



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

**No. :**  
**To,**

**Dated: /03/2017**

Dear Sir/s,

We intend to hire the services for preparation of Flax Board at various campus of University of Allahabad during Admission work -2017. Kindly send your QUOTATION giving lowest rates per sq. ft. alongwith terms and conditions in Sealed Cover addressed to Director, Admissions-2017, Pravesh Bhawan, University of Allahabad, Chaitham Lines, Allahabad so as to reach this office on or before ..... ,March, 2017 on the prescribed format as under:

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

Sl. No.	Description of the Goods	Approximate Quantity Required	Rate per Unit	Total Cost
	4X6 Sq. ft.	.....		
	3X6 Sq. ft.			
	3X8 Sq. ft.			
	3X10 Sq. ft.			
	4X10 Sq. ft.			

1. While submitting the quotation following should invariably be mentioned:
  - a) Name of the manufacturer of the item quoted alongwith brand name, if any.
  - b) Details of specification.
  - c) Lowest rate F.O.R. destination.
  - d) Discount, if any.
  - e) Sales Tax /VAT at concessional rate as applicable to the Educational Institutions.
  - f) Period of validity – (minimum six months).
  - g) Firm delivery time from the date of receipt of confirmed order, condition of supply and terms of payment.
2. If you are manufacturer of the items or if you have proprietary distribution/sales authorization, please mention it in the quotation.
3. 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.
4. Please fill in and return the Suppliers Profile Form.
5. Terms & Conditions as applicable are attached.

**N.B.**

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

**(Prof. Manmohan Krishan)**  
Director, Admissions- 2017

## 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-2016, Pravesh Bhawan, University of Allahabad, Chaitham Lines, Allahabad.**
17. **Vendor must enclose a 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 incase of equipment or as instructed by Director, Admissions-2016 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**

## 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 \_\_\_\_\_
  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 enclose)
  13. Manufacturer or Supplier : \_\_\_\_\_  
(In case of supplier please enclose authorization of your Principal)
1. List of the organizations to whom the materials have been supplied
  2. 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 No. on their Letter Head / Bill / Quotations.**

**Signature with Seal**