

UNDER POSTING OF CERTIFICATE



Offi : 2259571, 225982-84
Fax : 0261-2228394
Grams : SVNIT

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

No. CS/E'sec/Printing/36/ 130 /2018-2019

Date: 29/11/2018

To,

SUB: - ENQUIRY FOR – Printing Work

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/E'sec/Printing/36/ /2018-2019 dtd: 27/11/2018. Your quotation should reach the undersigned on or before 20 DEC 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 accompany the quotations
- 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 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 custom duty exemption & central excise 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,

Devi M. A.
29/11/2018

For DIRECTOR

((2))

| Sr. No. | Stores with Specifications | Approximate quantity required | Whether sample is to be sent or not |
|---------|---|-------------------------------|-------------------------------------|
| 1 | Acknowledgement (Registered A.D. Slip) Green Card 11.5 kg. Card (As per Sample, also available at Institute Central Store) | 10000 Nos. | Yes |
| 2 | Peon Book (Daily post Delivery Book) 200 Pages Registered Paccka Binding, 70gsm Dual Language (Hindi & English) (As per Sample, also available at Institute Central Store) | 50 Nos. | Yes |
| 3 | Canvas Cover Printing of Institute Name & Logo Good Quality Color : Green (As per sample, also available at Institute Central Store) | | |
| | Size : 10 x 5 inch | 1000 Nos. | Yes |
| | Size : 11 x 5.5. Inch | 1000 Nos. | Yes |
| | Size : 12 x 6.5 Inch | 500 Nos. | Yes |

- Samples of above items must accompany with the quotation.