



UNDER POSTING OF CERTIFICATE

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

No. CS/Canon Tonner/29/

/2018-2019

Date: 29/10/2018

REMINDER - 1

To,

SUB: - ENQUIRY FOR SUPPLY OF – Hoper Unit, Fixing Unit, Tonner for Canon Copier Machine

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 envelop and subscribed as: "Quotation with reference to Enquiry No. CS/Canon Tonner/29/ /2018-2019 dtd:29/10/2018. Your quotation should reach the undersigned on or before 19 NOV 2018

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 to be provided with the quotations
- 3) 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 registered with the Dept. of Scientific & Industrial Research (DSIR) for the purpose of availing Tax Exemption/Custom Duty Exemption, and hence the certificate to this effect will be issued wherever it is necessary on demand.
- 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) The Director reserves the right to accept stores, which are not strictly in confirming with the specifications but otherwise, found suitable.

Yours faithfully,

[Handwritten Signature]
For Director

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Sr. No.	Stores with Specifications	Probable quantity required	Whether sample of paper is to be sent or not
1	Hoper Unit for Canon IRC 2225 (Estate)	01 No.	
2	Fixing Unit for Canon IRC 2225 (Library)	01 No.	
3	Tonner for Canon IRC – 2525 (E Section)	06 Nos.	

Note : Party only with authorization letter will be considered. So, alongwith the quotation authorization is must.