

1. Tender Details:

- **Tender Reference Number:**
- **Tender Title:**
- **Issued By:**
- **Tender Opening Date:**
- **Tender Closing Date:**
- **Contact Person:**
- **Contact Email:**
- **Contact Phone:**

2. Vendor Details:

- **Vendor Name:**
- **Company Name:**
- **Registered Address:**
- **City/State/ZIP Code**
- **Email Address:**
- **Phone Number:**
- **GST/VAT Number:**
- **Business Registration Number:**

3. Scope of Work:

4. Pricing Details:

- **Unit Price:**
- **Total Cost:**
- **Taxes (if applicable):**
- **Discounts (if any):**

5. Terms and Conditions:

1. The vendor must comply with all statutory and regulatory requirements.
2. Payment terms will be as per tender document.
3. Delivery schedule must be adhered to as per the timeline provided.
4. Late delivery may result in penalties.
5. Confidentiality must be maintained for all shared information.

6. Any dispute shall be resolved under the jurisdiction of Kolkata, West Beangal.

6. Submission Instructions:

- All tenders must be submitted in a sealed envelope or electronically (if applicable).
- The subject line or envelope must include the Tender Reference Number.
- Submit to: Flat 1B DD92, New Town Action Area 1, Street No 271, Kolkata 700156/
kolgotrg@gmail.com
- Deadline for submission: [Insert Date & Time].

7. Declaration: I/We hereby declare that the information provided in this tender form is true and correct, and we agree to abide by the terms and conditions specified.

Authorized Signatory: _____

Name: _____ **Designation:** _____

Date: _____

Company Stamp/Seal: _____

For Office Use Only:

- **Received By:** _____
- **Date Received:** _____
- **Reference Number:** _____
- **Remarks:** _____