



UNIVERSITY OF ALLAHABAD

Limited Tender Enquiry (LTE)

No.: Scholar/1/2018

Dated: 06/07/2018

To,

Dear Sir,

We intend to enter in to rate contract for hiring of services to undertake the job of scholarship work at University of Allahabad for session 2018-19. Kindly send your QUOTATION giving lowest rates per unit alongwith terms and conditions in Sealed Cover addressed to Finance Officer, University of Allahabad, Allahabad so as to reach this office on or before 12/07/2018 up to 4:00 PM.

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

Sl. NO	Description of Work	Approx. No. of Scholarship form to be received	Rate per scholarship form
1.	Manual collection of National and State Scholarship form after due verification of all documents as per the guidelines of National Scholarship Portal and Social Welfare Department, UP. respectively.	14,000	
Scholarship work to be done through College Login			
2.	Master data updation (i.e. college profile, courses, fee detail maintenance in the scholarship software and locking with digital signature) last date 30- 07-2018 .		
3.	Forwarding of manually collected Scholarship Form online through University Login (College Login) on National Scholarship Portal and State Postmatric Scholarship Portal of Social Welfare Department after due verification of Income, Caste and Domicile Certificate, Fee Receipt and other related documents as required by SWD for fulfilling scholarship form.	14,000	
4.	After completion of work (mentioned in pt. 3 above), the scholarship form of students having discrepancies in them will be reverted in the scholarship portal and relevant students shall be		

	<p>allowed to remove those discrepancies and again have to submit the scholarship form in the University within specified date.</p> <p>Such forms will be submitted in the University and forwarded through University Login (College Login) after verifying the relevant documents and the reason of discrepancy within specified date again.</p>		
5.	<ul style="list-style-type: none"> • Working on Suspected Student List provided by the department after scrutiny of scholarship form. • Working on the Renewal list of the students provided by the department i.e. mentioning the reason against those students who haven't renewed the scholarship form. 		
Scholarship work to be done through University Login			
6.	<p>Preparing of University and its Constituent Colleges Profile, Courses run by these Colleges and their fee and seats allotted.</p> <p>Locking the above-mentioned information through Digital Signature of Registrar and Nodal Officer within specified time.</p>	14	
7.	<p>Uploading of University result in the prescribed format on the Scholarship Portal.</p> <p>Locking the above-mentioned information through Digital Signature of Examination Controller and Registrar within specified time.</p>		

Note: Scholarship work for session 2018-19 comprises of State Scholarship, National Scholarship and other State Scholarship.

1. While submitting the quotation following should invariably be mentioned:

- a) Lowest rate F.O.R. destination.
- b) Discount, if any.
- c) GST, at concessional rate as applicable to the Educational Institutions.
- d) Period of validity – (minimum six months).
- e) Firm delivery time from the date of receipt of confirmed order, condition of supply and terms of payment.

2. Please fill in and return the Suppliers Profile Form.

3. Terms and 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.

(Finance Officer)