



Form No. : P & SD/I

UNIVERSITY OF ALLAHABAD
Limited Tender Enquiry (LTE)

No. : SPC/882/17

Dated: 07/07/17

To,

Dear Sir/s,

We intend to purchase following materials/items for **K. Banerjee Centre for Atmospheric and Ocean Sciences**. 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 14th 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.	Executive Table (made up of compressed wood main table size 6'x3'x2½' with side movable table of size 4'x1¼' on one side & side movable drawer unit on another side with locking facility)	01		
2.	High back Executive Chair (with wooden arms with P.U. cushioned seat & back leatherite covered having revolving, tilting & hydraulic uplift system)	01		
3.	Office Almira plain with four shelves making five compartments Size: 1981(H)x916(W)x486(D) mm	01		

- 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.


6/7/17

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