

Quotation Letter For Civil Work

[Your Company Name]

[Company Address]

[City, Zip Code]

[Phone Number]

[Email Address]

Date: [Month Day, Year]

[Recipient Name]

[Recipient's Company Name]

[Recipient's Address]

[City, Zip Code]

Subject: Quotation for Civil Construction Work

Dear [Recipient's Name],

We are pleased to provide you with a quotation for the civil work requested at [site/project name]. Our team has carefully reviewed the project scope, and we are confident in our ability to meet your requirements while adhering to industry standards and safety regulations. Below is the detailed cost breakdown for the civil construction work:

1. Project Scope and Work Details

- **Project Name:** [Specify Project Name]
- **Work Description:** [Provide a detailed description of the civil work, e.g., foundation work, road construction, building construction, etc.]
- **Materials:** [List the materials being used, such as concrete, steel, bricks, etc.]

2. Cost Breakdown

Item	Quantity	Unit Cost	Total Cost
Excavation and Site Preparation	[Quantity]	[Cost per unit]	[Total Cost]
Foundation Work	[Quantity]	[Cost per unit]	[Total Cost]
Brick Masonry	[Quantity]	[Cost per unit]	[Total Cost]
Concrete Work	[Quantity]	[Cost per unit]	[Total Cost]
Roofing and Structural Work	[Quantity]	[Cost per unit]	[Total Cost]

Total Estimated Cost: [Total Amount]

3. Terms and Conditions

- **Payment Terms:** [e.g., 30% upfront, 40% during the project, 30% upon completion]
- **Project Timeline:** The estimated duration for completion of the work is [X weeks/months].
- **Validity of Quotation:** This quotation is valid for [30/60] days from the date of issuance.
- **Warranty:** We provide a [X-year] warranty for any structural defects related to workmanship.
- **Additional Costs:** Any additional work outside the scope mentioned above will be charged separately.

4. Safety and Compliance

Our team ensures strict adherence to all local building codes, safety regulations, and environmental guidelines. We will provide the necessary manpower, equipment, and materials required to complete the project on time.

Please feel free to reach out if you have any questions or require further details. We look forward to the opportunity to work with you on this project and provide quality civil work services.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]