



# 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 **Library Automation**. 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**

Sl. No.	Description of the Goods	Quantity Required
1	Photo Copy Black & White (Canon)	1

- 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