



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 Proctor Office 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 10.1.18.

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.	Rules of Discipline and proper conduct	25000 Books		
2.	for Students of university (26 pages)			
3.	Calaxy cover page on Art card / Paper 300GSM			
4.	Traner Page Single colour on 70 GSM			
5.	Paper Size 8" x 5"			
6.				

- 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.

Handwritten signature