

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


SVSU/2025/IDC/8463/15

Dated: 19.01.26

NIQ DOCUMENT

Subject: Invitation for the Supply and Installation of a new illuminated signage board at the top front of the Transit Office building at Plot No. 147, Sector 44, Gurugram.

Sealed quotations are invited from Manufacturer/Distributor/authorized dealer/Supplier/Re-seller for the items detailed below:

S. N o.	Details of items	Qty	Unit	Rate	Amount
1	Supply and Installation of a new illuminated (with also proper lighting in words) signage board at the top front of the Transit Office building (Plot no. 147, Sector 44 Gurugram). Size of the Signage board is 5ft*20ft Photo attached  SHRI VISHWAKARMA SKILL UNIVERSITY Plot No.147, Sector 44, Gurugram	01 no.	Nos		
2	GST as applicable				
3	Total amount in Rs				

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by **27.01.26** (date) by **05:00 PM** (time). The same shall be opened on **28.01.26** at **11:00 AM** in the office of **ID&C 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.
2. The Quotation received after due date and time or incomplete shall be rejected outrightly.
3. The participated bidder/vendor may attend the meeting at the time of opening the Quotation i.e. 27.01.2026 at 11:00 am.
4. The inner envelope shall be sealed and shall have the superscription

[Signature]

[Signature]

"QUOTATION IN RESPONSE TO ENQUIRY NO. _____

DATED _____". The offer may be sent to the ID&C BRANCH, 1ST FLOOR, ADMINISTRATIVE BLOCK, SHRI VISHWAKARMA SKILL UNIVERSITY, VILL- DUDHOLA, PALWAL, HR-121102.

5. 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.
6. 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".
7. Charges not mentioned in the Quotation shall not be paid.
8. FOR shall be Shri Vishwakarma Skill University, Palwal.
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.

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