



SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT

सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
INSTITUTE ESTATE & STORE SECTION

Ph. No.: 0261 220 1736

No. SVNIT/E&S/Printing & Stationary/2026-2027/22

Date: 11/09/2026

To,

SUB: - ENQUIRY FOR SUPPLY OF ENVELOPES (PRINTING & STATIONARY ITEMS)

Dear Sir,

You are requested to provide services listed overleaf. The quotations may be sent to the Director, SVNIT in a sealed envelope and subscribed as: "Quotation with reference to Enquiry No. SVNIT/E&S/Printing & Stationary/2026-2027/22 dtd: 11/09/2026. The enquiry tender form can be submitted on or before office hours 30/09/2026 (during office hours by Hand Delivery, Post, Courier to the Director, SVNIT, Establishment Section, Administrative Building, SVNIT, Surat). The Institute is not responsible for loss or postal delay of enquiry tender forms.

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) All the applicable taxes, Insurance charges, Packing and Forwarding charges, if not included in the prices quoted, should be clearly specified.
- 3) The period of validity of the quotation should be at least 45 Days. Offers subject to prior sale may please be avoided.
- 4) The delivery period is to be clearly mentioned in the quotation.
- 5) The mode of delivery of the stores may be mentioned. The delivery should be F.O.R. Surat or at the Institute.
- 6) All concessions available to an educational institution should be specified and also taken into account while quoting.
- 7) The Director reserves the right to accept works/services which are not strictly in conformity with the specifications but otherwise found suitable.
- 8) Payment is normally made by cheque/NEFT/RTGS 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.
- 9) Overall lowest price will only be considered for awarding of the Purchase Order.

Yours faithfully,

FOR DIRECTOR

2/11/26 11:09 AM

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Sr. No.	Description of items	Quantity	Per	Rate		Amount	
				Rs.	Ps.	Rs.	Ps.
1	Envelope plain Brown Size- 9" x 4" Printing of institute Name & Logo "As per Sample" (Hindi & English) (Good Quality)	5000	Nos.				
2	Envelope plain Brown Size- 11" x 5" Printing of institute Name & Logo "As per Sample" (Hindi & English) (Good Quality)	10000	Nos.				
3	Envelope plain Brown Size- 14" x 10" Printing of institute Name & Logo "As per Sample" (Hindi & English) (Good Quality)	5000	Nos.				
4	Canvas coated Green Cover plain Size- 14" x 10" (A4 Size) Printing of institute Name & Logo "As per Sample" (Hindi & English) (Good Quality)	2500	Nos.				
5	Canvas coated Green Cover plain Size- 16" x 12" (A3 Size) Printing of institute Name & Logo "As per Sample" (Hindi & English) (Good Quality)	2500	Nos.				
Total Amount Rs.							
Add GST _____ %							
Total Amount including GST Rs.							