

UNIVERSITY OF ALLAHABAD

Limited Tender Enquiry (LTE)

Dated-28 June 2017

We Intend to Purchase the following materials/items for department of Proctor office. Kindly send your Quotation giving lowest rates per unit along with terms and condition in sealed cover address to Purchase Officer, Purchase and Stores Department, University of Allahabad so as to reach this office on or before **03/07/2017**

THE WORD “QUOTATION”, OUR REFERENCE NUMBER AND DATE SHOULD BE MENTION ON COVER

	Description of Goods	Quantity
1.	I-Card printing sheet (size A4, 120 GSM)	7000
2.	I-Card Lamination Pouch(size 100*70 mm, 250 Micron and 100 sheet per packet)	250
3.	Duplicate I-Card form (size-A4, 70GSM, 100 sheet per book)	20
4.	Character Certificate form (size 8.5"*6.5", 80 GSM,Both Side Printing 100 sheet/book)	100
5.	I-Crad fine Receipt (size 4"*7.5", Duplicate 100*2 with Printing and Numbering)	10
6.	Envelope (size 11*5", 80 GSM with Printing In Blue color)	2000

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 confessional 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.

Proctor
University of Allahabad

PR 212/17

Form No. : P & SD/I

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Sr.No	Description of Goods	Quantity
1	Rules of Discipline and Proper Conduct for Students of University, All India Printing-Hindi & English (Medium) Page cover-color, size(8"*5", 70 GSM, 25 Pages/Book)	1000 Books

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