



UNIVERSITY OF ALLAHABAD
Limited Tender Enquiry (LTE)

Quotation Ref. No.: SPC/ 21 /2023

Date 03.01.2023

To, _____

Dear Sir,

We intend to purchase following materials/items for **University Engineer, University of Allahabad**. Kindly send your QUOTATIONS giving lowest rates per unit along with terms and conditions in a 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 11.01.2023 **till 5.00 PM**. The word "**Quotation for Desk Bench**" Our Reference No & date of LTE should be clearly mentioned on the sealed envelope.

S/N	Description of the Goods	Qty	Rate per Unit	Total Cost
1	<p><u>INTEGRATED DESK BENCH 5 FEET LONG:</u></p> <ul style="list-style-type: none"> • Integrated desk cum seating arrangement having 3 seating arrangement. • Made on mild Steel square section of outside 25mm X 25mm wall thickness minimum 14 gauge. • Material of desk top, shelf seat back of 18mm HDHMR board with both side laminate (brand action tessa, green) • Length of desking, seating & backrest 1500mm having one shelf of 225 mm width with front covered. First row to be fully covered in front up to the base. While the rest is to be covered up to the shelf, width of desk top 390 mm. Width of seat 320 mm backrest width 210mm. • Entire iron structure to be deco painted with all electric fabrication to be done by shielded metal arc welding. <p><u>Details are as follows:</u></p> <p>DESK:-</p> <ol style="list-style-type: none"> 1. Two horizontal pipes at the base of top embracing vertical post. 2. Two Horizontal pipes at the base of the shelf embracing vertical post. 3. One horizontal pipe at the base of desk embracing vertical post. 4. Two horizontal pipe at the base of desk top and two horizontal pipe at the base of desk self embracing vertical post. (Shorter side). 5. Four vertical pipes (legs) from table top up to the base embracing horizontal pipe. 6. Two horizontal pipes at the base embracing vertical post of desk and bench. 7. Size of desk top 1500mm X 390mm 8. Height of desk top 750mm. 	78		

BENCH:-

1. One horizontal pipe at the back of backrest embracing vertical post.
2. Two horizontal pipes at the back of seat embracing vertical post.
3. One horizontal pipe at the base of bench embracing vertical post.
4. Two vertical pipes from the base of bench up to backrest height (back leg).
5. Two vertical pipes from base up to the base of seat (front leg).
6. Two horizontal pipes at the base of seat (Shorter side).
7. Bench top size 1500 mm X 310 mm.
8. Height of bench seat 450 mm.
9. Back rest size 1500mm X 210mm.

SHELF:

1. Distance between desktop pipe and base shelf is 200mm.
2. Front of self to be covered is of iron mesh up to 250mm.
3. Front row will have front covered up to 675 mm height.
4. Iron mesh to be used is of 20 gauges.

NOTE:-

1. Front row will have extra 1 horizontal pipe at the base of the desk for fixing iron mesh (6 No. of Desk bench).
2. Lower horizontal pipes joining the desk and bench to be 50mm above the ground with legs having rubber shoe with iron strip inside.

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 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 Speed Post/Register Post in Purchase & Stores Department, UoA.**
5. **Quotations received after the due date and time shall not be considered.**

[Signature]
03/01/2023

Purchase Officer

E-mail: purchasecell.uoa@gmail.com

उप निदेशक
Purchase Officer
दस्तावेज विभाग
University of Allahabad



UNIVERSITY OF ALLAHABAD

Terms & Conditions for LTE

1. OEM/Bidder must have service satisfactory certificate. Credential of Government, Government undertaking or Public Sector Undertaking's works must be provided issued by the departments.
2. Certified copy of income tax return (ITR) for the last 3 years of the bidder.
3. OEM/Bidder should have a service/customer care center in Prayagraj, Uttar Pradesh so that after sales service can be provided on the same working day. OEM/Bidder should upload copy of it having center in Prayagraj, Uttar Pradesh and also provide the self declaration for the same.
4. **OEM/Bidder must provide the sample of the product on or before the bid end date and time. On the basis of satisfactory report regarding the quality of goods, OEM/Bidders will be declared technically qualified and thereafter the financial bid will be opened among the technically qualified OEM/Bidders only.(Sample will be delivered in the Ishwar Topa Complex, UoA)**
5. Technically qualified OEM/Bidders have to leave their displayed product in the Allahabad University premises until a financial BID is not being opened.
6. Technically disqualified OEM/Bidders have to remove their product on the same day from University premises. If the product is not being removed after 24 hours, University will have no liability for the product. No extra cost/ charges (transportation etc.) will be paid in this regard.
7. Bidder/OEM must have working telephone no. /Mobile no. & e-mail address for service support.
8. Bidder/ Supplier/ Organization/ Proprietor/any of the director(s) have not been banned or suspended or black listed by any Government/ public sector, documents of the same must be provided.
9. Warranty period of the supplied products shall be 2 (Two) years from the date of installation, and testing of goods (if included in the scope of supply). OEM warranty certificates must be submitted by successful bidder at the time of delivery of goods.
10. Quotation received after due date and time shall be summarily ignored.
11. Unsolicited / conditional / unsigned tenders shall not be considered.
12. Complete specification with model and manufacturer name and address should be given while quoting. Literature / Pamphlets should also be enclosed wherever applicable.
13. Rates must clearly indicate all taxes and discounts offered, if any.
14. No price negotiation will be entertained in normal course of action.
15. Delivery shall be given within 20 days of receipt of purchase order in the **Ishwar Topa Complex**, University of Allahabad. The offered delivery period shall have to be strictly adhered to incase an order is placed.
16. GST would be recovered as per rules. Kindly furnish GST no. in the quotation for our records.
17. Payment shall be made after satisfactory installation of the items.
18. After supply of goods bidders have to provide services free of cost up to warranty period. Charges after warranty period may be quoted.
19. Tender conditions, if any, or otherwise sent also with the tender shall not be binding on us.
20. The acceptance of the quotation will rest with the competent authority 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.
21. All the above instructions and our standard terms and conditions must be complied, failing which your offer may be liable for rejection.
22. All suits shall be in the courts of **Allahabad District Jurisdiction** only.
23. Terms & conditions of purchase as per University rules shall be applicable.
24. 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.**
25. **If required number of quotations will not be received by the last date of the LTE. The date may be extended as per rule.**

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.....