

SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL

SVSU/2026/P&S/NIQ/40

Dated: 27.01.2026

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:

S No	Particulars	QTY.
1	Diary with 170-210 pages inner and 10 pages coloured: with branding	130 PCS
2	Ball Point Pen with Printing with Branding: approx. Rs.10	130 PCS
3	Bag with SVSU and NTPC Branding: as laptop carrying type	130 PCS
4	A3 Folder -Display Book File Folder, Portfolio For Presentation , Document Organizer	80 PCS
5	A3 Size Leaf for hold documents of A3 size and punch in A3 folder	800 PCS
6	A3 Designer Sheets - for Art and Craft 1 Side Ruled	80 PCS
7	A3 Drawing Book - 140 GSM A3 25 Pages Watercolour	40 PCS

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:** One pre-production sample shall be submitted for approval before bulk printing. Final supply shall strictly conform to the approved sample.
- 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 Diary, Bag and other Stationery items**, complete in all respects, must reach the office of the undersigned **latest by 04.02.2026 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.

Deputy Registrar

P&S, SVSU

Deputy Registrar
Procurement & Store
SVSU, Dudhola, Palwal

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

Proforma for Financial Bids

(To be put in separately under Sealed Cover)

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

02. Address:- -----

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

S No	Particulars	QTY.	Rate (Rs.)
1	Diary with 170-210 pages inner and 10 pages coloured: with branding	130 PCS	
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Signature(s)

Name & Address of the firm with seal