

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

NOTICE FOR INVITING QUOTATIONS

Dated: 10/01/25

Ref. No.: SVSU/2025/689

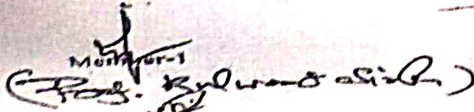
NIQ DOCUMENT


Subject: Invitation for Quotation for "Designing and Printing of the wall calendar, table calendar and diary Year 2025 for the University"

Sealed quotations are invited from the professionally managed and experienced firms particularly dealing in the printing and designing as per detailed below:

Sr. No	Details of item	Unit	Qty	Remarks
1.	Designing of the wall calendar, table calendar and diary	Nos	1	
2.	Color Printing of the wall calendar Single page 18 X 28 inch	Nos	300	
3.	Table calendar Size:9 X 6 inch 17 Leafs Color and both side printing on 300 GSM with MATT Lamination Bottom Address is 1 inch with printing and lamination UV on the front cover page	Nos	250	
4.	Dairy (Size 9 x 6), No. of Pages 150, Quality of paper 90GSM natural shade paper with top cut on the top, Binding-Wiro Binding with hard bound Colour Page insertion on art paper 90 GSM Approx.20	Nos	500	

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by 16/01/2025 by 05:00 PM (time) in the office of **AR Procurement Administrative Block, Shri Vishwakarma Skill University, Vill-Dudhola, Palwal, HR-121102.**
2. The Quotation received after due date and time or incomplete shall be rejected out rightly.
3. Charges not mentioned in the Quotation shall not be paid.
4. FOR shall be Shri Vishwakarma Skill University, Palwal.
5. The offer must be valid for a period of at least **three months** from the date of opening of Quotation.
6. The quotation shall be submitted in double envelope.
Envelope-I: - Should contain Technical Bid documents. (Annexure-I)
Envelope-II: - Should contain Financial Bid documents. (Annexure-II)

Member-1

Member-4

Member-2

Member-5

Member-3


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7. On the basis of the given technical parameters and submitted the opened Technical Bids will be evaluated and shortlisted. the opened Technical Bids will be evaluated. The Financial/Commercial Bid of only those Printers who have been shortlisted in technical bid as above will be opened.
8. Quantity may increase or decrease without any notice.
9. 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.
10. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/ Experts Committee etc.
11. 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.
12. In case, any other information/clarification is required, the undersigned may be contacted through Email ID: procurementbranch@svsu.ac.in
13. 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.
14. 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.
15. It will be necessary to submit the art work for our approval. Similarly, copies of the cover pages, monthly leaves, inside pages, etc. also need to have our prior approval before the strike order for final printing is given. The entire work has to be completed, packaged and delivered at Shri Vishwakarma Skill University latest within 20 days of the work order placed. In case of delay, a penalty of ₹500 per day will be levied for each day of delay. Samples to approved by the competent authority/committee before the delivery of the items

AR, Procurement
SVSU

Member-1
(*Prof. K. K. Singh*)
Member-4

Member-2
(*T. S. Singh*)
Member-5

(*Phan*)
Member-3

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Annexure: I- (Envelop-I)

PROFORMA FOR TECHNICAL BID (PART -I)

Sr. No.	Particulars	To be filled in by the Applicant
1	Name of the Firm	
2	Date of establishment of the Firm	
3	Detailed office address of the Firm with Office Telephone Number/Mobile Number and name of the contact person	
4	Whether the Firm is Registered Under Company Act, partnership, or proprietorship. (Copies of all certificates of registration to be enclosed.)	
5	PAN/TAN Number (copy to be enclosed)	
6	Sales Tax/VAT/GST Registration Number (copy to be enclosed)	
7	Whether the Firm is blacklisted by any Government Department/PSU/corporate or any criminal case is registered against the Firm or its owner/partners anywhere in India. (Affidavit to be attached)	
8	How many years of Experience in dealing similar kind of work. (Attach copy of various valid certifications)	
9	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
10	Whether the Firm profile is attached.	

Member-1
(*Signature*)
Member-4

Member-2
(*Signature*)
Member-5

Member-3
(*Signature*)

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Annexure-II (Envelop-II)

PROFORMA FOR FINANCIAL BID (PART -II)

Firm Name.....

Firm Address with pin code.....

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Sr. No.	Details of items	Qty	Quoted Rate per unit	Cost	GST	Total cost
1	Designing of wall calendar, table calendar and Diary	1 each				
2	Printing of wall calendar as per above specification	300				
3	Printing of table calendar as per specification	250				
4	Printing of dairy as per specification	500				

(Signature of Bidder with seal)

Name:

Designation:

Address:

Contact No.:

Member-1
(Signature)
Member-4

Member-2
(Signature)
Member-5

Member-3
(Signature)