

Quotation Submission Form

One Month Website and Graphic Design Services

Instructions: Complete every applicable field, quote all prices in Nepalese Rupees, and sign and stamp the declaration. Attach the documents listed in the submission checklist before submitting the quotation.

Section A Service provider information

Legal name of firm or individual	
Registered office address	
Contact person and designation	
Telephone or mobile number	
Email address	
Company registration number	
PAN or VAT number	

Section B Financial quotation

No.	Service or cost item	Unit	Amount NPR
1	Website design, development, or improvement	One-month package	
2	Website content updating and maintenance	One-month package	
3	Graphic design and event branding support	One-month package	
4	Technical support and troubleshooting	One-month package	
5	Other cost, if any	Specify	
Subtotal			
VAT or applicable taxes			
Grand total			

Grand total in words: _____

Quotation validity: 30 days from the submission deadline | Currency: Nepalese Rupees

The amount should cover professional fees, software, communication, transportation, revisions, and all other costs needed to deliver the assignment.

Technical and delivery information

Proposed completion or mobilization period:	
Number of revisions included:	
Website maintenance and support arrangement:	
Link to portfolio or similar work:	

Section C Submission checklist

Tick each box to confirm that the document is attached or the requirement has been completed.

Tick	Required document or confirmation
☐	Completed and signed quotation submission form
☐	Company or individual profile
☐	PAN/VAT registration certificate, where applicable
☐	Latest Company Certificate, Tax Clearance and Documents, where applicable
☐	Portfolio or links to similar website and graphic design work
☐	Proposed work plan and delivery schedule
☐	Financial quotation inclusive of applicable taxes
☐	Reference or contact details of a previous institutional client, where available

Section D Bidder declaration

We certify that the information and prices provided in this quotation are correct. The quoted amount includes all costs and applicable taxes required to complete the assignment. We agree to provide the services for one month and to hand over all final editable/source files and website credentials to IHRR. The quotation will remain valid for 30 days from the submission deadline.

Name of authorized representative	
Designation	
Signature	
Official stamp	
Date	