



Sardar Vallabhbhai National Institute of Technology, Surat-395 007.

Offi : 0261 - 2201522

Fax : 0261- 2227334

Grams : SVNIT Surat

No.: CED/SVNIT/ TEP/04/211/

/2018

Date: 01/02/2018

**SUB: - ENQUIRY FOR SUPPLY OF – Colour and Black & White Printer**


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 envelope and subscribed as: **“Quotation with reference to Enquiry No. CED/SVNIT/TEP/TEP/04/211, Dated 01/02/2018 on or before 20/02/2018.**

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) GST, if not included in the prices quoted, should be clearly specified.
- 4) The period of validity of the quotation should be at least 60 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.
- 10) **Please mention the warranty period (Minimum one year warranty is essential)**
- 11) 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.
- 12) The Director reserves the right to accept stores, which are not strictly in confirming with the specifications but otherwise, found suitable.

Yours Faithfully,

  
Head 8/2/18

Civil Engineering Department  
SVNIT, Surat-395 007

(PTO)

