

Dear Sir/Madam,

Greeting's From Oxfam India !

Oxfam India Humanitarian Hub, Kolkata inviting a **sealed quotation** for Relief materials as **per attached sheet** for supplying in Kerala for Flood Response 2018. You are request to submit your sealed quotation by 22nd Oct 2018 (COB) along with the sample materials By courier or by hand at Oxfam India, Kolkata office address. ***(shown as below in signature)***

Kindly Note and furnished all points:

- Quotation should be for each of the line items of the excel sheet - Item basic unit price and GST % for each item separately to be mentioned.
- Whichever the item line supplier not able to quote – please mention not quoted.
- Clearly mention the delivery time line from the date of receipt & acceptance of PO, OR receipt of advance payment (if applicable)
- Freight cost for delivery at sight to be mentioned separately in the quotation for our given site addresses.
- Clearly mention the Payment terms.
- Quotation must be mentioned with GST registration number.
- LD is applicable in Oxfam India PO.
- Quoted price list must be signed and should be made pdf copy and enclosed with techno-commercial quote with all other terms and conditions.
- Price Validity of Quotation must be mention clearly.