

SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL

SVSU/2025/P&S/NIQ/ACD/

Dated: 30.12.2025

NIQ DOCUMENT

Subject: Invitation for Quotation for supply of items.

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

Sr. No.	Particulars	Qty	BOM
1	A3 Drawing Sheet	120	Nos
2	Pen Blue Ball	50	Nos
3	Pen Black Ball	50	Nos
4	A4 Paper Rim	50	RIM
5	Pencil (1 box- 10 pcs)	5	Box
6	Eraser (1 box- 20 pcs)	1	box
7	Scale (measuring scales for engineering drawing)	10	Set
8	Register (Ruler register for record maintain) approx. 100 pages	20	Nos

For any Query contact on +91- 7496873094.

The following charges and terms may be spelt out in your offer clearly:

- Rates quoted shall be **inclusive of all taxes, packing, forwarding, and delivery** at SVSU, Dudhola, Palwal, and Haryana–121102.
- GST, if applicable, shall be clearly mentioned separately** in the quotation.
- Sample Approval Clause:**
- Payment Terms:** As per SVSU norms.
- Delivery Period:** To be specified by the bidder.
- Guarantee/Warranty Period:** To be specified by the bidder, wherever applicable.
- After-Sales Service:** As applicable.
- Installation Charges, if any:** To be quoted separately.
- Validity Period of the Quotation:** Minimum 180 days from the date of opening of NIQ.
- Bank Draft charges, if any:** To be borne by the bidder.
- Miscellaneous charges** such as Packing & Forwarding, Insurance, etc., if any, shall be clearly indicated.
- SVSU reserves the right to accept or reject any or all NIQs, wholly or partly, and to cancel the NIQ at any stage without assigning any reason.
- The sealed quotations, super-scribed with the subject **“Quotation for Stationery items**, complete in all respects, must reach the office of the undersigned **latest by 13.01.2026 at 17:00 hrs** at the following address:

**Deputy Registrar
P&S Branch, 1st Floor, Administrative Block
Shri Vishwakarma Skill University
Village Dudhola, Palwal, Haryana–121102**

The quotations must be submitted in original on firm letterhead with stamp through Registered Post/Speed Post/Courier or by hand, as the procurement process is to be carried out on the basis of hard copy submissions.

Additionally, the bidder shall submit the **soft copy of the quotation by email at dr.procurement@svsu.ac.in** with the subject line titled **“Quotation for Stationery items”** within the stipulated time.

Deputy Registrar
P & S Branch
Procurement & Store
SVSU, Dudhola, Palwal