

UNDER POSTING OF CERTIFICATE



SARDAR VALLABHBHAI NATIONAL
INSTITUTE OF TECHNOLOGY, SURAT

0267-2210332,02671602/12 S
FAX NO. 0261-2258709 V
GRAM : SVNIT N
E-MAIL : IT
director@svnit.ac.in

No. SC/Renesa/17-18

Date: 9 - 2 - 2018

To,

Sub: Enquiry for Supply of Quotation for Renesa Newsletter

You are requested to quote your prices for supply of stores in listed overleaf. The quotations may be sent to the undersigned in a sealed envelope and subscribed as: "Quotation with reference to Enquiry No. SC/Renesa/17-18 dtd: 09 - 02 - 2018. "Your quotation should reach the undersigned on or before 16 - 2- 2018 at 5:00 PM.

The quotations should be furnished with the following information:

1. The **brand or make each of item should be specifically stated** wherever necessary, complete set of specifications and dimensions should be given.
2. If asked, samples are to accompany the quotations.
3. **Sales Tax, General Tax, Central Sales Tax, Custom Duty, Insurance Charges, Packing and Forwarding Charges**, if not included in the price quoted, **should be clearly specified.**
4. The period of validity of the quotation should be at least 45 days. Offer 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 education institution should be specified and also taken into account while quoting.
8. This institute is located within the limits of S.M.C & exempted from the paying of octroi duty on incoming goods from outside limits of S.M.C.
9. This institute is registered with the Dept. of Scientific & Research (DSIR) for the purpose of availing custom duty exemption & central exercise duty exemptions and hence the certificate to this effect will be issued wherever it is necessary on demand.
10. **Payment is normally made by cheque drawn on S.V.N.I.T Branch Office of State Bank of India, Surat-395007 within a period of 30 days from the date of receipt of stores.**
11. Your specifications & terms - conditions should be as per the format attached, must be on your company letterhead & signed by an authorized person.

K. K. K. K.
9/2/18

12. Offered quotation may be rejected if any ambiguity is found in offered specifications, terms & conditions supplied by party in specified tabular format.
13. The Director reserves the right to accept stores, which are not strictly in confirming with the specifications but otherwise, found suitable.

Yours faithfully,

W. K. ...
9/2/18
Faculty Advisor (RENESA)