



**UNIVERSITY OF ALLAHABAD**  
**Limited Tender Enquiry (LTE)**

Quotation Ref. No.: SPC/ 18 /2022

Date 02.11.2022

To, \_\_\_\_\_

Dear Sir/Madam,

We intend to purchase following materials/items for **Purchase & Store Department, University of Allahabad**. Kindly send your QUOTATIONS giving lowest rates per unit along with terms and conditions in Sealed Covered envelope addressed to **Purchase Officer, Purchase & Stores Department, University of Allahabad, Prayagraj, (UP), Pin-211002**. This has to reach to the office on or before 09-11-2022 **till 5.00 PM**. Kindly mention "**Quotation for JK plain white Paper with** our Reference No & date of LTE clearly mentioned on the top of sealed envelope.

Sl. No.	Description of the Goods	Qty	Rate per Unit	Total Cost
1.	JK Plain white Paper A4 size ,75 GSM (Red Packet)	<b>3000</b>		
2.	JK Plain Paper white FS size, 75 GSM (Red Packet)	<b>100</b>		

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)**.
  - c) 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.
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 Speed Post/Register Post in Purchase & Stores Department, University of Allahabad, Prayagraj-211002 (U.P.). Quotations received other than Purchase Office will not be considered.**
5. **Quotations received after the due date and time shall not be considered.**

*(Signature)*  
2/11/2022

**Purchase Officer**

E-mail. purchasercell.uoa@gmail.com`

**Purchase Officer**  
**University of Allahabad**



**UNIVERSITY OF ALLAHABAD**  
**Terms & Conditions for LTE**  
**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. Delivery shall be given in 15 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.
7. IT, TT would be recovered as per rules. Kindly furnish your CST, UPTT and TIN Number in your quotation for our records.
8. Payment shall only be made after delivery and satisfactory report by the Indentor.
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 University of Allahabad , 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 Jurisdiction** only.
14. Terms & conditions of purchase as per University rules shall be applicable.
15. Successful bidder shall furnish an unconditional PBG / SD valid till 60 days after the warranty period from any nationalized / scheduled bank for 10% of the total amount.
16. Liquidated damages rate for delay in delivery is 0.5% per week & max. 5% of the total amount.
17. Tender should be addressed to the **Purchase Officer, Purchase & Stores Department, University of Allahabad, Prayagraj- 211002 (U.P.)**. **Quotations received other than Purchase Office will not be considered.**
18. **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.....