



**UNDER POSTING OF CERTIFICATE**

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**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF  
TECHNOLOGY, SURAT-395 007.**

No. CS/Cartridge/30/ 116 /2018-2019

Date: 30/10/2018

**REMINDER - 1**

To,

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\_\_\_\_\_  
\_\_\_\_\_

**SUB: - ENQUIRY FOR SUPPLY OF – Printer Cartridges**

Dear Sir,

You are requested to quote your prices for supply of stores listed overleaf. The quotations may be sent to the undersigned in a sealed envelop and subscribed as: "Quotation with reference to Enquiry No. E & S/Cartridge/30/ /2018-20198 dtd:30/10/2018. Your quotation should reach the undersigned on or before

~~22 NOV 2018~~

The quotations should be furnished with the following information.

- 1) The brand or make of each item should be specifically stated and wherever necessary, Complete set of specifications and dimensions should be given.
- 2) If asked, samples are to be provided with the quotations
- 3) Tax, Custom duty, Insurance charges, Packing and Forwarding charges, if not included in the prices quoted, should be clearly specified.
- 4) The period of validity of the quotation should be at least 45 Days. Offers subject to prior sale may please be avoided.
- 5) The delivery period is to be clearly mentioned in the quotation.
- 6) The mode of delivery of the stores may be mentioned. The delivery should be F.O.R. Surat or at the Institute.
- 7) All concessions available to an educational institution should be specified and also taken into account while quoting.
- 8) This Institute is registered with the Dept. of Scientific & Industrial Research (DSIR) for the purpose of availing Tax Exemption/Custom Duty Exemption and hence the certificate to this effect will be issued wherever it is necessary on demand.
- 9) Payment is normally made by cheque drawn on the S.V.N.I.T. Branch Office of State Bank of India, Surat-395007 within a period of thirty days from the date of receipt of stores.
- 10) The Director reserves the right to accept stores, which are not strictly in confirming with the specifications but otherwise, found suitable.

Yours faithfully,

  
For Director

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<b>Sr. No.</b>	<b>Stores with Specifications</b>	<b>Probable quantity required</b>	<b>Whether sample of paper is to be sent or not</b>
1	Cartridge for HP Laser Jet P1007 No. CC 388A (8 Acad, 2 Dean Acad)	10 Nos.	
2	Cartridge for HP Laser Jet 1020/1005 No.: 2612A (for Acad )	04 Nos.	

**Note : Party only with authorization letter will be considered. So, alongwith the quotation authorization is must.**