



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत  
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF  
TECHNOLOGY, SURAT  
विधुत इंजीनियरिंग विभाग  
ELECTRICAL ENGINEERING DEPARTMENT

SVNIT

No. DoEE/ Project /2100 / 2025-26

Date: 20-03-2026

To,

**Sub: Enquiry for Supply of "Laptop"**

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. DoEE/Project /2100 /2025-26, dated: 20-03-2026" Your quotation should reach the undersigned on or before **06-04-2026 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, a complete set of specifications and dimensions should be given.
2. If asked, samples are accompanying the quotations or provide demonstration in the Department at any stage of purchase without claiming any financial benefits.
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 **120 Days or more.** Offers subject to prior sale may please be avoided.
5. The delivery period **maximum 30 Days from the date of issue of P.O.**
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 Account pay/cheque/PFMS on the S.V.N.I.T. Branch Office of State Bank of India, Surat-395007 after satisfactory installation, successful testing in department and official procedure from account section with Institute terms and conditions. If case of any official delay, any type of claimed extra payment will not be considered.

10. Your Specification & terms-conditions should be as per the format attached, must be on your company letterhead & signed by an authorized person.
11. The offered quotation may be rejected if any ambiguity is found in the offered specification, terms & conditions supplied by the party in the specified tabular format.
12. Preference may be given to the supplier having the status of authorized dealer of the manufacturer, with a view to ensuring reliable after-sales service for the item.
13. **Items will be accepted after satisfactory performance in our laboratory according to our requirement.**
14. The Director reserves the right to accept stores, which are not strictly in confirming with the specifications but otherwise, found suitable.
15. The Head of Department /Director reserves the right to stop the purchase process at any stage.
16. An enquiry may send in the following address.

To

Head, Department of Electrical Engineering

Sardar Vallabhbhai National Institute of Technology (SVNIT), Dumas road, Ichchhnath,  
Surat-395007 (Gujarat)

Ph 0261-2201572(office, DoEE)

Yours faithfully,



Head, DoEE



(Dr. Aejay Mahesh)  
Indenter (PI of the Project)  
Assistant Prof., DoEE

### Annexure-A

Sr. No.	Product Description and Specification
1	<b>Laptop</b>  M5 – Chip (10-core CPU, 10-core GPU, 16-core Neural Engine)  RAM – 16 GB Unified memory  Storage – 1 TB SSD  Additional Software required: Microsoft office

### PRICE LIST

No	Description	Qty.	Unit cost/1 nos including all charges (in Rs.) without GST	Total cost (in Rs.) without GST
1	<b>Laptop</b> (as per the <b>Product Description and Specification given in Annexure A</b> )	1		
			Total Rs.	
			GST @ _____%	
			Grand Total with GST Rs.	

**Note:**

1. Quote item cost/price including all type of charges and GST .
2. **Quotation will not be considered for further process without Compliance Report in form of ANNEXURE-B.**

**Terms & Conditions**

1.	Percentage of GST	
2.	Work Completion Period	
3.	Validity of the quotation	
4.	Warranty/Guarantee	
5.	Make and model for each items	
6.	Other Terms & conditions	
7.	Submission of Compliance Report in <b>ANNEXURE-B</b>	Yes/ No

## ANNEXURE-B

### Compliance Report submitted by Agency

Sr. No.	Item Description for Calibration and servicing	Estimated value according to standard/ attached Documents	Compliance Yes/No
1.	<b>Laptop</b> (as per the Product Description and Specification given in Annexure A)		

Place:

Date :

Signature and stamp of agency