

UNDER POSTING OF CERTIFICATE



SARDAR VALLABHBHAI NATIONAL
INSTITUTE OF TECHNOLOGY, SURAT

0261-2210332,02611602/03
FAX NO. 0261-2228394
GRAM : SVNIT
E-MAIL :director@svnit.ac.in

SVNIT

No. Hostel Section/ 1048 /2018-19

Date: 08.01.2019

To,

SUB: Enquiry for Purchase Tonner (Toshiba Copier) for Xerox Office in SVNIT, Surat.

Dear Sir,

You are requested to quote your prices for supply of items listed overleaf in schedule B. The quotations may be sent to the undersigned in a sealed envelop and subscribed as: "Quotation with reference to Enquiry No. Hostel Section /1048 / 2018-19 dtd: 08.01.2019. Quotation should reach to hostel section on or before 18.01.2019 at 5:00 P.M.

The quotations furnished 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 accompanying 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 may be specified. 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 items may be mentioned. The delivery should be F.O.R. at 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 or reject the items, which are not strictly in confirming with the specifications but otherwise found suitable.

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.

Yours faithfully,

-Sd-

SCHEDULE-B

Name of Work: Enquiry for Purchase Tonner (Toshiba Copier) for Xerox Office in SVNIT, Surat.

Sr. No.	Name of the Items	Model No.	Qty	Total Amount in Rs. (Including all Taxes)
1.	Toshiba Tonner	estudio4508A	02	

Note:- Only authorized dealer should quotation along with genuine authorization certificates from company.

**Signature of the,
Agency with
Stamp/ Seal**

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