



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सुरत

सरदारवल्लभभाई राष्ट्रीय प्रोद्योगिकी संस्थान, सुरत

SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT

(An Institute of National Importance, Ministry of Education, Government of India)

SVNIT

No. Dean(Acad)/Exam Stat./ 84 /2025-26 /328

Date: 06/05/2026

To,  
SVNIT Institute Website

त्वरीत डाक  
SPEED POST

11 MAY 2026

**Sub:** Enquiry for Supply of Semester Grade Report to the SVNIT Campus, Surat.

Dear Supplier,

You are requested to quote your rates for Supplying of Semester Grade Report at the SVNIT Campus, Surat listed overleaf. The quotations may be sent to the undersigned in a sealed envelope and superscripted as "Quotation with reference to Enquiry No: No. Dean(Acad)/Exam Stat./84 /2025-26, dtd. 06/05/2026 for academic section". Your quotation should reach the undersigned on or before 18/05/2026 at 5:00 P.M. addressed to The Dy. Registrar (Academic), Academic section, Administrative Building, S. V. National Institute of Technology, Ichchhanath, Surat-395007, Gujarat. However, SVNIT Surat accepts no responsibility for offers received after the due time and date.

The quotations should be furnished with the following information.

1. The rates specified in the quotation are for Supplying of Semester Grade Report as per the required features mentioned in the table on a **F.O.R. Institute** basis.
2. GST and any additional charges such as transportation F.O.R. SVNIT should be clearly specified at the concessional rates allowed to educational institutions as per the relevant notification of the Government.
3. The supply period is to be clearly mentioned in the quotation.
4. The supply order is for a period of **10 days** from the date of issue of a confirmed supply order.
5. The period of validity of the quotation should be at least 21 Days after last date to receive the quotation. Offer subject to a prior sale may please be avoided.
6. Generally, Payment shall be made within a period of thirty days from the date of satisfactory completion of the supply & submission of bills and official procedure from the account section of the institute.
7. All concessions available to an educational institution should be specified and also taken into account while quoting.
8. The mode of supply must be mentioned. The supply should be at F.O.R. SVNIT, Surat.
9. An offered quotation may be rejected if any ambiguity is found.
10. The supply will be executed under the direct supervision of the Deputy registrar Academic.
11. In case of any accident during supply leading to injuries/damages to human being/equipment, or loss of life the bidder shall be fully responsible for settling all claims and indemnify the department against any claim arising out of such accident.
12. The acceptance of inquiry will rest with the competent authority (The Director, SVNIT, Surat) who does not bind himself to accept the lowest one and reserves the right to accept or reject any or all the inquiry tenders without giving any reasons thereof.
13. The Director, SVNIT, Surat reserves the right to accept an offer, which is not strictly conform to the specifications but is otherwise, found suitable. If offers do not comply with specifications or are found in substandard condition, the same is to be taken from the institute, at the cost and responsibility of the supplier.
14. The quoted unit rate must be valid for one year from the date of release of purchase order. According to the requirement, institute may need additional quantity supply later.

Sr. No.	Item Description	Qty.	Unit	Unit Rate Rs. Ps.	Total Rs. Ps.
1.	Supplying of Semester Grade Report: Size: A4,90 GSM Ledger Paper, Multicolor printing on the front side and single colour printing on the back side. (As per sample)	20,000	Nos.		
				<b>Taxable Total</b>	
				<b>GST @ ___%</b>	
				<b>Net Amount</b>	

- Note:** (1) Quotation must be provided on the firms/company's letter pad.  
(2) The items will be accepted only after quality and content checks at Dean academic office  
(3) Clearly mention all the price including all applicable taxes, payment terms, delivery period, transportation cost, validity of quotation, etc.

Yours faithfully,

*(Handwritten Signature)* / 08/05/20

DEAN(ACAD)

*(Handwritten Initials)*