



**Online**

Office: 2223371 to 2223374  
Fax : 0261-2228394  
Grams : SVNIT

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

No. MED/RK-TND/ICIE-2017/ 03/ Conference Management/17-18

Date: 15/07/2017

To,

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**SUB: Enquiry for Supply of Quotation for Conference Management**

Dear Sir,

1. 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 MED/RK-TND/ICIE-2017/ 03/ Conference Management/17-18**. Bidders may send their offer under Registered Post/Speed Post/Courier/Hand Delivery so as to reach the following address on or before 24/07/2017 up to 5:00 PM only. However, SVNIT, Surat accepts no responsibility for offers received after the due time and date.  
Dr. Tushar N. Desai  
Associate Professor and Organizing Secretary  
Mechanical Engineering Department  
S. V. National Institute of Technology
2. The quotations should be furnished with the following information.
3. The brand or make of each item should be specifically stated and wherever necessary, Complete set of specifications and dimensions should be given.
4. If asked, samples are accompanying the quotation.
5. 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.
6. The period of validity of the quotation should be at least 45 Days. Offers subject to prior sale may please be avoided.
7. The delivery period is to be clearly mentioned in the quotation.
8. The mode of delivery of the stores may be mentioned. The delivery should be F.O.R. Surat or at the Institute.

9. All concessions available to an educational institution should be specified and also taken into account while quoting.
10. 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.
11. 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.
12. 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.
13. Your specifications & terms- conditions should be as per the format attached, must be on your company letterhead & signed by an authorized person.
14. Offered quotation may be rejected if any ambiguity is found in offered specifications, terms & conditions supplied by party in specified tabular format.
15. The Director reserves the right to accept stores, which are not strictly in confirming with the specifications but otherwise, found suitable.

Yours faithfully,

**(Dr. Ravi Kant and Dr. Tushar N. Desai)**  
Assistant Professor and Associate Professor  
Mechanical Engineering Department

**ANNEXURE- I**

Sr. No.	Conference Management System	Total Price Inclusive of Taxes (In Rupees)
1	<ul style="list-style-type: none"> <li>• Complete turn-key setup and Conference-ready system</li> <li>• Integrated Registration with Payment Gateway for Online Payment System.</li> <li>• Fully Automated E-mail Response System.</li> <li>• Automated Abstract and Paper Submission – Review – Editing - Cycle.</li> <li>• Conference Proceedings publishing system.</li> <li>• Automated conference schedule generation and presentation assignments to sessions.</li> <li>• Quick On-site Registration Tools with Smartphone Check-in.</li> </ul>	