

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

**SVSU/2024/PROC/11**\_\_\_\_\_ **Dated: 20.02.24**

**NIQ DOCUMENT**

**Subject: Invitation for Quotation for supply of items.**

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

<b>Sr. No.</b>	<b>Details of items</b>	<b>Unit</b>	<b>Quantity</b>
1	Dustbin Steel Big-40 liter with lid	Nos	50

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by **01.03.24** (date) by **05:00** PM (time). The same shall be opened on **02.03.24** at **11:00** AM in the office of **Assistant Registrar, P&S Branch, 1<sup>st</sup> Floor, Administrative Block, Shri Vishwakarma Skill University, Vill-Dudhola, Palwal, HR-121102**. The quotees or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.
2. The Quotation received after due date and time or incomplete shall be rejected outrightly.
3. The Quotation shall be submitted in double envelope.  
**Envelop-I:- Should contain Technical bid documents,**  
**Envelop-II:- Should contain Financial Bid documents.**  
The inner envelope shall be sealed and shall have the superscription **"QUOTATION IN RESPONSE TO ENQUIRY NO. \_\_\_\_\_ DATED \_\_\_\_\_"**. The offer may be sent to the **Assistant Registrar, P&S Branch, 1<sup>st</sup> Floor, Administrative Block, Shri Vishwakarma Skill University, Vill-Dudhola, Palwal, HR-121102**. The quotation, where the superscription is not mentioned on the envelope by the quotee, may not be entertained.
4. The following charges and terms may be spelt out in your offer clearly:
  - i. F.O.R
  - ii. Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'
  - iii. Payment terms.
  - iv. Delivery period.
  - v. 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 shall not be paid.
7. FOR shall be Shri Vishwakarma Skill University, Palwal 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.
9. The current price list duly authenticated by the 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 security/earnest money equivalent to 2% (two percent) of the total cost of the material rounded off to nearest Rs.10.00 (Rs. Ten only) in the shape of "Deposit at Call or Fixed Deposit Receipt" drawn in the favour of the Registrar, Shri Vishwakarma Skill University, Palwal, HR-121102 shall accompany the tender/quotation failing which the Quotation will not be considered, except with the approval of Central Purchase Committee (CPC). The security/ earnest money in other shapes viz., Demand Draft/Pay Order/Cheque shall not be accepted.
14. 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.
15. 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.
16. As a general policy, the University tries to make 100% payment at the earliest after 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.
17. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/ Experts Committee etc.
18. 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.

19. The acceptance of the Quotation 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 without assigning any reason therefore. The undersigned also reserves the right to accept Quotation in part i.e. any item or any quantity and to reject it for the rest.
20. The University is registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, New Delhi in terms of Govt. Notification No. 10/97- Central Excise dated 1 March, 1997 and Notification No. 51/96- Customs dated 23.7.1996 vide Registration No. \_\_\_\_\_ dated \_\_\_\_\_ upto \_\_\_\_\_. Thus the University is exempted from payment of Custom Duty and Excise Duty. The consignee shall issue necessary certificates duly countersigned by the Registrar, Shri Vishwakarma Skill University, Palwal, HR-121102 to avail of exemption.
21. 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.
22. 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.).
23. 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.
24. 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.

Asstt. Registrar (P & S)

Encl: As above

## Annexure: I- (Envelop-I)

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

S r . N o .	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. <b>(If no, a declaration / certificate is to attach in this regard on firm letter Head)</b>	
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?	
	<div style="margin-bottom: 10px;">Place:</div> <div>Date:</div>	Signature of the Bidder  With it h Of fic e Seal

## Annexure-II (Envelop-II)

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

Firm  
Name.....

Firm Address with pin  
code.....

.....

S. No	Item	Unit	Qty	Quote your rate
1	Steel Dustbin Big-40 liter with lid with one-year warranty	Nos	50	
	GST Amount			
Total Amount (Including all cost components)				

(Signature of Bidder with seal)

Name:  
Designation:  
Address:  
Contact No.:

**Specifications: -**

Material of Bin container	Stainless Steel Grade 304
Shape of bin	Round
Capacity of each Bin (container) (in Ltrs)	40 LITER
Type of wall	Perforated
Type of Lid on container	With Lid
Rubber scratch for non-scratch	yes
Plugged outlet for washing and draining	Yes
Product Warranty	One Year

**Some Examples are as under:**

