

CANARA ENGINEERING COLLEGE

"Sudhindra Nagar"

Benjanapadavu, Bantwal Taluk
Mangaluru, Karnataka.



To

The Dean (Administration)
Canara Engineering College
Benjanapadavu,
Bantwal

PO/CESD

Subject: Request for Permission to Procure Aluminum Ladders for Cleaning of Ceiling Fans

Respected Sir,

Approximately **850 ceiling fans installed in the college buildings and 600 ceiling fans installed in the hostel buildings** require periodic cleaning to maintain proper air circulation and provide a clean and healthy environment for students, faculty, and staff.

At present, the housekeeping team has only one ladder available in the office for carrying out this work. However, the existing ladder has become old it shakes during use, thereby posing a safety risk to the personnel engaged in cleaning and maintenance activities

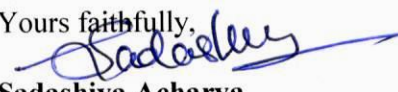
Further, as the college and hostel buildings are located separately and require regular maintenance, **two ladders are essential—one for the college buildings and one for the hostel buildings**. This will enable the housekeeping staff to carry out cleaning work efficiently without the need to transport a single ladder between locations.

In view of the above, it is requested to kindly accord permission to procure **two numbers of 6+1 feet aluminum ladders**, one each for the college and hostel buildings. The proposed ladders will facilitate safe and efficient cleaning and maintenance of ceiling fans and other elevated areas.

The quotation for the proposed procurement is enclosed herewith for your kind perusal and approval.

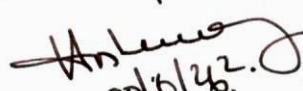
Thanking you.

Yours faithfully,


Sadashiva Acharya
Campus Manager

Rs 10,400/-

Forwarded for kind approval.


30/6/22

Enclosure: Quotation (02)

Comparative statement

COMPARATIVE STATEMENT FOR ALUMINUM LADDERS

Work Name: ALUMINUM LADDERS							
S.No.	Description	Vinayaka Agencies			Veenu Ladders		
		Rate	Qty	Total	Rate	Qty	Total
1	Aluminum Ladder	5200.00	2	10,400.00	6500.00	2	13,000.00
	Total Amount			10,400.00			13,000.00

Inclusive of 18% GST

P.O. may be issued
 1.7.26.

To,
Canara Engineering College
Benjanpada
Mangalore

25/6/2026

Dear Sir

Sb: Quotation for Material

Description

(1) Aluminium ladder - 1pc - Rs 5000.00

Rs: Five thousand two hundred only

Note: The above quoted rate are inclusive of GST 18%.

Thank you

P.O. may be issued
at 18/7
1.7.26

Yours faithfully
For VINAYAKA AGENCIES
Narendra Prabhu B
Partners



VEENU

LADDER



We Know to Serve Well

N.H.(17), Opp reliance petrol Bunk Next to VRL Logistics Kottara Chowki- Kulur road, Mangalore- 575013,
Ph. : 0824-2426162, , Mob: 9590620333 E-mail: veenufactory@gmail.com

An ISO 9001:2015, 45001:2018, 14001:2015, Green Guard , ANSI BIFMA & Licensed Public Work
Contractor.

Our ref.: QN#VL/11/26-27

Date 08.06.2026

To,

Secretary
Canara College Association
Benjanapadav.

Dear Sir,

QUOTATION FOR ALUMINIUM LADDER

With reference to your enquiry, we are pleased to quote our lowest rates as follows

SL. NO.	DESCRIPTION	QTY	MRP RATE	TOTAL AMOUNT
1.	<u>6+1 Aluminium /Ms Domestic Folding Ladder:</u>	1 No	6,500-00	6,500-00

TERMS & CONDITION:

1. Tax: GST @ 18% Including.
2. Delivery: 2 - 3 days from the date of Purchase Order
3. Payment: 15 days credit period.
4. Transportation: Including.
5. Validity: 30 days.

We hope above rates reasonable and anticipate your valued order.

Yours faithfully,
For VEENU LADDER

Manager.



MSME
MICRO, SMALL & MEDIUM ENTERPRISES
सहकार, सहाय, सशक्त, सार्वजनिक उत्पत्ति

For **VEENU LADDER**
Shankar
Proprietor