From

The Store Purchase Officer
LUVAS, Hisar

email:- spo@luvas.edu.in

Memo No. LUVAS/SPO/26/ 4033
Dated: 17/11/2026

Subject- Rate Contract for Lifting Office Raddi, Library Raddi & Old Magazine etc. for the period ending 30-09-2027.

Dear Sir,

1. It is understood that you are a manufacturer/authorized dealer/stockiest for the above item. The University is interested to enter into rate contract with you for the Purchase of this item for the period ending 30-09-2027. You are, therefore, requested to quote your rates and other terms and conditions for the following by the specified date.

Sr. No.	Name of Item
1.	Office Raddi
2	Gatta Raddi
3	Library Raddi
4	Old Newspapers
5	Old Magazines
6	File Cover/Loose Paper
7	Paper Shreds

2. In case, the above mentioned item(s) is/are on rate contract with DGS&D/DS&D (Haryana), an authenticated copy of the same may be supplied along with your offer. In case, no rate contract has been finalized till date with these authorities, a copy of such rate contract, as and when finalized, may be supplied to this office during the currency of the University's rate contract.

3. The following terms may please be spelt out in your offer clearly:
   (i). Rates (Enclose authenticated Price List).

   (ii) Discount
   (iii) F.O.R
   (iv) GST (in percent)
   (v) Other Levies viz.; Excise Duty, Custom Duty etc.
   (vi) Payment terms
   (vii) Delivery Period
   (viii) Guarantee/Warranty
   (ix) After Sales Service
   (x) Installation Charges
   (xi) Any other charges, if any

4. The University Campus is situated outside Municipal Limits, and as such no Octroi is payable, if the material is supplied by Rail at the University directly. In case, packing, forwarding and insurance charges etc. are required to be paid by the University, you will have to supply Actual Payee Receipts thereof. The charges, not mentioned in your quotation, will not be paid by the University in any case.

5. As a general policy, the University tries to make 100% payment within 15 days of receipt of material subject to proper installation wherever applicable and satisfaction of the Inspection Committee. No advance payment or payment against documents through Bank shall be made.

6. A security of Rs. 1,00,000/- in the shape of Fixed Deposit Receipt/Deposit at Call/B.G. in favour of Comptroller, LUVAS valid upto **30th November, 2027** may be furnished with the offer. The security by other means except FDR/DAC/B.G. is not acceptable. In case, the rate contract is not executed as per the settled terms and conditions, security can be forfeited, besides taking other action as deemed proper by the University. No firm with whom rate contract is approved by the University is exempted from depositing the security.

7. The following certificates may please be recorded in your offer:

(i) **That we are maintaining only one countrywide price list applicable to all the customers on which the present rates contract is based.**

(ii) **The firm will provide a certificate to the effect that lower rates, and better terms and conditions have not been offered to any other Govt./Semi Govt. Departments/Institutions including DGS&D/DS&D(Haryana).**

(iii) **That in case, the rates are reduced/or more discount any special incentive for sales promotion is offered by you during the currency of rate contract, the University shall be informed promptly.**

(iv) **That the discount offered to LUVAS is the same as is being offered by you to your Distributors.**

(v) **That you have not been debarred/blacklisted by DGS&D/DS&D (Haryana).**

(vi) **In case there is any changes in GST rates or other taxes, the same will be applicable to LUVAS with immediate effect.**

8. **Copy of proof of your being manufacturer/authorized dealer/distributors must accompany your offer.**

9. **It may please be certified that no family member of your concern is serving in this University. In case it is found that any member belonging to the family of your concern is a University employee, the quotations/tenders sent by you will be rejected outrightly.**

10. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by **08th Dec, 2026 upto 12.00 Noon**. The quotations shall be opened on **09th Dec, 2026 at 11.00 A.M**. in this Office. "QUOTATION FOR THE SUPPLY OF _____DUE ON _____" may please be superscribed on the envelope.

11. In case, any other information/clarification is required, please contact the undersigned at Mob. No. 7866688848 (Mr. Ashok Kumar) on any working day (Monday to Saturday except 2nd Saturday) during office hours (9.00 a.m. to 5.00p.m.) during August to April and 7.30 a.m. to 2.00 p.m. during May to July).

12. The offer received late/or incomplete will be rejected. The dispute, if any, shall be subject to the jurisdiction of Courts at Hisar. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.

Store Purchase Officer
Lala Lajpat Rai University of
Vety. & Animal Sciences
Hisar - 125004 (Haryana)