



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान  
सूरत-३९५००७.  
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF  
TECHNOLOGY SURAT-395007.

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

NO. EED/M&R/446/2017-18

Date: 02/08/2017

To,

**Sub: Enquiry for Repairing of "Wooden Lab Table"**

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. EED/M&R/446/2017-18, dated: 02/08/2017" Your quotation should reach the undersigned on or before **25/08/2017 at 5:00 PM.**

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 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 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.
- 11 Your Specification & terms-conditions should be as per the format attached, must be on your company letterhead & signed by an authorized person.

- 12 Offered quotation may be rejected if any ambiguity is found in offered specification, terms & conditions supplied by party in specified tabular format.
- 13 Preference may be given to the supplier having status of authorized dealer of manufacturer, with a view to ensure reliable after sales service for the item.
- 14 The Director reserves the right to accept stores, which are not strictly in confirming with the specifications but otherwise, found suitable.
- 15 Warranty certificate is compulsory along with invoice of the consignment.

Yours faithfully,

  
Head, EED

Head  
Electrical Engg. Department  
S. V. National Institute of Tech  
Surat-395007.

Sr. No.	Description	Quantity
1	<b>Repairing of Wooden Lab Table</b>  <b><u>Work Details:</u></b> <ul style="list-style-type: none"><li>• Providing &amp; Laying of 19 mm thick waterproof ply 6' x 3' size including 1.0 mm thick lamination sheet on table top &amp; Bottom.</li><li>• Necessary fixtures for strengthening of table and Polishing work.</li></ul>	12