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Fax : 0261-2228394

Grams : SVNIT

**Sardar Vallabhbhai National Institute of Technology,
Surat-395 007.**

No.: AMD/SVNIT/2018/2027

Date: 28/09/2018

SUB: - ENQUIRY FOR SUPPLY OF – overleaf item

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 envelope and subscribed as: **“Quotation with reference to Enquiry No. AMD/SVNIT/2018/2027, dated 28/09/2018 on or before 08/10/2018.**

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 30 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 located within the limits of S.M.C. & exempted from the paying of octroi duty on incoming goods from outside limits of S.M.C.
- 9) 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.
- 10) **Please mention the warranty period (Minimum one year warranty is essential)**
- 11) 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.
- 12) The Director reserves the right to accept stores, which are not strictly in confirming with the specifications but otherwise, found suitable.

Yours faithfully,

V. J. Walecha
29.09.18

Head

Applied Mechanics Department
SVNIT, Surat-395 007

(PTO)



Satish

(2)

Sr. No.	Item/Stores with Specifications	Probable quantity required	Whether sample of paper/Register/Item is to be sent or not
1	HP Laptop: 8 th generation Intel Core i5 processor, OS: DOS, 4GB RAM (DDR4), 1TB hard disk, 15.6" FHD LED display with hp original laptop bag	01	<input type="checkbox"/> ----
2	HP LaserJet M1005 MFP (Multi function printer) with a 2 inch LCD display.	01	----

Said

