Equipment)

No.: 99/DRV/409/3/2025-26/5381

Dated: 26.09.2025

Detailed Procurement Notice

1. **Assam Agricultural University** is inviting quotations from eligible bidders for the procurement of equipment under the DBT-funded project entitled "**Genomics-based Discovery of (Potential) Pathogens for India's North-Eastern Region (GDP-FINER)**".
2. The NIQ document is attached to this procurement notice and it includes documents to facilitate preparation and submission of quotations; criteria for qualification, evaluation procedure, award of the aforementioned service(s); and relevant forms to be filled by the bidder's terms and conditions. The Procurement notice, including the terms and conditions etc. can be downloaded by logging on to the URL- <https://assamtenders.gov.in>
3. The Quotations will be opened on the same day, i.e., **24th October, 2025 at 3.30 PM**. If the office happens to be closed on that date, the quotations will be opened in the next working day.
4. Bidding documents are available online on <https://assamtenders.gov.in> from 03/10/2025 to 15/10/2025 for a non-refundable fee as indicated, in the form of online payment on any scheduled bank. Bidders will be required to register on the website, which is free of cost. The bidders would be responsible for ensuring that any addendum available on the website is also downloaded and incorporated.
5. For submission of the bid, the bidder is required to have a Digital Signature Certificate (DSC) from one of the Certifying Authorities authorized by the Government of India for issuing DSC. Aspiring bidders who have not obtained the user ID and password for participating in e-procurement in this project may obtain the same from the website <https://assamtenders.gov.in>. A non-refundable fee of Rs 1,000.00 (inclusive of tax) is required to be paid before the opening of the bid i.e., before 24/10/2025; 3.30 PM. The mode of payment shall be online.
6. Bids must be accompanied by a bid security of the amount specified for the work in the table below, drawn in favour of State Bank Multi Option Payment System (SBMOPS). Bid security will have to be paid online. Bids should be valid for 180 days after the deadline specified for submission. The procedure for submission of bid security is described in the table below.

TABLE

Sl. No.	Name of Machines	Bid Security (Rs.)	Processing Fees (Rs.)	Period of completion
1.	Biorepository with Monitoring System	4%	1000.00	45 Days

1. Bids must be submitted online on <https://assamtenders.gov.in> on or before 02:30 PM on 24/10/2025 and will be publicly opened online on the same day at 03:30 PM, in the presence of the bidders who wish to attend. Any bid or modifications to bid (including discount) received outside e-procurement system will not be considered. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue. The electronic bidding system would not allow any late submission of bids.
2. The Employer shall not be held liable for any delay due to system failure beyond its control. Even though the system will attempt to notify the bidders of any bid update, the employer shall not be liable for any information not received by the bidder. It is the bidders' responsibility to verify the website for the latest information related to this bid.
3. Other details of e-tender can be seen in the "Instruction to Bidders" section A.

Note: The quotations will be opened on 24th October, 2025 at 3.30 PM. If the office happens to be closed on that date, the quotations will be opened in the next working day.

Sd/-
Director of Research (Veterinary)
Assam Agricultural University
Khanapara, Guwahati-781022

Instructions to Bidders

SECTION - A

I. Scope of Works

The Directorate of Research (Veterinary) invites bids on behalf of Assam Agricultural University, Khanapara for procurement of equipment, as detailed in the table below:

Sl No.	Name of the equipment	Desired Specification	Quantity	Delivery Period	Place of Delivery
1.	Biorepository with Monitoring System	<ol style="list-style-type: none">1. The Tank should consist of minimum 6 numbers of racks.2. The 2ml Storage Vials capacity should be at least 6000.3. The 5ml Storage Vials capacity should be at least 2000.4. The Liquid Nitrogen Volume capacity must be 175 Liter or higher.5. The Static Evaporation Rate for the Nitrogen tank at a certain percent per day should be 0.94 or less.6. The Static Holding Time a Day should be 180 days or more .7. Neck Opening of the Tank should be minimum 200 mm.8. At Full the Weight of the tank should be not more than 200 kg.9. The System should Include 6 racks for cryoboxes (lockable cap, smart cap and roller base).10. The system should be supplied with monitoring system for displaying the level of liquid nitrogen and temperature.11. Rack handles should be colour-coded for ease of separating storage zones and managing samples.12. Storage temperature and liquid level should be automatically monitored by a high precision controller.	1	45 Days from the issue of Supply Order.	Dept. of Veterinary Microbiology, CVSc. AAU, Khanapara, Guwahati

The successful bidder will be expected to complete the supply and installation of the equipment by the intended date specified above.

II. Terms and Conditions

1. Eligibility: A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the Bank's Anti-Corruption Guidelines and its Sanctions Framework (Signed self-declaration to be attached as per format given in Annexure-I, attached herewith); or (ii) blacklisted or suspended by any Central or State Government Departments in India (Signed self-declaration to be attached as per format given in Annexure-II, attached herewith). (iii) after-sales service facility (Signed self-declaration to be attached as per the format given in Annexure-III, attached herewith)

2. Clarifications & Amendments: If the Purchaser receives any request for clarification of this NIQ Document, it will upload its response together with any amendment to this document, on the e-procurement portal for information of all Bidders. Bidders should check on the e-procurement system, for any amendments to the terms and conditions.

3. Documents: The Quotation shall comprise two Parts, namely the Technical Part and the Financial Part. Both parts shall be submitted simultaneously.

4. The Technical Part of Quotation shall comprise of the following:

- (a) Letter of Quotation – Technical Part;
- (b) Delivery Period Offered: List of Goods & Related Services indicating Bidder's offered delivery period in the prescribed Form;
- (c) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;
- (d) Catalogue/Photograph of the machinery along with the technical specification, must be attached.
- (e) Evidence in accordance with **Clause 8** establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
- (f) Performance Statement of supplies of similar goods made during the last 3 years, in the prescribed Format;
- (g) Complete address and contact details of the Bidder having the following information:
 - i. Name of Firm Address for communication Telephone No(s):
 - ii. Office Mobile No.
 - iii. GST No.
 - iv. Facsimile (FAX) No.
 - v. Electronic Mail Identification (E-mail ID)
- (h) The Technical Part of Quotation shall not include any financial information related to the Quotation price. Where material financial information related to the Quotation price is contained in the Technical Part of the Quotation, the Quotation shall be declared non-responsive

5. The Financial Part of Quotation shall comprise the following:

- a) Letter of Quotation - Financial Part
- b) Price Schedule (using the Schedule uploaded with the NIQ document) wherein the rates shall be entered online.

6. Quoted Price

- a) The contract shall be for the full quantity for all items including essential accessories or for the full quantity of each item, as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before electronic submission.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.

7. Conformity of Goods: The Bidder shall furnish as part of the Technical Part of Quotation, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc. of the manufacturer.

8. Qualification of the Bidder: (a) Bidder should have supplied goods of a similar type & capacity in

any one of the last 3 years. **(b)** Document(s) to demonstrate that the firm has been in business for the last 3 years; *(Attach Certificate of Incorporation/Trade license/bidder's Profit & Loss Statements & Balance sheets/CA certified Annual Turnover Certificate for the last 3 years.)* **(c)** Copy of work orders/completion certificates of supplying similar machineries during the last 3 years. *[Attach supply orders of a minimum of 1 (one) work]*. **(d)** Bidder shall furnish documentary evidence to substantiate that the machines to be supplied conform to the laid down technical specifications & standards, as relevant through brochure, catalogue, test report, warranty/guarantee etc. of the manufacturer.

9. Validity of Quotation: Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

10. Signing of Quotations: The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.

11. Quotation Submission: The Letter of Quotation – Technical Part, and Letter of Quotation – Financial Part shall be filled, signed and scanned copies shall be uploaded along with the Price Schedules that shall be furnished using the Forms available online without any alterations. All blank spaces shall be filled in with the information requested. Scanned copies of all other documents shall also be uploaded on this website.

12. Online Opening and Evaluation of Technical Parts of Quotations: The 'Technical Part' of the Quotations will be opened online on the specified date and time. This can also be viewed by the bidders online, and an electronic summary of the quotation opening of the technical part will be generated and uploaded online. The Financial Parts of the Quotations shall remain unopened in the e-procurement system until the subsequent online opening, following the evaluation of the Technical Parts of the Quotations.

- a) The Purchaser shall examine the technical part of the quotation to determine whether the quotation (a) has been properly signed (Clause 10); b) meets the eligibility criteria (Clause 1); (c) conforms to all terms, conditions, technical specifications, warranty/guarantee etc.; and (d) the bidder has accepted the delivery schedule (Purchaser's Requirement Form 1).
- b) Only those quotations that are both substantially responsive to the NIQ document and meeting all Qualification Criteria shall qualify for opening of the Financial Parts of their Quotations at the second online opening.
- c) Purchaser shall notify in writing those Bidders who have failed to meet the Qualification Criteria or whose Quotations were considered non-responsive to the requirements in the NIQ document, advising them that their Technical Part of Quotation failed to meet the requirements of the NIQ document; and that their Financial Part of the Quotation shall not be opened.
- d) Simultaneously Purchaser shall notify online those Bidders whose Technical Parts of Quotations have been evaluated as substantially responsive and meeting the Qualification Criteria that their Quotation has been evaluated as substantially responsive to the NIQ document and that their Financial Part of Quotation will be opened online.

13. Online Opening and Evaluation of Financial Parts of Quotations: The 'Financial Part' of the Quotations will be opened online on the specified date and time. This can also be viewed by the bidders online, and an electronic summary of the quotation opening of the financial part will be generated and uploaded online.

- a) The Purchaser shall examine and confirm that the Letter of Quotation – Financial Part and Price Schedules are in accordance with the requirements specified in the NIQ document. If any of these documents or information is missing, the offer shall be rejected.
- b) The evaluation shall be based on the total price of Goods and Related services at the project site, including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.

14. Award of contract: The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- b) The bidder whose quotation is accepted will be notified of the award of the contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
- c) Payment shall be made after successful installation, demonstration and commissioning of the equipment.
- d) Normal commercial warranty/ guarantee shall be applicable to the supplied machines as desired.

15. Performance Security:

- a) Within 15 days of receiving letter of acceptance, the successful bidder shall submit the Performance Security in the form of a Demand Draft from any Nationalized Bank, drawn in favour of "Director of Research (Veterinary), Assam Agricultural University, Khanapara" payable at State Bank of India, Khanapara Branch (09945) for an amount equivalent to 5% of the offered price.
- b) The Performance Security furnished by the successful bidder will be retained by the AAU up to one year from the date of completion of the installation and commission of the equipment. The Performance Security instrument held by the office till it is returned to the successful bidder will not earn any interest. Failure of the successful Bidder to furnish performance security and sign the agreement within the period stipulated shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security, in which case the Employer may make the award to the next lowest evaluated bidder or call for new bids.
- c) If the successful bidder, after signing the contract, withdraws the work, then the purchaser will be liable to forfeit the performance security.

16. Payments:

- a) All payments to the successful bidder shall be made by Account Transfer only.
- b) All taxes (including GST, etc.) shall be dealt with as per the Govt. laws
- c) No advance payment will be considered for the works mentioned in the quotation.

17. Delay in Delivery: In case there is a delay in delivery beyond the stipulated period, there shall be a reduction in price @ 0.05% of the value of the delayed delivery per week of delay, subject to a maximum of 10% of the total order value.

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Quotation Forms

Letter of Quotation–Technical Part

The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

NIQ No.: *[insert identification]*

Our Reference: No..... Dated.....

To:

(Purchaser's name and address)

Subject: Supply of.....

Sir,

1. We, the undersigned, hereby submit our Quotation in two parts, namely:

- (a) Technical Part; and
- (b) Financial Part

2. In submitting our Quotation, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the NIQ Document;
- (b) **Conformity:** We offer to supply in conformity with the NIQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Agri. machines and Related Services *[insert a brief description of the Goods and Related Services]*;
- (c) **Quotation Validity Period:** Our Quotation shall be valid for a period of 180 days, from the deadline fixed for the Quotation submission;
- (d) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank or blacklisted or suspended the Central or any State Government;
- (e) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices; and we will strictly observe the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act 1988."

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

Letter of Quotation–Financial Part

The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

NIQ No.: *[insert identification]*

Our Reference: No..... Dated.....

To:

(Purchaser's name and address)

Subject: Supply of.....

Sir,

1. We, the undersigned, hereby submit the second part of our Quotation, the Financial Part. In submitting our Financial Part, we make the following additional declarations:

(a) Our Quotation shall be valid for the period of 90 days from the deadline fixed for the Quotation submission;

(b) The total price of our Quotation, including any unconditional discounts offered is:

Total price of the Quotation *[insert the total price of the quotation including GST and any other taxes, which will be payable on the finished goods, in words and figures]:*

(c) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none."]*

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

QUALIFICATION INFORMATION

1 For Individual Bidders

1.1 Principal place of business:

Power of attorney of signatory of Bid.

[Attach copy]

1.2 Total value of Agricultural Machines 2018-19 _____
 Similar procurement work performed 2019-20 _____
 in the last three years (in Rs. Lakhs) 2020-21 _____

1.3 Supply work performed as prime vendor (in the same name) over the last three years.

Project Name	Name of Employer	Procurement	Contract No.	Value of contract (Rs. Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reasons for delay and work completed

Existing commitments and on-going works:

Description of Work (1)	Place & State (2)	Contract No. & Date (3)	Value of Contract (Rs. Lakh) (4)	Stipulated period of completion (5)	Value of works* remaining to be completed (Rs. Lakhs) (6)	Anticipated date of completion (7)

1.4 Information on litigation history in which the Bidder is involved.

Other party(ies)	Employer	Cause of dispute	Amount involved	Remarks showing present status

Signature of Bidder

FORMAT OF QUOTATION

Sl. No.	Description of Machines	Specifications offered	Qty.	Quoted Unit Rate at destination in Rs.	GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
						In Figures	In Words
1	Biorepository with Monitoring System		1				

1. Any unconditional discounts if offered, shall be specified in this column along with the unit rates.
2. Indicate each applicable tax separately.

Note:

** Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.*

We agree to supply the above goods in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs. (Amount in figures) (Rs.....amount in words) within the period specified in the Request for Quotations.

We also confirm that the normal commercial warranty/guarantee of.....Months shall apply to the offered goods. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

Signature of Bidder

PROFORMA FOR PERFORMANCE STATEMENT*

Proforma for Performance Statement (for a period of last 3 years)

NIQ No. _____ Date of opening _____ Time _____ Hours

Name of the Bidder _____

<u>Order placed by</u> (full address of <u>Purchaser</u>)	<u>Order No.</u> <u>and date</u>	<u>Description and</u> <u>quantity of</u> <u>ordered Goods/</u> <u>equipment</u>	<u>Value of order</u>	<u>Date of completion of</u> <u>delivery</u>	<u>In case of Machines, state</u> <u>if the machines been</u> <u>satisfactorily functioning?</u> (Attach a certificate from <u>the Purchaser/Consignee</u>)
				<u>As per</u> <u>Contract</u>	<u>Actual</u>
1	2	3	4	5	6
					8

* This Proforma shall be deleted if requirement of Performance Statement is deleted in Clause 4.

Signature and seal of the Bidder

Purchaser's Requirement
3. LIST OF GOODS & RELATED SERVICES AND DELIVERY PERIOD

Line Item No.	Name of Items/Machines	Qty.	Physical unit	Final Destination (Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Bidder's offered Delivery Period [to be provided by the Bidder]
1	2	3	4	5	6	7
1	Biorepository with Monitoring System	1	1	Dept. of Veterinary Microbiology, CVSc, AAU, Khanapara, Guwahati	Within 45 days from the issue of Contract Order	[of days from the date of the Contract]

Note: 1. All details should be filled in by Purchaser except for Colum 7.

1. Delivery Period offered by the Bidder should be filled in Column 7 by the Bidder.

Signature and seal of the Bidder

ANNEXURE-I

FORMAT FOR SELF DECLARATION

To
The Director of Research (Veterinary)
Assam Agricultural University, Khanapara
Guwahati, Assam

Sir,

I certify to the best of my knowledge that myself and the firm that I represent was never permanently or temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework

Yours Faithfully

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____ Address __

Dated on _____ day of _____, _____ *[insert date of signing]*

ANNEXURE-II

FORMAT FOR SELF DECLARATION

To

The Director of Research (Veterinary)
Assam Agricultural University, Khanapara
Guwahati, Assam

Sir,

I certify to the best of my knowledge that myself or the firm I represent was never blacklisted or suspended by Central or any State Government Departments in India.

Yours Faithfully

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____ Address __

Dated on _____ day of _____, _____ *[insert date of signing]*

ANNEXURE-III

FORMAT FOR SELF DECLARATION

To

The Director of Research (Veterinary)
Assam Agricultural University, Khanapara
Guwahati, Assam

Sir,

I on behalf of the company assure that we have suitable facility
/arrangements to provide After Sales Services to the machines sold by our company in any place
within the state of Assam.

Yours Faithfully

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*