

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

SVSU/2026/P&S/NIQ/E-784/ 214 Dated: 03.04.2026

NIQ DOCUMENT

Subject: Invitation for Quotation for supply of Pantry items.

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

Sr. No.	Particulars	Qty.	Unit
1	Sugar sachets pouches (200 Sachets)	1	Pkt
2	Sugar	2	Kg
3	Tea tata Gold Premium	1	Kg
4	Coffee Power Nescafe Classic	500	Gms
5	Green tea Tulsi Mulethi (50 Tea Bags)	2	PKT
6	Girnar Kahva	2	PKT
7	Backery Bisbuits - Harish and other equivalent brand)	2	PKT
8	Sugar Free Biscuit	2	PKT
9	Namkeen (khatta Mitha)	1	KG
10	Badam Giri	500	Gms
11	Kaju Giri	500	Gms
12	Pista	500	Gms
13	Elaichi	250	Gms
14	Tissue Box	30	Pkt
15	Launge	100	Gms
16	Black paper Power	100	Gms
17	Black Salt	1	kg
18	VIM Liquid 1 ltr pack	2	Nos
19	Juna brush for pantry(dish washing)	2	Nos
20	Dusting Cloths Yellow Duster	6	Nos
21	Napkin/ Tissue Paper 2 ply 100 pulls per pack	20	Pkt
22	Surf Exel 5 kg	5	KG

For any Query contact on +91- 7496873094 and +91-1275-285222.


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.**
- ii. **GST, if applicable, shall be clearly mentioned separately in the quotation.**
- iii. **Sample Approval Clause:**
- 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. The quotation must bear the **Date, Stamp, Address, and Signature** of the authorized signatory; failing which, the quotation may be rejected.
- xiii. 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.
- xiv. The sealed quotations, super-scribed with the subject "**Quotation for Pantry items**", complete in all respects, must reach the office of the undersigned **latest by 18.04.2026 at 16:00 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 the firm's letterhead, duly stamped, either through Registered Post/Speed Post/Courier or **by hand in the Quotation Box only available at the reception**, as the procurement process will be conducted on the basis of hard copy submissions.


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

Sl. No.	Description of Item	Quantity	Unit
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Annexure-I Proforma for Financial Bids
(To be put in separately under Sealed Cover)

Date:-

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

02. Address:-

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

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22	Surf Excel	5	KG			

Signature(s)

Name & Address of the firm with seal