To

Sir,

Sub: Purchase of Vijetha - inviting rate quotation thereof - reg.

With reference to the subject cited above, it is to inform that this office is in requirement of following disinfectants:

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Name of the Item</th>
<th>Required quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vijetha / Ankush</td>
<td>270 Kg</td>
</tr>
</tbody>
</table>

**TERMS & CONDITIONS**

1. Quotation must be supported with valid document of GST registration.
2. Details of rates and GST should be mentioned separately in the quotation.
3. Sealed quotation should reach this office BY POST on or before 24.11.2018.
4. Quotation will be opened on 26.11.2018 at 11.00 AM. Interested parties may present themselves at the time of opening of the quotations in case they choose to do so.
5. Sealed quotation should be super scribed as “Quotations for Vijetha / Ankush” for identification purpose.
6. The quantity may be increased or decreased at the time of placing the supply order to the concerned firm.
7. The offered rate should be valid for 180 days.
8. Chemical should be freshly manufactured.
9. The undersigned reserves the right to reject any quotation not fulfilling the desired stipulation and/or cancel the entire process of purchase without assigning any reason.

Yours faithfully,

[Signature]

Scientist-D