

SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL**FORMAT FOR INVITING QUOTATIONS (Limited Quotations Basis)/TENDERS****SVSU/2026/P&S/NIQ/E-8701/ 213** Dated: 01.04.2026**NIQ DOCUMENT****Subject: Invitation for Quotation for rent desktop and laptop.**

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

S. No	Details of item	Unit	Qty.
1.	Desktop	Nos	13
2.	Laptop	Nos	03

For any Query contact on +91- 7496873094 and +91-1275-285222. Email- procurementbranch@svsu.ac.in

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. **Period of Contract/Service-** Period of the rent service initially for Six months. If required service are satisfactory contract may be extended.
- xi. **Bank Draft charges, if any:** To be borne by the bidder.
- xii. **Miscellaneous charges** such as Packing & Forwarding, Insurance, etc., if any, shall be clearly indicated.
- 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 quotation must bear the date, stamp, address, and signature of the authorized signatory; failing which, the quotation may be rejected.
- xv. The sealed quotations, super-scribed with the subject "**Quotation for Rent Desktops and Laptops**", complete in all respects, must reach the office of the undersigned **latest by 13.04.2026 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

Specifications: -

S. No	Details of item	Unit	Qty.	Specifications
3.	Desktop	Nos	13	<ul style="list-style-type: none">• Processor: Intel Core i3 or higher• RAM: 8 GB• Storage: 512 GB SSD• Operating System: Windows 11 Professional (Licensed) MS Office• Monitor: 21.5" LED.• Keyboard & Optical Mouse.• LAN & Wi-Fi Enabled
4.	Laptop	Nos	03	<ul style="list-style-type: none">• Processor: Intel Core i5 (5th Generation)• RAM: 8 GB DDR4• Storage: 256 SSD• Operating System: Windows 11 Professional (Licensed)• MS Office

Annexure-I Proforma for Financial Bids
(To be put in separately under Sealed Cover)

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

02. Address:- -----

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

S. No	Details of items	Required Qty	Quote Rate per unit per Month	GST	Total as per required quantity per month	Total for 6 months without GST as per req. qty	Total for 6 months with GST as per req. qty.
1	Desktop	13					
2	Laptop	03					

Signature(s)

Name & Address of the firm with seal