COMPARATIVE STATEMENT

Comparison of quotations received

CS no. and date	Indent no. and department	RFQ no. and date	Quotations

Sr.	Item and specification	Qty	Unit	Vendor 1 rate	Vendor 1 amount	Vendor 2 rate	Vendor 2 amount	Vendor 3 rate	Vendor 3 amount
				Landed value, before GST					

Vendor 1	Vendor 2	Vendor 3
Name	Name	Name
Quotation	Quotation	Quotation
GST and credit	GST and credit	GST and credit
Payment terms	Payment terms	Payment terms
Delivery, validity	Delivery, validity	Delivery, validity
MSME (Udyam)	MSME (Udyam)	MSME (Udyam)

L1 (lowest landed value)	Recommended vendor	Reason, if not L1	Budget head and balance

Prepared by (purchase) | Checked by (user department) | Checked by (accounts) | Approved by