



Established by Parliament by Notification No. 225 of 1916

Ref. No. : CE/Acetts/2018-19/Qtn./

Dated: 18.09.2018

LAST DATE: 10.10.2018

Dear Sir/s,

We intend to purchase the following items for official purpose. Kindly arrange to send your **QUOTATION** giving lowest rates per unit alongwith terms & conditions in **SEALED COVER** addressed to the office of the undersigned so as to reach this office on or before **10.10.2018**.

<u>Sl. No.</u>	<u>Specifications</u>	<u>Approx. Qty.</u>
1.	Gold Medals	400
2.	Silver Medals	25

(Specification: Diameter of Medal 2.5"(Inch), 60 gram weight of medals including 16 gram silver & balance copper) at one side Logo of BHU and another side details of the medal including the name of the student is to engraved on each medal).

THE WORD "QUOTATION" OUR REFERENCE NUMBER AND DATE SHOULD BOLDY BE MENTIONED ON THE CONVER

1. While submitting the quotation following should invariably be mentioned:
 - a) Name of the manufacturer of the item quoted.
 - b) Details of specification.
 - c) Lowest rate F.O.R. destination.
 - d) G.S.T. Registration Numbers
 - e) Tax at concessional rate as applicable to the Educational Institutions.
 - f) Period of validity
 - g) 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.
3. For items of equipment nature the Instruction Manual, Diagram of the circuit drawing must be supplied alongwith supply without which the delivery shall be incomplete.
4. a) Our bankers are **State Bank of India/Bank of Baroda, BANARAS HINDU UNIVERSITY, VARANASI-221005**
- b) Balance payment, if any, will be made against satisfactory receipt/testing of the material/equipment.

NB :

1. UNDER NO CIRCUMSTANCES UNSEALED QUOTATION WILL BE ENTERTAINED IN THE OFFICE.
2. QUOTATIONS RECEIVED AFTER THE DUE DATE SHALL NOT BE CONSIDERED.

Yours faithfully,

Asstt. Registrar (Exams-UET) &
Secretary, DLTC

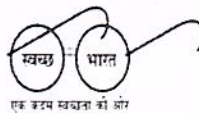
Varanasi 221005

T : 91-542-2368466, 2307255

F : 91-542-2368404

E : ce@bhu.ac.in

W : www.bhu.ac.in





BANARAS HINDU UNIVERSITY
VARANASI – 221 005

**TO BE RETURNED WITH
QUOTATION**

Following proforma should be filled in and duly signed by the firm and sent alongwith the quotation. (Please refer to the detailed instructions/notes before filling this proforma).

- | | | |
|---|---|--|
| 1. Validity of the offer | : | |
| 2. Approximate Delivery Period | : | |
| 3. (a) Whether rates have been quoted F.O.R. site and covers packing forwarding and insurance charges. | : | YES / NO |
| (b) If not, please mention the same | : | |
| 4. (a) Whether the prices are inclusive of Sales Tax and other taxes. | : | YES / NO |
| (b) If not, kindly specify the amount / rate | : | |
| 5. If the Sales Tax is charged extra. declaration for charging Sales Tax correctly attached. | : | YES / NO |
| 6. (a) Whether supply will be made directly or through any Local / Regional / Authorized Dealer / Stockist | : | Directly / Stockist / Authorized Dealer |
| (b) If through a Stockist / Dealer :- | : | |
| (i) Name and full address of the Party | : | |
| (ii) Whether the order to be placed with the | : | Principal / Stockist / Dealer |
| (iii) Who will raise the bill | : | Principal / Stockist / Dealer |
| (iv) Cheques will be drawn in favour of | : | Principal / Stockist / Dealer |
| (v) Whether any Delivery, Packing and Forwarding Charges will be payable to local Stockist/Dealer | : | YES / NO
(Please specify the amount/percentage etc. if any) |
| 7. Our terms of payment (Please indicate your preference by a (✓) mark). Please note that no other payment terms are likely to be accepted. | | |
| (a) <u>For Local Firms or if the bills are raised by the Local Dealers.</u> | | |
| (i) 100% Payment on bill basis | : | |
| OR | | |

(ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report.

(Only under exceptional cases)

(b) If the bills are raised by outstation Firms

(i) 100% Payment on bill basis :

OR

(ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report :

OR

(iii) D.G.S. & D. Terms of Payment for D.G.S. & D Rate Contract items :

OR

(iv) 75% against Proforma Invoice (at site) or documents through Bank and 25% after receipt of materials in good condition, installation and satisfactory report. :

OR

(v) 90% payment against Proforma Invoice (at site) or documents through bank and 10% after receipt of materials in good condition, installation and satisfactory report (Only under special Circumstances). :

8. Whether any Excise Duty is payable on the items. : YES / NO
 If yes, indicate the amount / percentage. :
9. Whether any installation charges are payable extra. : YES / NO
 If yes, amount to be specified. :
10. Whether any discount for educational institution offered on the printed price list of the manufacturer. : YES / NO
 Please mention the amount / percentage. :
11. Whether the product is on DGS &D/D.I. Rate contract. : YES / NO
 If yes, please enclose a photocopy of the same. :
12. Whether the product bears I.S.I. Mark. : YES / NO
 If yes, please mention the I.S.I. License no. :
13. (a) Whether the firm is Sales Tax payer. : YES / NO
 If yes, please mention the Sales Tax Numbers. :
- (b) Whether the Local Dealer(s) is / are Sales Tax payer(s) : YES / NO
 If yes, please mention the Sales Tax numbers of each :
14. Whether printed / authenticated price list of the Firm's Products and Catalogue etc. enclosed. : YES / NO

Signature of the Authorised Official with Seal