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|  | **DEPARTMENT OF XXX ENGINEERING**  **SARDAR VALLABHBHAI NATIONAL INSTITUTE OF  TECHNOLOGY  SURAT-395007, GUJARAT  Ph. No. (0261) 2223371 — 2223374** |

No. / / 2021-22 Date: xx/xx/2021

**Submitted to Director:**

Following items are required to be purchased for conducting STTP/Workshop/ Conference/ Faculty Development Programme (FDP) on **"ABC"** during XX November, 2021. Since the cost is less than Rs. 25,000/- and limitation of time for purchase, preference of registered address of supplier is given Surat (District). It is requested to avail the service by following as per our Institute norms (Under GFR -2017). The expenditure of Rs. 11,500/- will be debited from generated revenue of our program in the account of CCE “Director, SVNIT-CCE” (CCE Code: SVNIT/CCE/XX /xx/019/2019-20 Dated: xx/xx/2021).

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| **Sr. No.** | **Items** | **Approximate cost (Rs.)** |
| 1 | Banner (3 Nos.) | 1200/- |
| 2 | Folder (60 Nos.) | 1200/- |
| 3 | Writing pad with printed cover (60 Nos.) | 2400/- |
| 4 | Plain copier paper (3 'ream) | 700/- |
| 5 | I-card (60 Nos.) | 500/- |
| 6 | Memento (10) | 4000/- |
| 7 | Stationary items | 1500 |
| **Total Approximate Amount (Rs.)** | | **Rs.11,500/-** |

This is for your kind approval please.

(Name of Coordinator/s)

**Program Coordinators**

**Head of Department**

**Chairman, CCE**

**Dean(S/W)**

**Director, SVNIT**