

International Student Advisor
University of Allahabad
Limited Tender Enquiry (LTE)

No.: LTE/02/2017

Date: 17-03-2017

Dear Sir/s,

We intend to purchase table & chair at International Student Advisor. Kindly arrange to send your **QUOTATION** in favor of "**International Student Advisor, University of Allahabad, Allahabad**" giving lowest rates per unit along with terms and conditions in Sealed Cover addressed to International Student Advisor, University of Allahabad, Allahabad so as to reach this office of the International Student Advisor, AU before 24th March 2017.

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

Sl. No.	Descriptions of the Goods	Qty.
1.	Office-Table	01
2.	Main-Chair	01
3.	Visitor-Chair	06

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) Sales Tax /VAT at concessional rate as applicable to the Educational Institutions.
 - e) Period of validity – (minimum six months).
 - f) Firm delivery time from the date of receipt of confirmed order, condition of supply and terms of payment.
2. If you are manufacturer of the items or if you have proprietary distribution/sales authorization please mention it in the quotation and also attach the relevant certificate(s).
3. Vendors have a valid Latest OEM Authorization particular for this quotation in the name of Head, Department of Statistic, University of Allahabad.
4. Terms & 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.

S. Bhadaunia
International Student Advisor,
University of Allahabad,
Allahabad.

INTERNATIONAL STUDENT ADVISOR
 UNIVERSITY OF ALLAHABAD
 ALLAHABAD

Terms & Conditions

1. Quotation received after due date and time shall be summarily ignored.
2. Unsolicited / conditional / unsigned tenders shall not be considered.
3. Complete specification with model and manufacturer name and address should be given while quoting. Literature / Pamphlets should also be enclosed wherever applicable.
4. Rates must clearly indicate all taxes and discounts offered, if any.
5. No price negotiation will be entertained in normal course of action.
6. In case the products are available on DGS&D rate contract, may quote DGS&D rate contract rates enclosing a copy of the rate contract.
7. Delivery shall be given in 30 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.
8. IT, TT would be recovered as per rules. Kindly furnish your CST, UPTT and TIN Number in your quotation for our records.
9. Payment shall be made on delivery and satisfactory installation of the equipment.
10. After sale & service will be provided free of cost up to warranty period. Charges after warranty period may be quoted.
11. Tender conditions, if any, or otherwise sent also with the tender shall not be binding on us.
12. The acceptance of the quotation will rest with the competent authority of Allahabad University, who does not blind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept anyu or all the quotation & received without assigning any reason.
13. All the above instructions and our standard terms & conditions must be complied, failing which your offer may be liable for rejection.
14. All suits shall be in the courts of **Allahabad Jurisdiction** only.
15. Terms & conditions of purchase as per University rules shall be applicable.
16. Tender(s) / Quotation(s) should be addressed to The International Student Advisor, University of Allahabad, Allahabad.
17. Successful bidder shall furnish and unconditional PBG / SD valid till 60 days after the warranty period from any nationalized / scheduled bank for 10% of the total amount.
18. Liquidated damages rate for delay in delivery is 0.5% per week & max. 5% of the total amount.