



QUOTATION POLICY

CTM TECHNOLOGIES LIMITED

CIN: U46599HR2025PLC129125

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1. Objective

This Quotation Policy ("Policy") has been formulated to ensure that procurement of capital goods, machinery, equipment, services, and other major expenditures by **CTM TECHNOLOGIES LIMITED** (the "Company") is carried out in a transparent, cost-effective, and fair manner through competitive pricing and vendor evaluation mechanisms.

2. Scope

This Policy is applicable to all project-related purchases and capital expenditure incurred by the Company, including procurement of plant and machinery, civil works, installation services, tools, dies, fixtures, and other equipment.

3. General Procurement Guidelines

- The Company may try to secure at least two quotations from independent vendors for each significant procurement, to ensure a competitive and cost-effective selection.
- The quotations must cover relevant information regarding the product and its details, scope and specifications, payment terms, etc.

4. Exceptions to Comparative Quotations

The Company may proceed with a single quotation without seeking comparative offers in certain justified situations, including but not limited to the following:

- Procurement from a known or repeat vendor with whom the Company has had satisfactory past experience.
- When the item is customized, proprietary, or technologically specialized, and alternative vendors are not readily available.
- Orders already placed and paid due to operational urgency or advance booking requirements.

5. Quotation Validity

- All quotations should ideally remain valid for a minimum period of 90 days or as may be required on a case-to-case basis, depending on the nature and urgency of the procurement.
- **Shorter Validity Periods:** In cases where vendors do not offer longer validity periods due to market conditions, product pricing fluctuations, or other constraints, the Company may proceed with quotations having shorter validity periods.
- **Vendor Confirmation:** All quotations must be signed by an authorized representative of the vendor or confirmed via official email from the vendor's designated contact person, ensuring authenticity and accountability.

6. Vendor Evaluation Criteria

- Vendors may be evaluated based on following criteria,
 - **Technical compliance:** Adherence to specifications and requirements. Eg. Brochure
 - **Financial stability:** Vendor's financial health and ability to meet delivery timelines.

7. Review and Amendments

- This Policy shall be reviewed annually or as required due to changes in the Company's operations or applicable laws.
- Any amendment to this Policy must be approved by the Board of Directors or a duly authorized committee thereof.

Effective Date: 11/09/2026

Date of Approval by Board of Directors: 11/09/2026

