



Form No. : P & SD/

University of Allahabad

Allahabad – 211 002

(Limited Tender Enquiry - LTE)

No. : D/IPS/1521/18

Dated: 18/09/2018

Printing of Annual Report of the University of Allahabad for the Session 2017-2018

Dear Sir/s,

We intend to get **Annual Report of the University of Allahabad for the session 2017-2018** printed. Kindly arrange to send your **QUOTATION in favour of "Purchase Officer, University of Allahabad"** giving lowest rates per unit along with terms and conditions in sealed cover addressed to **the Purchase Officer, Senate House Campus, University of Allahabad, Allahabad – 211 002** so as to reach this office of the Centre within fifteen (15) days:

Cover Pages:

Size:	8.5" x 11"
Paper wt.:	300 gsm (art paper)
Printing:	Four colour offset printing (front and back)
Lamination:	Matte lamination with perfect binding

Inner Pages:

Size:	8.5" x 11"
Paper wt.:	130 gsm (art paper)
Printing:	Four colour offset printing
No. of pages:	400 (±20)

No. of copies:

No. of copies:	250 (English)
	100 (Hindi)

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 confessional 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. It is mandatory to mention GST number on quotation.
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.

Neelam Yadav
18/9/18

(Neelam Yadav)
Chairperson

Committee for the Printing of Annual Report
2017-2018

Encl: Approval of the Hon'ble VC dt.14.09.2018.

Copy to:

1. Chairman ICT, University of Allahabad
2. Purchase Officer, University of Allahabad
3. Mr. Manish Chaurasia for uploading on the NIC website.

Neelam Yadav
18/9/18

(Neelam Yadav)
Chairperson

Committee for the Printing of Annual Report
2017-2018

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 as per the purchase order at the University Campus. The offered delivery period shall have to be strictly adhered to in case an order is placed.
7. IT, TT would be recovered as per rules. It is mandatory to mention GST number on quotation.
8. Payment shall be made after delivery.
9. Tender conditions, if any, or otherwise sent also with the tender shall not be binding on us.
10. 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.
11. All the above instructions and our standard terms and conditions must be complied, failing which your offer may be liable for rejection.
12. All suits shall be in the courts of Allahabad Jurisdiction only.
13. Terms & conditions of purchase as per University rules shall be applicable.
14. Tender(s) / Quotation(s) should be addressed to the **Purchase Officer, Senate House Campus, University of Allahabad, Allahabad – 211 002.**
15. **Vendor must enclose an authorization certificate of the company with tender document.**
16. Liquidated damages rate for delay in delivery is 0.5% per week & max. 5% of the total amount.

Nepyad
12/9/18