



UNIVERSITY OF ALLAHABAD
Limited Tender Enquiry (LTE)

No.:

Dated: 12/01/2017

To,

Dear Sir,

We intend to get following Printing Work. Kindly send your **QUOTATION** giving lowest printing rates per page alongwith terms and conditions in Sealed Cover addressed to Undersigned so as to reach the office of undersigned on or before 17/01/2017 at 04:30 P.M.

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

Sl. No.	Description of the Goods	Quantity Required	Printing Rate per Page
1.	Printing of Annual Account Size: 8.5x11.25 Paper used - Art paper matte, Black & White Inside paper 130 gsm Cover Cart Card 300 gsm in four colour Paper made - bilt Royal Art Matt	150 Copies Approx.350 Pages each	

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

- (a) Details of specification.
- (b) Lowest rate F.O.R. destination.
- (c) Discount, if any.
- (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. **Terms & Conditions**

- (a) Quotation received after due date and time shall be summarily ignored.
- (b) Unsolicited / conditional / unsigned tenders shall not be considered.
- (c) Complete specification with model and manufacturer name and address should be given while quoting. Literature / Pamphlets should also be enclosed wherever applicable.
- (d) Printing Rates per page must clearly indicate all taxes and discounts offered, if any.
- (e) No price negotiation will be entertained in normal course of action.
- (f) Delivery shall be given in 20 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.
- (g) IT, TT would be recovered as per rules. Kindly furnish your CST, UPTT and TIN Number in your quotation for our records.
- (h) Tender conditions, if any, or otherwise sent also with the tender shall not be binding on us.
- (i) 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.
- (j) All the above instructions and our standard terms and conditions must be complied, failing which your offer may be liable for rejection.
- (k) All suits shall be in the courts of **Allahabad Jurisdiction** only.
- (l) Terms & conditions of purchase as per University rules shall be applicable.
- (m) Under no circumstances unsealed quotation will be entertained in the office.
- (n) Quotation received after the due date shall not be considered.

Finance Officer



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