



CIVIL ENGINEERING DEPARTMENT  
SARDAR VALLABHBHAI NATIONAL  
INSTITUTE OF TECHNOLOGY, SURAT



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smy@ced.svnit.ac.in

CED/SVNT

No.CED/BNT/Printer/ 2257 /2018-2019

Date: 01/08/2018

To,

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**Sub.: Enquiry for Supply of HP Printer cum Scanner cum Xerox**

Dear Sir,

You are requested to quote your prices for supply and installed of stores listed overleaf. The quotations may be sent to the undersigned in a sealed envelope and subscribed as: "Quotation for equipments of **The Director, Sardar Vallabhbhai National Institute of Technology, Surat** with reference to enquiry No. CED/CFPF/BNT/5627/2018 Date: 26/03/2018 your quotation should reach the undersigned on or before **14/08/2018** positively during office hours by post or courier only.

The quotations should be furnish the following information's:

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. The price quoted should be for the complete set of equipments. For price comparison the total combined price of all the items in the inquiry will be considered and accordingly the purchase order will be issued.
3. If asked, samples should accompany the quotations.
4. Sales tax, General tax, Central Sales tax, Custom duty, GST, Insurance charges, packing and forwarding charges if not included in the prices quoted, should be clearly specified.
5. The period of validity (minimum 120 days) of the quotation may be specified. Offers subject to prior sale may please be avoided.
6. The delivery period is to be clearly mentioned in the quotation. Preferably delivery period should be within two – three weeks from the date of receipt of confirmed order.
7. The mode of delivery of the stores may be mentioned. The delivery should be F.O.R. SVNIT basis only.
8. All concessions available to an educational institution should be specified and also taken into account while quoting. No "C" or "D" form can be issued by the institute.
9. The Director reserves the right to accept stores which are not strictly in conformity with the specifications but otherwise found suitable.

10. 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 45 days from the date receipt, acceptance of successful installation & performance by the supplier at the institute.
11. All the duties, taxes and other levies payable by the contractor under the contract shall be specify separately and also included in the total price.
12. The price should be quoted in Indian Rupees (INR) only.
13. The Institute is exempted from the payment of Custom Duty in terms of Government of India, Ministry of Science and Technology, Department of Science and Industrial Research, Notification No 51/96-Custom Dt :23/07/1996 and also payment of Central Excise Duty in terms Notification No 10/97- Central Excise Dt 01/03/1997. However, the applicable rate should be clearly indicated in the bid.
14. The Director reserves the right to reject, the lowest bid without assigning any reasons.
15. Minimum **One** year warranty/guarantee shall be applicable to the supplied goods. Necessary warranty certificate signed by the manufacturer should accompany with other documents.

Yours faithfully,

  
Head, CED

### LIST OF EQUIPMENTS

**Brand:- HP**

Sr.No	Description	Qty	Unit
1.	HP Printer M-132NW (Printer cum Scanner cum Xerox)	1	1