UAC Form – 12/12
[Referred to in Rule 12.1 (ii).55]

SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL

FORMAT FOR INVITING QUOTATIONS (Limited Quotations Basis)/TENDERS

SVSU/2026/P&S/NIQ/E-784/_____ Dated: 22.04.2026

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	Coaster	6	Set
2	Glass Water Jug VIP (1 Ltr and above)	2	Nos
3	SS Chhalni Tea Steiner	2	Nos
4	Simple Knife Set for kitchen	1	Set
5	Serving Tray set (Small, medium, Big) branded	1	set
6	Water Glass 290-310 ML borosil Freezer Safe, Lightweight, Microwave Safe, Scratch Resistant, Transparent, Heat Resistant Borosilicate Glass, Chemical-Free Assurance	24	Nos
7	Steel Dustbin Small VIP	2	NOS
8	Glass Water Borosil 1 Ltr	6	NOS
9	Two Step stool 4 feet - Nil Kamal	1	Nos
10	Tissue box Wooden Stand/ Wood Tissue & Napkin Holder Box Brown	5	nos
11	Vegetable Tokri capacity to hold vegetables approx. 10 kg	1	Nos
12	Fruit Basket with Cover	1	Nos
13	SS ICE Bucket Set	1	Nos
14	ICE Cube tray	8	Nos
15	Coffee Mug 250 ML -330MLLiquid Gold Line White Ceramic Coffee Mug, Stackable, Chip Resistant , Cylindrical preferred brand- Femora	12	Nos
16	SS Lota big- approx. 1 Ltr	1	Nos
17	Wooden Palta set / for fry Set	1	Set
18	Plastic Bowl - Catori- big	1	Nos

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:** A sample photos shall be submitted for approval before the commencement of supply.

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 **Sealed**, **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 Kitchen items**, complete in all respects, must reach the office of the undersigned **latest by 04.04.2026 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

Annexure-I Proforma for Financial Bids

(To be put in separately under Sealed Cover)

Date:- ----------

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

02. Address:- ----------

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

Sr. No.	Particulars	Qty.	Unit	Rate	GST%	Amount
1	Coaster	6	Set			
2	Glass Water Jug VIP (1 Ltr and above)	2	Nos			
3	SS Chhalni Tea Steiner	2	Nos			
4	Simple Knife Set for kitchen	1	Set			
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9	Two Step stool 4 feet - Nil Kamal	1	Nos			
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16	SS Lota big- approx. 1 Ltr	1	Nos			
17	Wooden Palta set / for fry Set	1	Set			
18	Plastic Bowl - Catori- big	1	Nos			

Signature(s)

Name & Address of the firm with seal