



**UNIVERSITY OF ALLAHABAD**  
**Limited Tender Enquiry (LTE)**

No. :  
To,

Dated: 30 /01/2018

Dear Sir/s,

We intend to purchase the stationery items for Admission work at Pravesh Bhawan, University of Allahabad. Kindly send your QUOTATION giving lowest rates per unit alongwith terms and conditions in Sealed Cover addressed to Director, Admissions-2018, Pravesh Bhawan, University of Allahabad, Chaitham Lines, Allahabad so as to reach this office on or before 15<sup>th</sup> February, 2018.


THE WORD "QUOTATION", OUR REFERENCE NUMBER AND DATE SHOULD BOLDLY BE MENTIONED ON THE COVER.

Sl. No.	Description of the Goods	Quantity Required	Rate per Unit	Total Cost
	List attached as Annexure "A" to this tender document alongwith approximate quantity required			

- While submitting the quotation following should invariably be mentioned:
  - Name of the manufacturer of the item quoted alongwith brand name, if any.
  - Details of specification.
  - Lowest rate F.O.R. destination.
  - Discount, if any.
  - Sales Tax /VAT at concessional rate as applicable to the Educational Institutions.
  - Period of validity – (minimum six months).
  - Firm delivery time from the date of receipt of confirmed order, condition of supply and terms of payment.
- If you are manufacturer of the items or if you have proprietary distribution/sales authorization, please mention it in the quotation.
- For items of equipment nature the Instruction Manual, Diagram of the circuit drawing must be supplied along with supply without which the delivery shall be incomplete.
- Please fill in and return the Suppliers Profile Form.
- Terms & Conditions as applicable are attached.

**N.B.**

- Under no circumstances unsealed quotation will be entertained in the office.
- Quotations received after the due date shall not be considered.
- Rate must be quoted as per above table format.

  
(Prof. H. S. Upadhyay)  
Director, Admissions- 2018

## Quotation for Misc. / Stationery Items

Sl. No.	Items	Specification	Rate per unit inclusive of all taxes
1	Ball Pen (Blue,Black,Red, Green)	Reynolds, Cello, Linc Per 10 pcs.	
2	Permanent Marker Pen (मोटा)	Per piece	
3	Permanent Marker Pen (पतला)	Per piece	
4	Reynolds Jotter Pen	Per 10 pieces	
5	Reynolds Jotter Pen Refill	Per 10 pieces	
6	Gel Pen (Blue, Black, Red, Green)	Add Gel, Cello Gel Per 10 pieces	
7	Reynold Butter flow Pen	Per 10 pieces	
8	Parker Roller Pen	Per piece	
9	Trimex Pen (Blue, Black, Red, Green)	Per 10 pieces	
10	Trimex Gold Pen (Blue, Black)	Per 10 pieces	
11	Use & Throw Pen	Per box of 200 pieces	
12	Sketch Pen (Black)	Luxor/Faber/Crystal Per 10 pcs.	
13	Sketch Pen set of 12 pen	Luxor per 12 pieces set	
14	Double sided Carbon Paper	Per packet of 100 pieces	
15	Club Pad	Per Pad	
16	Slip Pad of 20 Leaves	Archies brand per piece	
17	Attendance Register	100 GSM Size 14.5X8.5 Per piece	
18	Cash Book (200 page)	100 GSM Size 21'X33' Per piece	
19	Normal Register (200 page)	100 GSM Size 21'X33' Per piece	
20	Dispatch Register (200 page)	Size 12"X7.5" Per piece	
21	Stock Register	Per piece	
22	Register	17"X27" 1Q Per piece	
23	Register	17"X27" 2Q Per piece	
24	Register	17"X27" 3Q Per piece	
25	Register	17"X27" 4Q Per piece	
26	Cello Tape Brown	(2"X65 mt.) Per roll	
27	Paper weight	Plastic Per piece	
28	Paper weight	Glass Per piece	
29	Dustbin big	Plastic Per piece	
30	Photo state paper	A-4 size,75 GSM, per packet	
31	Photo state paper	A3 75 GSM full size per packet	
32	Stamp pad Ink	Kores per bottle	
33	Stamp Pad (Big Size)	Kores/Camel Per piece	
34	Stamp Pad small	Faber castle	
35	Self inking Rubber Stamp	SUN brand Per piece	
36	Normal Rubber Stamp	Per piece	

37	Calclator 12 digit-Casio MJ 120TW	Casio Per piece	
38	Small Stapler (10 no.)	Max. 10 no. Per piece	
39	Big Stapler (HP 45)	Kangaroo 24/6 Per piece	
40	Stapler Plash Model 10 No.	Kangaroo Per Piece	
41	Small Stapler pin (10 no.)	Max. 10 no. Per packet	
42	Big Stapler pin	Kangaroo 24/6 Per packet	
43	Centre Stitch Stapler 45L	Kangaroo Per piece	
44	Scale 12" steel	Kores Per piece	
45	Punch Machine Double Hole	Kangaroo Per piece	
46	Punch Machine Single Hole	Kangaroo Per piece	
47	Punch Machine Double Hole	Kangaroo Heavy Duty Per piece	
48	Fevicol Tube	Per piece	
49	Fevistick	Big size Per piece	
50	Small Kores Gum	Kores 150 ml Per piece	
51	Bamboo Paper ( बॉस कागज)	36"X46"X100 GSM Per packet	
52	All pin	Kores Per box	
53	Pin cushion	Premier per piece	
54	Gem Clip Steel	Per Box	
55	Gem Clip Plastic	Standard per box	
56	Correction Fliud pen	Kores / Eraz-ex Per piece	
57	Flag/Fly Leaf	Three Colour per set	
58	Pencil	H.B./ Natraj/ Apsara per 10 pcs.	
59	Pencil Sharpner	Per piece	
60	Rubber Non dust	Per piece	
61	Knife	Per piece	
62	Pair of Scissors 8" Steel	Kangaroo Per piece	
63	Lock 50 N.M. Medium	Parker Per piece	
64	Lock 60 N.M. Big	Parker Per piece	
65	Thread Ball	60 gm ball	
67	Liquid Hand Wash	Dettol/Lifebouy Per piece	
68	Candle Big Size	Standard Size Per piece	
69	'L' Folder	Per 10 pieces	
70	Guard File	Solo Per piece	
71	Piano File	Per piece	
72	Acid	5 liter	
73	Phenyl	5 liter	
74	Tissue Paper	Per packet	
75	Rubber band	Per Kg.	
76	Phenyl Ball	Per Kg.	
77	Hi-Lighter (Text Liner)	Kores Per piece	
78	Sealing Wax	K – SS Tap Per 10 stick	
79	मरकीन मोटा	पसन छाप Per meter	



80	Envelope	Size 10"x4½" 85 GSM/100 pcs.	
81	Envelope	Size 9"x4" 85 GSM /100 pcs.	
82	Envelope Laminated	A-4 size 85 GSM /100 pcs.	
83	Envelope Laminated	14"x9" /100 pieces	
84	Envelope Cloth-in-lined	12"x10" /100 pieces	
85	Envelope Cloth-in-lined	14"x12" /100 pieces	
86	File Board	Size 14"x16" Per piece	
87	File Cover Hand made Khaki paper	Size 13 ½" x 10" Per 10 pieces	
88	File Cover of thick card sheet	Size 13 ½" x 10" 18 kg. weight	
89	Slim String सुतली पतली	Plastic (100 gm ball)	
90	Tough Carriage bag	Per piece	
91	Brass Seal	Per piece	
92	File Basta (bag)	Plastic Per piece	
93	File Basta (bag)	Plastic Per piece	
94	Currency checker UV Lamp	Per piece	
95	Letter Pad Double colour printed	A4 size per 100 leaves 85 gsm	
96	Double color printed Envelope	11x5 in.size 100 pieces 120 gsm	
97	Sticker Label A4 size Coloured	Per packet of 100 pieces	
98	HP Printer Toner Cartridges	HP-12 A	
99	HP Printer Toner Cartridges	HP-36 A	
100	HP Printer Toner Cartridges	HP-78 A	
101	File Tag	Per Packet	
102	PolyBag for OMR 12x9 inch	Per Kg.	
103	Pen Drive	Sandisk 4 GB Per piece	
104	Pen Drive	Sandisk 16 GB Per piece	
105	CD of Single pack	Per piece	
106	DVD	Per piece	
107	Remote Call Bell	Standard Per piece	
108	Sealing Vex	K - SS Tap	
109	Slim String (सुतली पतली)	Plastic (01 Kg.)	
110	Liquid Hand Wash	Dettol/Lifebouy	
111	Easy push 'T' Pins	Gem High Quality	
112	Room Freshener	Per Piece	
113	Fake Currency Detector (UV)	Per Piece	
114	Duster	Per Piece	
115	Broom	Per Piece	
116	Tea Leaves	Tata premium 250gm.	
117	Sugar	Per. Kg.	

118	Ilayachi	10gm.	
119	Cup & Saucle	Per set	
120	Plates	Per Dozen	
121	Biscuits	Per Dozen	
122	Multiutility Scissors	Per Piece	
123	Citizen Calculator SSCH	Per Piece	
124	Burger Memo Pad	Per Piece	
125	Professional Quality Laser Level PRO3 with type measure	Per Piece	
126	Keiea Pen Stand Ko99	Per Piece	
127	Executive Portfolio 6 Sector with	Per Piece	
128	Dingli Paper Trimmer	Per Piece	
129	Pencil Battery	Per Piece	
130	Paper Pin	Camlin Per Box	
131	Odonil	Per Piece	
132	Harpic Cleaner	Per Piece	
133	Colin	Per Piece	
134	Hand Wash Ligard	Per Piece	
135	Toilet Brush	Per Piece	
136	Steel Scrubber	Per Piece	
137	Nirma Washing Powder	Per Piece	
138	Floor Wiper	Per Piece	
139	Hard Broom	Per Piece	
140	Soft Broom	Per Piece	
141	Ricoh Toner Cartridge		
	1230 D	Per Piece	
	1660 D	Per Piece	
	1560 D	Per Piece	
142	1" Cello Tape	Per Piece	
143	Rubber Band All Size	Per Kg.	
144	Paper Tray (Set of 1) OMEGA	Per Piece	
145	Paper Tray (Set of 2) OMEGA	Per Piece	
146	Paper Cutter Small	Per Piece	
147	Paper Cutter Big	Per Piece	
148	Mortine (Mosquito)	Per Piece	
149	A/4 JK Easy Copier 70 GSM	Per Packet of 500 Sheets	
150	10X12X1, 70 GSM	Per 500 Sheets	
151	Kangaroo Heavy Duty Stapler	Per Piece	

152	Diamond 2005 Box File	Per Piece	
153	Expending Bag with Index	Per Piece	
154	½" Cello Tape	Per Piece	
155	2" Cello Tape	Per Reel	

Date : .....

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Signature of the  
Authorized person of the Firm

## Terms & Conditions

1. Quotation received after due date and time shall be summarily ignored.
2. Unsolicited / conditional / unsigned tenders shall not be considered.
3. Complete specification with model and manufacturer name and address should be given while quoting. Literature / Pamphlets should also be enclosed wherever applicable.
4. Rates must clearly indicate all taxes and discounts offered, if any.
5. No price negotiation will be entertained in normal course of action.
6. In case the products are available on DGS&D rate contract, may quote DGS&D rate contract rates enclosing a copy of the rate Contract.
7. Delivery shall be given in 07 days of receipt of purchase order at the Pravesh Bhawan, University of Allahabad. The offered delivery period shall have to be strictly adhered to incase an order is placed.
8. IT, TT would be recovered as per rules. Kindly furnish your CST, UPTT and TIN Number in your quotation for our records.
9. Payment shall be made on delivery and satisfactory installation in case of equipment.
10. After sale, the service will be provided free of cost up to warranty period. Charges after warranty period may be quoted.
11. Tender conditions, if any, or otherwise sent also with the tender shall not be binding on us.
12. The acceptance of the quotation will rest with the competent authority of Allahabad University, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotation & received without assigning any reasons.
13. All the above instructions and our standard terms and conditions must be complied, failing which your offer may be liable for rejection.
14. All suits shall be in the courts of **Allahabad Jurisdiction** only.
15. Terms & conditions of purchase as per University rules shall be applicable.
16. Tender should be addressed to the **Director, Admissions-2018, Pravesh Bhawan, University of Allahabad, Chaitham Lines, Allahabad.**
17. **Vendor must enclose an authorization certificate of the company with tender document, if applicable.**
18. Successful bidder shall furnish an unconditional PBG / SD valid till 60 days after the warranty period from any nationalized / scheduled bank for 5% of the total amount in case of equipment or as instructed by Director, Admissions-2018 as per University rules.
19. Liquidated damages rate for delay in delivery is 0.5% per week & max. 5% of the total amount.

Signature with Seal





## UNIVERSITY OF ALLAHABAD

### Supplier Profile Form

1. Firm's Name : \_\_\_\_\_
2. Owner's Name : \_\_\_\_\_
3. Full Postal Address :
  1. \_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_
  2. \_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_
4. E-mail address : \_\_\_\_\_
5. Website address : \_\_\_\_\_
6. Contact Person's Name : \_\_\_\_\_
7. Contact No. : Phone No. : \_\_\_\_\_ Mobile No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_
8. Sale Tax Registration No. : UPTT No.: \_\_\_\_\_ CST No.: \_\_\_\_\_  
(Enclose Xerox copy) TIN \_\_\_\_\_ GST \_\_\_\_\_
9. PAN : \_\_\_\_\_  
(Enclose Xerox copy)
10. Shop Act Registration No : \_\_\_\_\_  
(Enclose Xerox copy)
11. Excise Registration No. : \_\_\_\_\_  
(Enclose Xerox copy)
12. Current Bank Account No: \_\_\_\_\_ (Statement of last  
twelve months should be enclosed)
13. Manufacturer or Supplier : \_\_\_\_\_  
(In case of supplier please enclose authorization of your Principal)
14. List of the organizations to whom the materials have been supplied
15. Item(s) name you want to supply: (Major category) \_\_\_\_\_  
**Item wise rate list, with available discount (if any), is attached.**

Note: Supplier must print CST/UPTT/TIN/GST No. on their Letter Head / Bill / Quotations.

Signature with Seal