

# SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)  
Village-Dudhola, Palwal, Haryana-121102, E-mail: [info.svsu@gmail.com](mailto:info.svsu@gmail.com)

UAC Form - 12/12

[Referred to in Rule 12.1 (ii).55]

## SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL

### FORMAT FOR INVITING QUOTATIONS/TENDERS

No.: SVSU/2026/P&S/NIQ/78

Dated:05.02.2026

#### NIQ DOCUMENT

#### Subject: Invitation for Quotation for supply of generic medicines/items for the University Health Centre

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

Sr. No.	Name of Medicine	Quantity	Rate/Unit	GST (%) Inclusive/exclusive	Total Amount
1	Generic Medicines as per list enclosed (Annexure-A)	Quantity mentioned as per list enclosed (annexure-A)			

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by 16 / 02 / 2026 by 05:00 PM The same shall be opened on 17 /02/2026 at 11:00 AM in the office of **Deputy Registrar, P&S Branch, 1<sup>st</sup> Floor, Administrative Block, Shri Vishwakarma Skill University, Village-Dudhola, Palwal, HR-121102**.
2. There is no provision of Advance payment in the rules of the University. Therefore, the payment will only be made against delivery of the medicines.
3. The Quotation received after due date and time or incomplete shall be rejected outrightly.
4. The Quotation shall be submitted in single envelope. The envelope shall be sealed and shall have the superscription "**QUOTATION for Medicines (NIQ NO. SVSU/2026/P&S/NIQ/78 DATED 05.02.2026)**". The offer may be sent to the **Deputy Registrar, P&S Branch, 1<sup>st</sup> Floor, Administrative Block, Shri Vishwakarma Skill University, Village-Dudhola, Palwal, HR-121102**. The quotation, where the superscription is not mentioned on the envelope by the quotee, may not be entertained.
5. The following charges and terms may be spelt out in your offer clearly:
  - i) F.O.R
  - ii) Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'
  - iii) Payment terms.
  - iv) Delivery period.
  - v) Guarantee/Warranty period.
  - vi) After-sales service.
  - vii) Installation charges, if any.
  - viii) Validity period of the quotation.
  - ix) Bank Draft charges, if any.
  - X) Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.

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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. The offer must be valid for a period of at least **three months** from the date of opening of Quotation.
9. The current price list duly authenticated by the Principals with dated signature and seal along with literature/pamphlets may be supplied along with the offer.
10. Quantity may increase or decrease without any notice.
11. 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.
12. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.
13. The security/earnest money equivalent to 2% (two percent) of the total cost of the material rounded off to nearest Rs.10.00 (Rs. Ten only) in the shape of "Deposit at Call or Fixed Deposit Receipt" drawn in the favour of the Registrar, Shri Vishwakarma Skill University, Palwal, HR-121102 shall accompany the tender/quotation failing which the Quotation will not be considered, except with the approval of Central Purchase Committee (CPC). The security/ earnest money in other shapes viz., Demand Draft/Pay Order/Cheque shall not be accepted.
14. The goods shall be supplied by the Supplier within the time limit specified in the supply order. The delivery period can be extended by the Deputy Registrar (P & S) with the approval of CPC, only in exceptional cases on written request of the Supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material each day or such other amount as the CPC/Deputy Registrar (P & S) may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material supplied. Appeal against these orders shall, however, lie with the Vice-Chancellor, Shri Vishwakarma Skill University, Palwal whose decision shall be final.
15. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
16. As a general policy, the University tries to make 100% payment at the earliest after the receipt of material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.
17. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/ Experts Committee etc.
18. The samples of the material, if necessary and possible, shall be supplied with the quotation or may be demanded at any stage. The unapproved samples shall be collected on receipt of information failing which the same shall be despatched by Goods Carrier on your risk with the condition of "Freight to Pay". Samples costing less than Rs. 100.00 shall not be returned to the quotees. However, if the quotees wish to take the same back, it can be collected at their own cost within a period of one month, failing which the samples will be disposed off.
19. The acceptance of the Quotation shall rest with the undersigned who does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of Quotation without assigning any reason therefore. The undersigned also reserves the right to accept Quotation in part i.e. any item or any quantity and to reject it for the rest.

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20. It may be certified that you have not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.
21. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. +91-9050987172/+91-7496873094 on any working day (Monday to Friday) during office hours (9 a.m. to 5.30 p.m.).
22. 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/distributors/dealers/suppliers etc. shall be invalid and shall have no legal sanctity.
23. 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.
24. Medicines may be Quoted/supplied in generic form or of the same brand as mentioned in **Annexure-A**. However, the salt composition must be exactly the same as specified in **Annexure-A**.
25. Cutting of medicine strips shall not be accepted. The quantity supplied must be a rounded-off quantity corresponding to the indent quantity and shall be clearly mentioned in the filled NIQ.
26. The firm must possess a valid Drug Licence/Registration and a GST registration number.
27. All medicines supplied should be of the latest manufacture with a long remaining shelf life/expiry period.
28. Quoters should mention the make of the medicines.

  
Deputy Registrar (P & S)

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## Annexure-A

Sr. No.	Medicines/Articles	Quantity	Rate/Unit tablet	Make	Packing Quantity	GST (%) Inclusive/exclusive
1	Tab. PCM 500 mg	1000				
2	Tab. PCM 650 mg	1000				
3	Tab. Combiflam	1000				
4	Tab. Zerodol SP	500				
5	Tab. Rantac-150 mg	500				
6	Tab. Digene	200				
7	Tab. Emeset-4mg	200				
8	Cap. Omiprazole	500				
9	Tab. Drotin-m	200				
10	Tab. Meftal Spas	300				
11	Tab. Amlodipin -5 mg	30				
12	Tab. Amlodipin-10 mg	30				
13	Tab. Avil	50				
14	Tab. Dexamethasone	50				
15	Tab. Telma-AM	300				
16	Tab. Zalra-M	300				
17	Tab. Limcee	150				

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18	Tab. Zincovit	150				
19	Tab. Intagesic-MR	100				
20	Tab. Diclo+PCM	200				
21	Tab. Cheston Cold	250				
22	Tab. Montair LC	400				
23	Tab. Allegra-180 mg	50				
24	Tab. Cefixime 200 mg	500				
25	Tab. Azithromycin -500 mg	500				
26	Tab. Oflox -oz	100				
27	Tab. Metrogyl-400 mg	105				
28	Tab. Augmentin-625 mg	100				
29	Tab. Stemetil-MD	100				
30	Tab. Vertin-8 mg	105				
31	Tab. Sorbiterate	100				
32	Tab. Aspirin-75 mg	28				
33	Cap. Becasule	500				
34	Inj. Pantop	5				
35	Inj. Tetanus	10				

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36	Inj. Diclo-3 ml	20					
37	Inj. Emeset	10					
38	Inj. Avil	5					
39	Inj. Hydrocot	2					
40	Inj. Deriphyllin	2					
41	Inj. Atropin	2					
42	Cap. Depin-5 mg	30					
43	Resp. Duolin	10					
44	Resp. Budecort	10					
45	Syr. PCM	10					
46	Syr. Emeset	10					
47	Syr. Tusq Dx	10					
48	Oint. Volini	20					
49	Oint. Soframycine	10					
50	Oint. Betadine	10					
51	Oint. Sumag	2					
52	Bandage 2"	48					
53	Bandage 4"	48					
54	Bandage 6"	48					

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55	Bandaid	200					
56	Cotton roll 2"	24					
57	Syringe 1 ml	20					
58	Syringe 3 ml	100					
59	Syringe 5 ml	20					
60	Syringe 10 ml	20					
61	Crepe bandage-6"	12					
62	Crepe bandage-4"	20					
63	crepe bandage-2"	12					
64	Betadine solution-500 ml	1					
65	Hand sanitizer-500 ml	5					
66	Electral powder/ORS	180					
67	NS-100 ml	5					
68	NS-500 ml	5					
69	RL-500 ml	5					
70	DNS-500 ml	2					
71	D-25%	2					
72	I.V set	5					
73	Cannula no. 22	5					

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74	Eye drop I-tone	5					
75	Eye drop Ciplox	5					
76	Blood lancet	200					
77	Gloves (examination)	200					
78	Gloves powdered	5					
79	Glucometer strips	200					
80	3-ply mask	100					
81	Cap. Pan-DSR	200					
82	Darolac Sachet	100					
83	Tab. Loperamide	50					
84	Volini spray-35 gm	10					
85	Total						