



Form No. : P & SD/I

**Institute of Professional Studies
University of Allahabad
(Limited Tender Enquiry - LTE)**

No. P/IPS/ACC/16-17/581

Dated: Sept 08, 2016

Dear Sir/s,

We intend to purchase **Answer Booklets** for the various courses run under Institute of Professional Studies. Kindly arrange to send your QUOTATION in favour of "Director, Institute of Professional Studies, AU" giving lowest rates along with terms and conditions in Sealed Cover addressed to the **Centre of Food Technology Building, Science Faculty Campus, University of Allahabad, Allahabad (Tel: 0532-2460118, 2460289, 9919810032)** so as to reach this office of the Centre on or before **Sept 19, 2016**.

The detail of quantity is as under:

S. N	Particular	Quantity
1.	Foolscap maplitho - Answer Booklet 8 Pages(Front Page Printed)	11,500
2.	Foolscap maplitho - Answer Booklet 16 Pages(Front Page Printed)	19033

- While submitting the quotation following should invariably be mentioned:
 - 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 and also attach the relevant certificate(s).
- Terms & Conditions as applicable are attached.

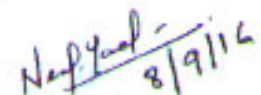
N.B.

- Under no circumstances unsealed quotation will be entertained in the office.
- Quotations received after the due date shall not be considered.


(Neelam Yadav)
Director, IPS

Copy to:

- Chairman ICT Cell for notification in the official website of the University of Allahabad.
- Mr. Brajesh Rai, Centre of Computer Education for notification in the official website of the IPS.


(Neelam Yadav)
Director, IPS

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 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.
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 be made on delivery and satisfactory installation of the equipment.
9. After sale & 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 Jurisdiction only.
14. Terms & conditions of purchase as per University rules shall be applicable.
15. Tender(s) / Quotation(s) should be addressed to the Director, Institute of Professional Studies, University of Allahabad, Allahabad.
16. Vendor must enclose an authorization certificate of the company with tender document.
17. Liquidated damages rate for delay in delivery is 0.5% per week & max. 5% of the total amount.