



Form No. : P & SD/

## Centre of Food Technology

Institute of Professional Studies

University of Allahabad

(Limited Tender Enquiry - LTE)

No. : IPS/Acc/18-19/196

Dated: 24.12.2018

### Purchase of Computer Accessories for Centre of Computer Education

Dear Sir/s,

We intend to purchase **Computer Accessories** for the Centre of Computer Education, IPS, UoA. 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, University of Allahabad, Senate House Campus, University of Allahabad, Prayagraj – 211 002** so as to reach this office on or before **17-01-2019**:

S.N.	Item	Specification	Quantity
1	Hard Disk Drive	500 GB	50
2	Motherboard	Intel 915	10
3	SMPS (power supply)	450 W ATX	10

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. The quotation must be sent by Post/Courier, under no circumstances hand-delivered quotations will be received.
3. Quotations received after the due date shall not be considered.

(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 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.