

University of Allahabad
Limited Tender Enquiry (LTE)
(Form No. P & SD/I)

Date: 11/01/2017

To,

Dear Sirs,

We intend to hire services for housekeeping (two personnel for 08 hours each day at least 25 days in every month) for the period from 01.03.2017 to 28.02.2018 for the Department of Law. Kindly arrange to send your quotation giving lowest rate along with terms and conditions in sealed cover addressed to the Co-ordinator, B.A.LL.B. (Hons): Five Year Integrated Course, Faculty of Law, University of Allahabad so as to reach this office on or before 24th of January 2017.

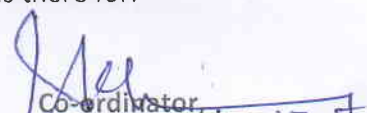
THE WORD "QUOTATION", OUR REFERENCE NUMBER AND DATE SHOULD BE BOLDLY MENTIONED ON THE COVER.

Items Descriptions	Qty.	Unit Rate	Amount
For housekeeping services (sweeping & cleaning along with sweeping & cleaning material) of the building having 02 big halls, 10 class rooms, 01 computer lab, 04 office rooms, 12 teachers rooms, 01 girls common hall, 05 combined gents toilets having 04 sets, 04 combined ladies toilets having 04 sets. (All are situated on the ground floor, first floor & second floor) and front side of the building. (Site can be seen)	02 persons		

1. While submitting the quotations following should invariably be mentioned:
 - a) Name of the manufacturer of the item quoted along with 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 one year)
 - g) Firm delivery time from the date of receipt of confirmed order, condition of supply and terms of payment.
2. If you have proprietary distribution/authorization please mention it in the quotation.
3. Please fill in and return the attached Suppliers Profile Form.
4. 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. The University reserves the right to reject or partially accept any or all the quotations/tenders without assigning any reasons there for.


Co-ordinator,
B.A. LL.B. (Hons) Five Year Integrated Course,
Faculty of Law, University of Allahabad

CC: ICT Cell, Allahabad University, Allahabad along with the copy of Administrative Approval of the Vice-Chancellor to upload this enquiry letter on the website of the University.

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 30 days of receipt of purchase order at the University Campus. 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 of the equipment.
10. After sale & 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 Officer Incharge Purchase & Stores Department, University of Allahabad, Allahabad.
17. Vendor should have annual turnover of Rs. lakh in supply related goods during last three years.
18. **Vendor must enclose a authorization certificate of the company with tender document.**
19. Successful bidder shall furnish an unconditional PBG / SD valid till 60 days after the warranty period from any nationalized / scheduled bank for 10% of the total amount.
20. Liquidated damages rate for delay in delivery is 0.5% per week & max. 5% of the total amount.

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 _____
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)
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 No. on their Letter Head / Bill / Quotations.

Signature with Seal