

Notice Inviting Quotations (NIQ)

Ref. No.: SVSU/2025/NIQ/712

Date: 8/12/25

Subject: Empanelment of Vendor for the Refilling /refurbished Cartridges

Shri Vishwakarma Skill University (SVSU) invites sealed quotations from reputed Companies/Suppliers/Agencies for the empanelment of vendors for the supply and hiring of services related to refilling/refurbished cartridge or toners.

Interested firms may submit their **Technical** and **Financial Bids** in prescribed formats in **separate sealed envelopes**. The procurement details are as follows:

Sr. No.	Printer	Cartridge Name	Ink Type
1	Canon Image Class MF244df	337	Black & White
2	Canon MF232 DW		
3	HP LaserJet Pro MFP226 DW	88A	
4	HP LaserJet 126 NW		
5	HP 1020 Plus	12A	
6	HP LaserJet 1005 MFP	12A	
7	HP-M233	HP137A	
8	Canon Image Class289 DW	Canon 072 starter	Black & White
9	Canon Image Class 635 Color	045 / CRG-045 Toner Cartridge (04 colour Ink Pack)	Colour

Submission Details:

Quotations (Technical and Financial bids in separate sealed covers marked accordingly) should be submitted to:

Office of the :-

Deputy Registrar (P&S),
First Floor, **Takshila** Bhawan, SVSU, Dudhola, Palwal-121102

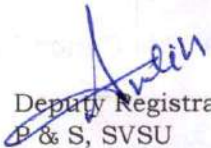
Submission Deadline: 22.12.2025, by 05:00 PM

Opening of Quotations: 23.12.2025, at 02:00 PM

Terms & Conditions:

- 1. Delivery Location:** DSCs are to be delivered at the address mentioned above.
- 2. Qualification Requirements:**
 - o Minimum 3 years of experience.
 - o Must be a registered supplier under GST.
 - o Not blacklisted (Declaration required).
 - o Provide valid PAN, GST, IT returns, etc.

3. **Contract Validity:** Initially for **1 year**, extendable based on University requirements and service performance.
4. **Price Validity:** Prices to remain fixed during the entire contract period, including any extensions.
5. **Security Deposit:** ₹5,000 refundable security deposit to be submitted within 15 days of work order.
6. **Submission Format:**
 - o Two separate envelopes: **Technical Bid (Part-I)** and **Financial Bid (Part-II)**
7. **Termination Clause:** Non-compliance or withdrawal after technical opening can lead to disqualification.
8. **Quotation Validity:** Minimum of **180 days** from the deadline date.
9. **Evaluation Criteria:** Overall Lowest responsive bid (L1) will be awarded. In case of failure, L2 may be considered at L1 rates.
10. **Other Clauses:**
 - o SVSU reserves the right to cancel/postpone the bid without assigning any reason.
 - o No payment for damaged/invalid DSCs.
 - o Payment will be made within 30 days post satisfactory delivery and invoice submission.
 - o Jurisdiction: Courts at Palwal.
 - o Arbitration Clause included (Palwal jurisdiction).


Deputy Registrar
P & S, SVSU

Proforma for Financial Bids (Part-II)
(To be put in separately under Sealed Cover)

01. Name of the Company:-----

02. Address:- -----

03. Contract No. & E-mail ID.-----

Sr. No.	Printer	Cartridge Name	Ink Type	Rate (for one nos/set(Color))
1	Canon Image Class MF244df	Canon 337	Black & White	
2	Canon MF232 DW	HP88A	Black & White	
3	HP LaserJet Pro MFP226 DW		Black & White	
4	HP LaserJet 126 NW		Black & White	
5	HP 1020 Plus	HP12A 12A	Black & White	
6	HP LaserJet 1005 MFP		Black & White	
7	HP-M233	HP137A	Black & White	
8	Canon Image Class289 DW	Canon 072 starter	Black & White	
9	Canon Image Class 635 Color	045 / CRG-045 Toner Cartridge (04 colour Ink Pack)	Colour	

Signature(s)

Name & Address of the firm with seal

Annexure-I: Technical Bid Format (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, Fax Number and 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 or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attach in this regard.)	
9	Experience in dealing with Govt. Departments/PSU 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