



**UNDER POSTING OF CERTIFICATE**

Offi : 2223371 to 2223374

Fax : 0261-2228394

Grams : SVNIT

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

Approval Note No. PE/505/2022-23

Enquiry no. PE/603/2022-23

**Date: 17/01/2023**

To,

**SUB: -Enquiry for Supply of Mandap, Stage, Carpet, Table, Mattress  
on rental basis.**

Dear Sir,

You are requested to quote your prices for supply of items listed overleaf. The Quotation must be sent in a sealed envelope with the superscription "Quotation with reference to the **Enquiry Note No. PE/603/2022-23. Dated 17/01/2023**" for Department of Physical Education to "The Director, (Attention: Head, Department of Physical Education) S.V. National Institute of Technology, Ichchhanath, SURAT-395007, Gujarat". Your quotation should reach the Director, SVNIT on or before **07/02/2023 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 accompanying the quotations.
- 3) GST, 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 60 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) 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) Your specifications & terms- conditions should be as per the format attached i.e. summary sheet, must be on your company letterhead & signed by an authorized person.

- 11) Offered quotation may be rejected if any ambiguity is found in offered specifications, terms & conditions supplied by party in specified tabular format.
- 12) The Director reserves the right to accept stores, which are not strictly in confirming with the specifications but otherwise, found suitable.
- 13) Any enquiry may send in the following address with the title **"Quotation"** over envelope:

To  
The Director  
(Kind attention, Head, Department of Physical Education)  
SVNIT, Ichchhanath, Surat-395007  
Mo: +91 9904003876

Yours faithfully,

  
Head

**Dept. of Physical Education**

**ANNEXURE-I**

No.	Item Name	Unit	Qty	Color
1.	Cordoning of canteen cement	Running ft.	6 ft. height x 260 ft. approx (4 days)	Single solid color
2.	Stage with jhalar and carpet	ft.	38 ft. width 26 ft. depth 2.5 ft height (4 days)	N.A.
3.	Stage backdrop	ft.	38 ft. width 15 ft. height (4 days)	Single solid color
4.	Stage side partition	ft.	36 ft. x 15 ft. height (Qty-2 nos) (4 days)	Single solid color
5.	Decorative flags with pole	-	20 nos. 15 ft. height pole with 5 x 4ft flags (4 days)	Multicolor
6.	Mandap with partition for warm up room	Sq. ft.	15 x 60 ft. (3 days)	Single solid color
7.	Mandap with partition for changing room	Sq. ft.	15 x 30 ft. (3 days)	Single solid color
8.	Carpet (official area, warm-up room, changing room)	Sq. ft.	66 x 18 ft. 15 x 60 ft. 15 x 30 ft. (3 days)	Red / Any
9.	Tables with jhalar	Pcs	30 (3 days) 10 tables for 1 day	N.A.
10.	Set of mattress, bed sheet, pillow.	Pcs	500 (5 days)	N.A.
11.	Mandap at cricket ground Bhatha Village	gala	6 gala for 2 days	N.A.



**Annexure-II**

**QUOTATION SUMMARY SHEET**

(This must be typed on Supplier's Letterhead & submitted along with the offer)

Sr. No.	Name of item	Unit	Qty	Rate	Amount
1.	Cordoning of canteen cement				
2.	Stage with jhalar and carpet				
3.	Stage backdrop				
4.	Stage side partition				
5.	Decorative flags with pole				
6.	Mandap with partition for warm up room				
7.	Mandap with partition for changing room				
8.	Carpet (official area, warm-up room, changing room)				
9.	Tables with jhalar				
10.	Set of mattress, bed sheet, and pillow.				
11.	Mandap at cricket ground Bhatha Village				
				<b>Total</b>	
				<b>Taxes</b>	
				<b>Transportation</b>	
				<b>Grand Total</b>	

NOTE: Any ambiguity or incomplete filling of SUMMARY SHEET will lead to rejection of offer without any reasons. Write N/A or N.A. where information demanded is not applicable. Please refer to detail information of item mentioned in enquiry.

SIGN OF THE PARTY

WITH FULL ADDRESS STAMP