



Sadanlal Sanwaldas Khanna Degree College, Allahabad

(A Constituent College of the University of Allahabad)

Accredited 'A' grade by NAAC

Ref.

Date.....

Limited Tender Enquiry (LTE)

Dear Sir/s,

We intend to purchase following materials/items for **Lab Consumable Items**. 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 **25 February 2019**.


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

क्र.सं.	विवरण	मात्रा
1	फोटो कापी टोनर	04
2	कम्प्यूटर टोनर	15

- 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. Ganjan Sharma
Bursar/Purchase Officer


Prof. Lalima Singh
Principal