



# JAGAT TARAN GIRLS' DEGREE COLLEGE

(Constituent College of University of Allahabad)

Letter No.

Date ...10.09.2020

## CALL FOR QUOTATIONS

We intend to purchase following materials/items for **Library**. Kindly send your QUOTATION giving lowest rates per unit along with terms and conditions in Sealed Cover addressed to **The Principal, Jagat Taran Girls P.G. College, Prayagraj** so as to reach this office on or before 25.09.2020.

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.	Intel Core i7, 8 core processor, 9 processor generation, 8 GB RAM, 1 TB storage, Windows 10 Professional OS, LED Monitor	01	Required	Required
2.	Microsoft Office 2019 professional plus academic license	01	Required	Required

- 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 for destination.
  - Discount, if any.
  - GST
  - 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.

  
(Prof. Kamla Devi)

**PRINCIPAL**

Jagat Taran Girls' Degree College



## 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. In case the products are available on DGS&D rate contract, may quote DGS&D rate contract rates enclosing a copy of the rate Contract.
7. Delivery shall be given in 30 days of receipt of purchase order at the College. The offered delivery period shall have to be strictly adhered to incase an order is placed.
8. It is mandatory to mention GST Number on the quotation.
9. Payment shall be made on delivery and satisfactory installation of the equipment.
10. After sale, the service will be provided free of cost up to warranty period. Charges after warranty period may be quoted.
11. Tender conditions, if any, or otherwise sent also with the tender shall not be binding on us.
12. The acceptance of the quotation will rest with the competent authority of the College, 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.
13. All the above instructions and our standard terms and conditions must be complied, failing which your offer may be liable for rejection.
14. All suits shall be in the courts of **Allahabad Jurisdiction** only.
15. Terms & conditions of purchase as per College rules shall be applicable.
16. Tender should be addressed to the Principal, Jagat Taran Girls P.G. College, Prayagraj.
17. Liquidated damages rate for delay in delivery is 0.5% per week & max. 5% of the total amount.

