



S. V. National Institute of Technology,  
SURAT – 395007 (GUJARAT)  
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Grams: SVNIT

ORDINARY POST

No.: SVNIT/PHY/SERB/3749 /2018-19

Dt: 12/12/2018

To,

14 DEC 2018

**Sub.: Enquiry for Book Shelf.**

Ref. No.: SVNIT/PHY/SERB/2018-19/595, dtd: 03/12/2018

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 for Book Shelf" with reference to **approval No. SVNIT/PHY/SERB/2018-19/595 dated 03/12/2018** your quotation should reach the undersigned on or before 12/01/2019 positively.

The quotations furnish the following information's.

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. The price quoted should be for the complete set of equipments. For price comparison the total combined price of all the items in the inquiry will be considered and accordingly the purchase order will be issued.
3. If asked, samples should accompany the quotations.
4. 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.
5. The period of validity (minimum 120 days) of the quotation may be specified. Offers subject to prior sale may please be avoided.
6. The delivery period is to be clearly mentioned in the quotation.
7. The mode of delivery of the stores may be mentioned. The delivery should be F.O.R. SVNIT basis only.
8. All concessions available to an educational institution should be specified and also taken into account while quoting. No "C" or "D" form can be issued by the institute.
9. The Director reserves the right to accept stores which are not strictly in conformity with the specifications but otherwise found suitable.

10. Payment is normally made by cheque drawn on the S.V.N.I.T. Branch Office of State Bank of India, Surat-395 007 within a period of thirty days from the date of successful installation & performance by the supplier at the institute.
11. All the duties, taxes and other levies payable by the contractor under the contract shall be specify separately and also included in the total price.
12. The price should be quoted in Indian Rupees only.
13. The period of validity of the quotation should be at least 120 Days.
14. The delivery period is to be clearly mentioned in the quotation. Preferably delivery period should be within two – three weeks from the date of receipt of confirmed order.
15. In case of failure of successful execution of order, with proper installation, a demurrage charges to the tune of Rs. 3,000/- per week shall be deducted from the amount payable.
16. Minimum One year warranty/guarantee shall be applicable to the supplied goods. (Mandatory) without which after will be liable to be rejected. Necessary warranty certificate signed by the manufacturer should accompany with other documents.
18. You are requested to provide your offer so as to reach the undersigned latest by 17:00 hours on or before 12/01/2019 by post or courier only.

Yours faithfully,

  
Head, APD  
SVNIT, SURAT

*AD* 12/12

Sr. No.	Name of the apparatus	Qty
1	Book Shelf (Steel) Dimension : L * D* H 36 * 18 * 72 (in inch) No. of Rack : 05 Door Type: Sliding Door	03