

**UNDER POSTING OF CERTIFICATE**



Offi : 2259571, 225982-84  
Fax : 0261-2228394  
Grams : SVNIT

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

No.: CS/Estate/Xerox Paper/34/

/2018-2019

Date: 29/10/2018

To,

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

**SUB: - ENQUIRY FOR SUPPLY OF – Xerox Papers A4**

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. CS/Estate/Xerox papers/34/ /2018-2019 dtd: 29/10/2018. Your quotation should reach the undersigned on \_\_\_\_\_

19 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 accompany the quotations
- 3) Sales tax, General tax, Central Sales 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 custom duty exemption & central excise 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,

*Oc ai m. A.*  
*29/10/2018*  
For DIRECTOR

((2))

Sr. No.	Stores with Specifications	Probable quantity required	Whether sample of paper is to be sent or not
2	<b>Xerox Paper A4</b> Size : 210mm x 297mm 500 Sheets Per Ream 75 Gsm. Wt. 2.34 kgs. <b>Make : J. K . Red</b>	450 Reams	