

Form No. : P & SD/I

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

No. : SPC/847/17

Dated: 3/7/17

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/s,

We intend to purchase following materials/items for **Office of the Dean, Students Welfare (DSW)**. Kindly send your **QUOTATION** giving lowest rates per unit along with terms and conditions in Sealed Cover addressed to **Purchase Officer, Purchase & Stores Department, University of Allahabad** so as to reach this office on or before **06<sup>th</sup> July, 2017**.


**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 |
|---------|--|-------------------|---------------|------------|
| 1.      | Hostel Rule Book (16 pages)<br>Size: 9.25"x7"<br>Colour Cover page on 300 gsm Art paper<br>Inner page single colour on 80 gsm Maplitho paper | 5000              |               |            |

- While submitting the quotation following should invariably be mentioned:
  - Name of the manufacturer of the item quoted along with 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 & Mandate Form.
- Terms & Conditions as applicable are attached.

**N.B.**

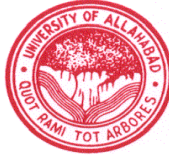
- Under no circumstances unsealed quotation will be entertained in the office.
- Quotations received after the due date shall not be considered.

  
3/7/17

**(Dr. R. K. Singh)**  
Purchase Officer  
Purchase & Store Department

## 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, 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 Officer Incharge Purchase & Stores Department, University of Allahabad, Allahabad.
17. **Vendor must enclose a authorization certificate of the company with tender document.**
18. 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.
19. Liquidated damages rate for delay in delivery is 0.5% per week & max. 5% of the total amount.



Form No. : P & SD/II

## 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**

**Mandate Form**

**Electronic Clearing Service (Credit Clearing)/Real Time Gross Settlement (RTGS) Facility  
for Receiving Payments**

**Details of Account Holder:**

|    |                                 |  |
|----|---------------------------------|--|
| 1. | Firm/Contractor/Agency          |  |
| 2. | Name of Accounts Holder         |  |
| 3. | Complete Contact Address        |  |
| 4. | Telephone Number / Fax / E-mail |  |

**Bank Accounts Details:**

|     |  |  |
|-----|--|--|
| 1.  | Name of the Bank viz. SBI/PNB  |  |
| 2.  | Branch Name with Complete Address  |  |
| 3.  | Telephone Number and E-mail of Bank Branch                                       |  |
| 4.  | Whether the Branch is computerized?  |  |
| 5.  | Whether the Branch is RTGS enabled? If yes, then what is the Branch's IFSC Code? |  |
| 6.  | Is the Branch also NEFT enabled  |  |
| 7.  | Type of Bank Account (SB/Current/Cash Credit)                                    |  |
| 8.  | MICR Code of Bank  |  |
| 9.  | Complete Bank Account Number   |  |
| 10. | Repeat Bank Account Number   |  |

Signature of Customer

Date:

I hereby  
Certified that \_\_\_\_\_

Bank Stamp

Signature of Branch Manager

1.

2.