



Form No. : P &Sd/I

University of Allahabad  
Limited Tender Enquiry (LTE)

No. :

Dated:

To,

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

Dear Sir/s,

We intend to purchase following materials/items for Department of Economics. Kindly send your QUOTATION giving lowest rates per unit along with terms and conditions in Sealed Cover addressed to Seminar Director, Department of Economics, University of Allahabad so as to reach this office on or before 9<sup>th</sup> March, 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.	Hospitality for 250 persons for 2days(Refreshment + Two Tea with snacks + Lunch + High Tea)	250 persons		

- 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.

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