



UNIVERSITY OF ALLAHABAD
Limited Tender Enquiry (LTE)

Quotation Ref. No.: SPC/ 10 /2022

Date 14.07.2022

To, _____

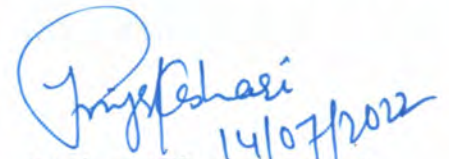
Dear Sir,

The University is intend to invite the rate per unit for hiring of services to undertake the job of Scholarship work at University of Allahabad for session 2022-23. Kindly send your QUOTATIONS giving lowest rates per unit along with terms and conditions in sealed cover through post or courier addressed to The Purchase Officer, University of Allahabad, Prayagraj, UP, Pin-211002 so as to reach this office on or before 21.07.2022 up to 5:00 PM. The word "Quotation for Scholarship work", our tender No. & Date of LTE should be mentioned on the sealed envelope.

S. N.	Description of Work	Approx. no. of form to be received	Rate per scholarship form
1.	Manual collection of Scholarship form after due verification of all documents as per the guidelines	15,000	
Scholarship work to be done through College Login			
2.	Preparation of university profile, its courses& fee alongwith total number of seats on the scholarship portal and locking it with digital signature (Master Data). Last date 22- 08-2022 .		
3.	Receiving, Verifying & Forwarding of manually collected Scholarship Form online through University Login (known as College Login) of various Central & State Government Portal.	15,000	
	After completion of work (mentioned in pt. 3 above), the scholarship form of students having discrepancies in them will be reverted back in the scholarship portal and relevant students		

4.	shall be allowed to remove those discrepancies and again have to submit the scholarship form in the University within the next specified date. Such forms will be submitted in the University and forwarded through University Login (known as College Login) after verifying the relevant documents and the reason of discrepancy within specified date again.		
Scholarship work of Affiliating Agency / University			
5.	Preparation of University and its Constituent Colleges Profile, their Courses, fee and seats allotted on the Scholarship Portal (thru. University Login) and Locking / approving the above mentioned information through Digital Signature of Registrar, DSW and Nodal Officer within specified time.	14	
6.	Uploading of University result in the prescribed format on the Scholarship Portal. Locking the above mentioned information through Digital Signature of Examination Controller and Registrar within specified time.		
7.	Digitally Verification of Students Scholarship Forms of all the Constituent Colleges & University students (Course and Course year wise).	45000 students	

1. While submitting the quotation following should invariably be mentioned:
 - a) Name of the manufacturer of the item quoted along with brand name, if any, Details of specification.
 - b) Lowest rate F.O.R. destination. Period of validity of quoted prices - **(Minimum Six Months)**.
 - d) 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. 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.
3. Please fill in and return the Suppliers Profile Form & Mandate Form. Terms & Conditions as applicable are attached.
4. Quotations will be received **only through courier/post in Purchase Cell, UoA**. Quotations received after the due date and time shall not be considered


 14/07/2022

Purchase Officer क्रय अधिकारी
 E-mail. purchasecell.uoa@gmail.com Officer
 इलाहाबाद विश्वविद्यालय
 University of Allahabad



UNIVERSITY OF ALLAHABAD
Terms & Conditions For LTE

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. Delivery shall be given in 03 days of receipt of purchase order at the University Campus. The offered delivery period shall have to be strictly adhered to in case an order is placed.
7. GST would be recovered as per rules. Kindly furnish GST No in the quotation for our records.
8. Payment shall be made on delivery and satisfactory installation of the equipment.
9. After sale, the service will be provided free of cost up to warranty period. Charges after warranty period may be quoted.
10. Tender conditions, if any, or otherwise sent also with the tender shall not be binding on us.
11. 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.
12. All the above instructions and our standard terms and conditions must be complied, failing which your offer may be liable for rejection.
13. All suits shall be in the courts of **Allahabad District Jurisdiction** only.
14. The firm shall have its own printing press and a certificate issued by the competent Authority is required to be enclosed mandatorily.
15. Terms & conditions of purchase as per University rules shall be applicable.
16. Tender should be addressed to the **Purchase Officer, Purchase & Stores Department, University of Allahabad, Prayagraj- 211002 (U.P.)**
17. **If required number of quotations will not be received by the last date of the LTE. The date may be extended as per rule.**



UNIVERSITY OF ALLAHABAD

(A Central University)

Supplier Profile Form

1. Firm's Name : _____
2. GST No. : _____
3. Owner's Name : _____
4. 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 _____
E-mail: _____ City: _____ State: _____
8. GST NO : _____
9. PAN NO. : _____
(Enclose Xerox copy)
10. Shop Act Registration No : _____
(Enclose Xerox copy)
11. Current Bank Account No : _____
12. Manufacturer or Supplier : _____
(In case of supplier please enclose authorization of your Principal)

Item wise rate list, with available discount (if any), is attached.

Note: Supplier must print GST No. on their Letter Head / Bill / Quotations.

Signature with Seal

Mandate Form for Payment-2019

Public Fund Management System(PFMS) Facility for receiving Payments

Details of Account Holder/Firm:

1.	Firm/Contractor/Agency	
2.	Name of Account Holder	
3.	Complete Contact Address	
4.	Telephone Number	
5.	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	

Date:

Signature of Customer

I hereby certify that all the details mentioned above are true to my knowledge and belief.

Bank Stamp

Signature of Branch Manager

Name.....

Mobile No.....

E-mail.....