

SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL

**FORMAT FOR INVITING QUOTATIONS (Limited Quotations Basis)/TENDERS
SVSU/2026/P&S/NIQ/E-1832/ 932 Dated: 27.04.2026**

NIQ DOCUMENT

Subject: Invitation for Quotation for supply of office items.

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

Sr. No.	items	Qty	Unit
1	Clip Boards	2	Nos
2	Receipt Register	1	Nos
3	Visitor Register	1	Nos
4	Stamp Pad Black	2	Nos
5	Wall Clock	2	Nos
6	Table Top	2	Nos
7	Pen Stand and stationery stand	2	Nos
8	Paper Tray	2	Nos
9	Name Plate HVC- for Table	1	Nos
10	PA name Plate for Table	1	Nos
11	National emblem Stand with two India Flag	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 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 **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 Office items,** complete in all respects, must reach the office of the undersigned **latest by 07.05.2026 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.

-SD-
Deputy Registrar
P & S, SVSU

Specifications: -

Sr. No.	items	Photo
1	Clip Boards- Acrylic Clipboard Clear Transparent	
2	Receipt Register approx. 200 pages	
3	Visitor Register approx. 200 pages	
4	Stamp Pad Black	
5	Wall Clock - Analog 31 cm X 31 cm Wall Clock (White, With Glass, Standard)	
6	Table Top - Acrylic Table Top (Ps Sheet) Elevator Writing Desk Small Size 16x12 inches 7mm Thickness Colour Black Smoke with Height Adjustable	
7	<p>Pen Stand :--(Wooden Desk Organizer Pen/Pencil Stand, Mobile Holder & Remote Stand for Office Desk/Desktop/Table Storage Organizer Box (Brown)</p> <p>Stationery stand:-- (Brown Leather Multipurpose Stationery Desk Supplies Organizer Pen Stand Holder with Calculator Watch Flag for Office Table Top with Mobile Holder Pen Pencil Holder)</p>	 
8	Paper Tray - 3 Tier Metal Mesh Desk Organizer with Sliding Shelves A4 Letter Paper File Tray for Office & Home Heavy Duty Desktop Document Holder, File Folder & Paper Organizer Black	

9	Name Plate HVC- for Table - Golden Mirror Desk Name Plate – Corporate Office Nameplates	 A rectangular nameplate with a golden mirror finish. The name "Amir Sharma" is written in a cursive font, and "Amir & Harneeda Interior Designers" is written in a smaller font below it. The nameplate is mounted on a dark wooden base.
10	PA name Plate for Table	 A rectangular nameplate with a light-colored, possibly wood-grain or stone, finish. The name "Priya Arora" is written in a bold, sans-serif font, and "Marketing Director" is written in a smaller font below it. The nameplate is mounted on a wooden base.
11	National emblem Stand with two India Flag	 A decorative stand featuring two Indian national flags (Tiranga) crossed at the top. The stand is made of a golden material and has a circular base. The Indian national emblem is visible on the base.

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

Dated: - ---- / ---- / -----

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

02. Address:- -----

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

Sr. No.	items	Qty	Unit	Rate	GST	Amount
1	Clip Boards	2	Nos			
2	Receipt Register	1	Nos			
3	Visitor Register	1	Nos			
4	Stamp Pad Black	2	Nos			
5	Wall Clock	2	Nos			
6	Table Top	2	Nos			
7	Pen Stand and stationery stand	2	Nos			
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9	Name Plate HVC- for Table	1	Nos			
10	PA name Plate for Table	1	Nos			
11	National emblem Stand with two India Flag	1	Nos			

Signature(s)

Name & Address of the firm with seal