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UNDER POSTING OF CERTIFICATE



Phone (O): 0261-2223371 to 74  
Fax: 0261-2227334/2228394  
Grams: SVARCET

SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY  
SURAT (GUJARAT) 395007.

**CHEMICAL ENGINEERING DEPARTMENT**

**INVITATION FOR QUOTATION FOR SUPPLY OF  
Goods under national shopping procedures**

Ref. No.: ChED/AP/Xerox Machine /HOD/1381 / 4411 /2018-19

Date : 28/01/19

To,

79 2019

**Sub: Invitation for Quotation for Supply of Xerox machine (Scan/Copy/Print)**

Dear Sir,

You are invited to quote your prices for supply of stores listed overleaf. The quotations may be sent to "The Director, SVNIT, Surat." in a sealed envelope and subscribed as: "Quotation with reference to Enquiry No. as above dated". Your quotation should reach the under signed on or before 19/02/2019.

Sr. No.	Description/ Parameters	Qty. No.
1	<b>Xerox Machine</b> <u>Specifications:</u> Scan/Xerox/Copy/Print Copy speed at least 20 ppm Network Interface 300 pages Copy/Print per day	01

With quotations furnish the following information.

- (1) The brand or make of an item should be specifically stated and 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 under the prices quoted, should be clearly specified.
- (4) The period of validity of the quotation must be specified. Offers subject to prior sale may please be avoided.
- (5) The delivery period is to be clearly mentioned in the quotation.

(2)

- (6) The mode of delivery of the stores may be mentioned. The delivery should be F. O. R. Surat or the Institute. The Institute is located in the Municipal Limits & exempted from paying of Octroi Duty.
- (7) All concessions available to an Educational Institution should be specified and also taken into account while quoting.
- (8) The Director reserves the right to accept stores which are not strictly in conformity with the specifications but otherwise found suitable.
- (9) Payment is normally made by Cheque drawn on the S. V. R. C. E. T. Branch Office of State Bank of India, SURAT – 395 007. Within a period of thirty days from the date of receipt of store.

*Mausumi M*  
*28/01/19*

**Dr. M. Mukhopadhyay**  
**Head, (ChED)**

**SUMMARY SHEET**

1.	<b>Make</b>	:	
2.	<b>Model</b>	:	
3.	Basic Price of the Unit (Including accessories, spares etc.)	:	Rs. _____ OR \$ _____
4.	<b>Rebate / Concession for Academic Institute</b>	:	Rs. _____
5.	Packing and Forwarding	:	NIL / @ _____ % i.e., + Rs. _____
6.	Transportation <b>(FOR Destination at SVNIT, SURAT only)</b>	:	NIL / @ _____ % i.e., + Rs. _____
7.	Insurance	:	NIL / @ _____ % i.e., + Rs. _____
8.	Installation and Commissioning	:	NIL / @ _____ % i.e., + Rs. _____
9.	<b>GST</b>	:	NIL / @ _____ % i.e., + Rs. _____
10.	ST	:	NIL / @ _____ % i.e., + Rs. _____
11.	Octroi	:	NIL / @ _____ % i.e., + Rs. _____
12.	Custom Duty / Excise Duty vide <b>DSIR Certificate Only</b>	:	NIL / @ _____ % i.e., + Rs. _____
13.	Mode of Delivery	:	<b>FOR Destination at SVNIT, SURAT only</b>
14.	Delivery Period	:	Days / Weeks
15.	Validity of quotation (Minimum 90 days desirable)	:	Days / Weeks
16.	<b>WARRANTY</b>	:	
17.	<b>Mode of Payment</b>		
18.	<b>TOTAL Price With (As per 3 to 16)</b>		

**NOTE:** Any ambiguity or incomplete filling of SUMMARY SHEET will lead to rejection of offer without any reasons.

**SIGN OF THE PARTY  
WITH FULL ADDRESS STAMPED**