

**SHRI VISHWAKARMA SKILL UNIVERSITY,  
DUDHOLA, PALWAL**

**FORMAT FOR INVITING QUOTATIONS/TENDERS**

SVSU/2025/IDC/7943/35 Dated: 08.10.25

**NIQ DOCUMENT**

**Subject: Invitation for the purchase of Electrical items at Plot No. 147,  
Sector 44, Gurugram.**

Sealed quotations are invited from the Venders/dealers for the items detailed below:

S. No.	Details of items	Preferred company make	Qty	Unit	Rate	Amount
1	2*2 sq ft. size Light	Crompton/Wipro /Syska/Panasonic	15 no.			
2	Round type down light 12watt/15w att	Crompton/Wipro /Syska/Panasonic	25 no.			
3.	Exhaust fan 150 mm 6 inch	Crompton/Wipro /Syska/Panasonic	5 no.			
2	GST as applicable					
	Total					

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by 15.10.25 (date) by 05:00 PM (time). The same shall be opened on 16.10.25 at 11:00 AM in the office of ID&C Branch, 1<sup>ST</sup> FLOOR, ADMINISTRATIVE BLOCK, SHRI VISHWAKARMA SKILL UNIVERSITY, VILL-DUDHOLA, PALWAL, HR-121102. The quotes 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. Participating bidders/vendors should be authorized by Sukam and must attach authorization certificate along with the Quotation/rates. If any participating bidder/vendor does not submit authorization certificate; the quotation/rates will be rejected without any notice.
4. The participated bidder/vendor may attend the meeting at the time of opening the Quotation i.e. 16.10.2025 at 11:00 am.
5. 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 ID&C BRANCH, 1<sup>ST</sup> FLOOR,  
ADMINISTRATIVE BLOCK, SHRI VISHWAKARMA SKILL UNIVERSITY, VILL-  
DUDHOLA, PALWAL, HR-121102.

6. The following charges and terms may be spelt out in your offer clearly:
- i. F.O.R at Transit office, plot no 147, sector 44 Gurugram-122003
  - ii. GST applicable.
  - iii. Payment terms.
  - iv. Guarantee/Warranty period.
  - v. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
7. 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".
8. Charges not mentioned in the Quotation shall not be paid.
9. 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.
10. The goods shall be supplied by the Supplier within the time limit specified in the supply order.
11. As a general policy, the University tries to make 100% payment at the earliest after the receipt of bill subject to proper work, wherever applicable, and satisfaction of the Inspection Committee.
12. 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.).
13. 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/authorized bidder/vendor etc. shall be invalid and shall have no legal sanctity.
14. 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.
15. The rates should be submitted as per the format mentioned.
16. SVSU reserves the right to cancel the NIQ at any stage.

