

AMDA Nepal  
Gokarneshwar-6, Jorpati, Kathmandu  
**Quotation for Office Supplies**

**Bidders/Suppliers:**

Suppliers Name:

Contact Number :

Address:

PAN/VAT No :

SN	Item Name	Specification	Estimated Rate (with VAT)	Unit	Quantity (A)	Manufacturer Company	Made In	Unit Price (B)	VAT (If applicable) C	Total Price per unit D=(B+C)	Total Amount (E=AxD)	Remarks
<b>Group C (Office Supplies)</b>												
1	Flatten Cloth	India	45/Mtr	Mtr	20							
2	Toilet Cleaner Liquid	Harpic	145/Pc	Pcs	50							
3	Toilet Paper	Soft and good quality	45/Pc	Pcs	100							
4	Glass Cleaner Liquid	Colin, RB Limited	145/Pc	Pcs	12							
5	Super Glue		35/Pc	Pcs	6							
6	Battery (AA)	Panasonic	18/Pair	Pair	20							
7	Battery (AAA)	Panasonic	18/Pair	Pair	20							
8	Mask	Good Quality	200/Pkt	Pkt	25							
9	Mop	Good Quality	400/Pc	Pcs	2							
10	Spray Bottle	Use for Sanitizer	50/Pc	Pcs	5							
<b>Total Amount</b>												
<b>Amount In word:</b>												

Note:

- \* Validity: Quotation shall remain valid for one month.
- \* Price: Door delivery price in Nepali currency.
- \* Delivery Site: As specified in purchase order.
- \* Taxes and Duties: All government taxes are included in the amount quoted above.
- \* Payment: Payment will be accepted by A/C payee cheque after complete delivery of goods and invoices.

Authorised person Name

Position

Signature

Stamp of the company/firm

Date