

SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL
FORMAT FOR INVITING QUOTATIONS (Limited Quotations Basis)/TENDERS

SVSU/2025/P&S/NIQ/E-8404/ 770A

Dated: 17.12.2025

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:

The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by **23.12.2025** by 17:00 PM in the office of **DEPUTY REGISTRAR, P&S BRANCH, 1ST 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.

Sr. No.	Particular	Qty	BOM
1	University Dairy Specifications:- DELUXE DIARY – BROWN COLOR– TECHNICAL SPECIFICATIONS 1. Cover Specifications.- i. Material: Good Quality PU Leatherette ii. Colour: Brown iii. Board: 1.5 mm Kappa Board with 4 mm high-density foam on both sides iv. Design: Dual front cover (as per approved sample) 4 visiting card pockets inside v. Adhesive: High-resin adhesive for cover making and diary pasting vi. Binding: Section sewing of inner pages vii. Features: Round-cut cover edges Brown colour page-marker ribbon Magnetic lock (as per sample) viii. Logo: University logo printed on the cover in Golden Colour Hot foil Stamping 2. Dairy Size:. i. Approx Inner paper size: 5¼” x 8¼” ii. Approx Finished diary size: 6” x 8¾” 3. Inner Pages:. i. Total Leaves: 96 leaves ii. Paper: 80 GSM Natural Shade Paper iii. Printing & Layout: Total 17 leaves: Multicolour (inputs/content from PR Office of the University) iv. Remaining pages: Single Colour with Black & White printing, Ruling and University Logo v. End Papers: 150 GSM Natural Shade Paper	500	nos
2	Single Page Wall Calendar i. Finished size: 18” x 28” (approx.) ii. Paper: Art Paper 250 GSM (minimum 230 GSM)	400	nos

	<ul style="list-style-type: none"> iii. Printing: Single-side multi-colour (4C-CMYK) offset printing iv. Finishing: Neat cutting and smooth finishing v. Eyelets: Metal eyelets at top and bottom vi. Hanging arrangement: Top centre with strong nylon/cotton hanging thread, properly reinforced to prevent tearing vii. Lamination: Front-side lamination (matte/glossy), if specified, shall be included viii. Content: Artwork, photographs, text, and institutional branding shall be provided by SVSU ix. Printing compliance: Strictly as per approved proof/sample x. Pre-production requirement: One pre-production sample shall be submitted for approval before bulk supply xi. Rates: Inclusive of all taxes, packing, and delivery at SVSU, Dudhola, Palwal xii. Scope: Complete in all 		
3	<p>Table Calendar (Desk Calendar)</p> <ul style="list-style-type: none"> i. Total Leaves: 14 (12 months + 1 cover + 1 information page) Finished Size (each leaf): 9 inches × 6 inches ii. Paper & Material Specifications <ul style="list-style-type: none"> i. Inner Leaves: Art Paper / Maplitho Paper 170 GSM (Minimum acceptable: 150 GSM). Cover Page: Art Card / Ivory Board 300 GSM Front-side lamination (Matte / Glossy) ii. Printing - Multi-colour printing (4 Colour – CMYK), Offset printing, high resolution, Printing: Single side (unless otherwise specified) iii. Binding- Metal Wire Spiral Binding (Wire / Double Loop), Spiral colour: Black / White / Silver iv. Stand (Base)- Triangular self-standing desk support Grey Board / Hard Board – minimum 900 GSM or 1.2 mm thickness Neatly wrapped with printed or plain art paper v. Finishing & Workmanship- Accurate cutting and alignment, Firm spiral binding and strong pasting. Proper folding and balance for stable table placement vi. Design & Content- Artwork, matter, photographs, and branding to be provided by Shri Vishwakarma Skill University (SVSU). Printing strictly as per approved proof vii. Packing- Individual shrink wrapping / paper wrapping Bulk packing in corrugated boxes viii. Quality Compliance - Paper GSM, printing quality, binding strength, and finishing shall be subject to inspection 	300	nos
4	<p>Table Calendar (Desk Calendar)</p> <ul style="list-style-type: none"> i. Total Leaves: 14 (12 months + 1 cover + 1 information page) Finished Size (each leaf): 8 inches × 12 inches ii. Paper & Material Specifications <ul style="list-style-type: none"> i. Inner Leaves: Art Paper / Maplitho Paper 170 GSM (Minimum acceptable: 150 GSM). 	20	nos

	<ul style="list-style-type: none"> ii. Cover Page: Art Card / Ivory Board 300 GSM Front-side lamination (Matte / Glossy). iii. Printing - Multi-colour printing (4 Colour – CMYK), Offset printing, high resolution, printing: Single-side (unless otherwise specified). iv. Binding- Metal Wire Spiral Binding (Wiro / Double Loop) Spiral colour: Black / White / Silver. v. Stand (Base)-Triangular self-standing desk support Grey Board / Hard Board – minimum 900 GSM or 1.2 mm thickness neatly wrapped with printed or plain art paper. vi. Finishing & Workmanship- Accurate cutting and alignment. Firm spiral binding and strong pasting. Proper folding and balance for stable table placement. vii. Design & Content- Artwork, matter, photographs, and branding to be provided by Shri Vishwakarma Skill University (SVSU). Printing strictly as per approved proof. viii. Packing- Individual shrink wrapping / paper wrapping Bulk packing in corrugated boxes. ix. Quality Compliance -Paper GSM, printing quality, binding strength, and finishing shall be subject to inspection. 		
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For any Query contact on +91-9991877118 and 7496873094.

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

- i. Rates quoted shall be **inclusive of all taxes, packing, forwarding, and delivery** at SVSU, Dudhola, Palwal, and Haryana-121102 within 07 Days.
- ii. **GST, if applicable, shall be clearly mentioned separately** in the quotation.
- iii. **Sample Approval Clause:** One pre-production sample shall be submitted for approval before bulk printing. Final supply shall strictly conform to the approved sample.
- iv. **Payment Terms:** As per SVSU norms.
- v. **Delivery Period:** To be specified by the bidder.
- vi. **Guarantee/Warranty Period:** To be specified by the bidder, wherever applicable.
- vii. **After-Sales Service:** As applicable.
- viii. **Installation Charges, if any:** To be quoted separately.
- ix. **Validity Period of the Quotation:** Minimum 180 days from the date of opening of NIQ.
- x. **Bank Draft charges, if any:** To be borne by the bidder.
- xi. **Miscellaneous charges** such as Packing & Forwarding, Insurance, etc., if any, shall be clearly indicated.
- xii. 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.
- xiii. The sealed quotations, super-scribed with the subject **“Quotation for University Diary and Calendar-2026”**, complete in all respects, must reach the office of the undersigned latest by **23.12.2025 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 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 University Diary and Calendar-2026"** within the stipulated time.


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