



Limited Tender Enquiry (LTE)

Dear Sir/s,

We intend to purchase following materials/items for **Library & Lab**. Kindly send your **QUOTATION** giving lowest rates per unit along with terms and conditions in Sealed Cover addressed to **Principal, Sadan Lal Sanwal Das Khanna Mahila Mahavidyalaya**, so as to reach this office on or before **10 September 2018**.

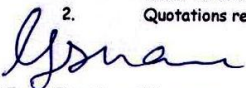
THE WORD "QUOTATION", OUR REFERENCE NUMBER AND DATE SHOULD BOLDLY BE MENTIONED ON THE COVER

Sl. No.	Description of the Goods	Quantity Required	Rate per Unit	Total Cost
1	Double Door Office Almira 20x22G Size 76"x37"x20" (5 Compartment)	10		
2	Double Door Office Almira 20x22G Size 76"x37"x20" (4 Compartment)	05		

- While submitting the quotation following should invariably be mentioned:
 - Name of the manufacturer of the item quoted along with brand name, if any.
 - 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.
- 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.
- Please fill in and return the Suppliers Profile Form & Mandate Form.
- 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.


Mrs. Gunjan Sharma
Bursar/Purchase Officer


Dr. Lalima Singh
Principal

Principal
S.S. Khanna Girls' Degree College
Allahabad