

# SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL

## FORMAT FOR INVITING QUOTATIONS

SVSU/2025/PROC-967/009

Dated: 16.01.25

### NIQ DOCUMENT

**Subject: Invitation for Quotation for supply of INCUMBENCY BOARDS.**

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

S. No.	Details of items	Unit	Qty
1	4x2.5 Feet, Wooden Frame, Inner Space is of MDF Sheet, Engraved Alphabets in Golden colour for Registrar office with 04 officials' names and their tenure with other details to be mentioned at the board.	Nos	01
2	4.5x3 Feet, Premium Quality Glass, Engraved Alphabets in Golden colour for HVC office with 01 official name and tenure with other details to be mentioned at the board.	Nos	01

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by **22.01.25** (date) by **05:00** PM (time). The same shall be opened on **23.01.25** at **11:00** AM in the office of **ASSISTANT REGISTRAR, P&S BRANCH, 1<sup>ST</sup> FLOOR, ADMINISTRATIVE BLOCK, SHRI VISHWAKARMA SKILL UNIVERSITY, VILL-DUDHOLA, PALWAL, HR-121102**. The NIQ opening date may be shifted if required due to any reason. The quotees or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.
2. The Quotation received after due date and time or incomplete shall be rejected outrightly.
3. The Quotation shall be submitted in double envelope.  
**Envelop-I:- Should contain Technical bid documents.**  
**Envelop-II:- Should contain Financial Bid documents.**  
The inner envelope shall be sealed and shall have the superscription **“QUOTATION IN RESPONSE TO ENQUIRY NO. SVSU/2025/PROC-967/009 DATED- 16.01.25”**. The offer may be sent to the **ASSISTANT REGISTRAR, P&S BRANCH, 1<sup>ST</sup> FLOOR, ADMINISTRATIVE BLOCK, SHRI VISHWAKARMA SKILL UNIVERSITY, VILL-DUDHOLA, PALWAL, HR-121102**. The quotation, where the superscription is not mentioned on the envelope by the quotee, may not be entertained.
4. The following charges and terms may be spelt out in your offer clearly:
  - i. F.O.R at SVSU, Dudhola, Palwal, HR-121102

- ii. GST applicable.
- iii. Payment terms.
- iv. Delivery period.
- v. Guarantee/Warranty period.
- vi. After-sales service.
- vii. Installation charges, if any.
- viii. Validity period of the quotation.
- ix. Bank Draft charges, if any.
- x. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.

**One consolidated amount which includes all above charges should be given.**

5. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as “packing, forwarding, freight and insurance charges etc. extra”.
6. Charges not mentioned in the Quotation shall not be paid.
7. FOR shall be Shri Vishwakarma Skill University, Palwal. The rates quoted ExGodown can be rejected.
8. The offer must be valid for a period of atleast **three months** from the date of opening of Quotation.
9. The current price list duly authenticated by the proprietor/owner with dated signature and seal may be supplied along with the offer.
10. Quantity may increase or decrease without any notice.
11. If the Supplier is on rate contract with DGS&D or DS&D (Haryana), this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.
12. The goods shall be supplied by the Supplier within the time limit specified in the supply order.
13. As a general policy, the University tries to make 100% payment at the earliest after the receipt of material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.
14. The acceptance of the material shall be subject to satisfactory report of this Office’s Inspection Committee/Technical Committee/ Experts Committee etc.
15. The acceptance of the Quotation shall rest with the undersigned who does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of Quotation without assigning any reason therefore. The undersigned also reserves the right to accept Quotation in part i.e. any item or any quantity and to reject it for the rest.
16. 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.
17. In case, any other information/clarification is required, the undersigned may contact at 9991175853, 9306320567 on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).

18. 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.
19. 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.
20. SVSU reserves the right to cancel the NIQ at any stage.

--Sd----

Asstt. Registrar (P & S)/Convenor

Encl: As above

### Specifications of Incumbency Boards

S. No.	Details of items	Unit	Qty
1	4x2.5 Feet, Wooden Frame, Inner Space is of MDF Sheet, Engraved Alphabets in Golden colour for Registrar office with 04 officials' names and their tenure with other details to be mentioned at the board.	Nos	01
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Sample of Glass (or similar quality glass) required in incumbency for HVC office:-



Fitment of glass:



# Outside frame and look of Registrar office incumbency board:



Inner look of Registrar office incumbency board to be fitted in above frame:





## Annexure: I- (Envelop-I)

### PROFORMA FOR TECHNICAL BID (PART -I)

Sr. No.	Particulars	To be filled in by the tenderer
1	Name of the Firm/Agency	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number/Mobile Number	
5	Whether the firm is registered under Company Act, partnership, or proprietorship. (Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number ( <b>copy may be enclosed</b> )	
7	GST Registration Number ( <b>copy may be enclosed</b> )	
8	Whether the firm is <b>blacklisted</b> by any Government Department/PSU/corporate or any criminal case is registered against the firm or its owner/partners anywhere in India.	
9	<b>Experience in dealing similar kind of items</b> with Govt. Departments/PSU/corporate <b>attach copies of supply orders</b> placed on the agency	
10	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
	Place:  Date:	Signature of the Bidder With Office Seal



**Annexure-II (Envelop-II)**

**PROFORMA FOR FINANCIAL BID (PART -II)**

Firm Name.....

Firm Address with pin code.....

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<b>S. No</b>	<b>Item</b>	<b>Unit</b>	<b>Qty</b>	<b>Quote your rate</b>
1	4x2.5 Feet, Wooden Frame, Inner Space is of MDF Sheet, Engraved Alphabets in Golden colour for Registrar office with 04 officials' names and their tenure with other details to be mentioned at the board.	<b>Nos</b>	<b>01</b>	
2	4.5x3 Feet, Premium Quality Glass, Engraved Alphabets in Golden colour for HVC office with 01 official name and tenure with other details to be mentioned at the board.	<b>Nos</b>	<b>01</b>	
<b>GST Amount</b>				
<b>Total Amount (Including all cost components)</b>				

(Signature of Bidder with seal)

Name:

Designation:

Address:

Contact No.: