

**SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL**  
**FORMAT FOR INVITING QUOTATIONS/TENDERS**

No.: SVSU/2023/P&S/ E-3535/104 Dated: 13-07-2023

**NIQ DOCUMENT**

**Subject: Invitation for Quotation to supply cartridges for University printers.**

Sealed quotations are invited from the manufacturers/exclusive distributors/ authorized dealers/suppliers/seller/resellers for the items detailed below:

Sr. no.	Type of Printer	Cartridge Name	Qty. Required	Ink Type
1	Canon Image Class MF244df	337	30	Black & White
2	Canon MF232 DW	88A	15	
3	HP LaserJet Pro MFP226 DW			
4	HP LaserJet 126 NW			
5	HP 1020 Plus	12A	02	
6	HP LaserJet 1005 MFP		02	
7	HP-M233	HP37A	02	
Total Cartridges required			51	

- The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by 13-07-2023 (date) by 5:00 PM (time). The same shall be opened on 19-07-2023 at 11:00 AM in the office of **Assistant Registrar, P&S, Plot No. 147, Sec-44, Gurugram, HR-122003**. The quotees or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.
- The Quotation/Tender received after due date and time or incomplete shall be rejected outrightly.
- The quotation/tender shall be submitted in double envelope.  
**Envelop-I: - Should contain Technical bid documents. - Annexure-I**  
**Envelop-II: - Should contain Financial Bid documents. - Annexure-II**  
The inner envelope shall be sealed and shall have the superscription **"QUOTATION/TENDER IN RESPONSE TO ENQUIRY NO. \_\_\_\_\_ DATED \_\_\_\_\_"**. The offer may be sent to the **Assistant Registrar, P&S, Plot No. 147, Sec-44, Gurugram, HR-122003**. The quotation/tender, where the superscription is not mentioned on the envelope by the Quotee, may not be entertained.
- The following charges and terms may be spelt out in your offer clearly:
  - F.O.R
  - Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'
  - Payment terms.
  - Delivery period.
  - Guarantee/Warranty period.

- vi. After-sales service.  
vii. Installation charges, if any.  
viii. Validity period of the quotation.  
ix. Bank Draft charges, if any.  
x. Misc. charges such as Packing & Forwarding charges, Insurance charges etc., if any.

5. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as "packing, forwarding, freight and insurance charges etc. extra".
6. Charges not mentioned in the quotation/tender shall not be paid.
7. FOR shall be Shri Vishwakarma Skill University, Palwal or Offices situated at Outstations as the case may be. The rates quoted ExGodown can be rejected.
8. The offer must be valid for a period of atleast **three months** from the date of opening of quotation/tender.
9. The current price list duly authenticated by the vendor/Principals with dated signature and seal along with literature/pamphlets may be supplied along with the offer.
10. Quantity may increase or decrease without any notice.
11. If the Supplier or their Principals are on rate contract with DGS&D or DS&D (Haryana), this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.
12. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.
13. The goods shall be supplied by the Supplier within the time limit specified in the supply order. The delivery period can be extended by the Asstt. Registrar (P & S) with the approval of CPC, only in exceptional cases on written request of the Supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material each day or such other amount as the CPC/Asstt. Registrar (P & S) may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material supplied. Appeal against these orders shall, however, lie with the Vice-Chancellor, Shri Vishwakarma Skill University, Palwal whose decision shall be final.
14. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
15. As a general policy, the University tries to make 100% payment within 30 days of the receipt of material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.
16. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/ Experts Committee etc.

17. The said  
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17. The samples of the material, if necessary and possible, shall be supplied with the quotation or may be demanded at any stage. The unapproved samples shall be collected on receipt of information failing which the same shall be despatched by Goods Carrier on your risk with the condition of "Freight to Pay". Samples costing less than Rs. 100.00 shall not be returned to the quotees. However, if the quotees wish to take the same back, it can be collected at their own cost within a period of one month, failing which the samples will be disposed off.
  18. The acceptance of the quotation/tender shall rest with the undersigned who does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The undersigned also reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
  19. **It may be certified that you have not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.**
  20. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 0124-2746856 on any working day (Monday to Saturday) during office hours (9 a.m. to 5.00 p.m.).
  21. The dispute, if any, shall be subject to the jurisdiction of Courts at Palwal. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/distributors/dealers/suppliers etc. shall be invalid and shall have no legal sanctity.
  22. Terms and conditions printed on Quotation/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.

**Assistant Registrar (P & S)**

Encl: As above

AS  
[Signature]  
[Signature]



## Annexure: I- (Envelop-I)

### PROFORMA FOR TECHNICAL BID (PART -I)

Sr. No.	Particulars	To be filled in by the tenderer
1	Name of the Agency	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number/Mobile Number and name of the contact person	
5	Whether the firm is registered under Company Act, partnership, or proprietorship. (Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number (copy to be enclosed)	
7	Sales Tax/VAT /GST Registration Number (copy to be enclosed)	
8	Whether the firm is blacklisted by any Government Department/PSU/corporate or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a declaration/certificate is to attach in this regard on firm letter Head)	
9	Experience in dealing similar kind of items with Govt. Departments/PSU/corporate attach copies of supply orders placed on the agency	
10	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
11	Whether agency profile is attached?	
	Place:  Date:	Signature of the Bidder With Office Seal

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## Annexure-II (Envelop-II)

### PROFORMA FOR FINANCIAL BID (PART -II)

Firm Name.....

Firm Address with pin code.....

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Sr. no.	Type of Printer	Cartridge	Qty.	Quote your rate per unit/no.
1	Canon Image Class MF244df (Ink-B/W)	337	30	
2	Canon MF232 DW -(Ink-B/W)	88A	5	
3	HP LaserJet Pro MFP226 DW -(Ink-B/W)	88A	5	
4	HP LaserJet 126 NW -(Ink-B/W)	88A	5	
5	HP 1020 Plus -(Ink-B/W)	12A	2	
6	HP LaserJet 1005 MFP -(Ink-B/W)	12A	2	
7	HP-M233 -(Ink-B/W)	HP37A	2	
	<b>Total Cartridges required</b>		<b>51</b>	

(Signature of Bidder with seal)

Name:

Designation:

Address:

Contact No.:

The block contains three handwritten signatures in blue ink. The first signature is on the left, the second is in the middle, and the third is on the right. There is also a circular blue ink stamp or seal located below the second signature.