



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

Ref No. SVSU/24/AC&D/222

Date: - 17-01-2025

Notice Inviting Quotation (NIQ)

Subject: Invitation for quotation for the preparation of Facilitator Guides for approved Qualifications of SVSU.

Shri Vishwakarma Skill University, Palwal invites sealed quotations from experienced and reputed agencies/individuals for the item as mentioned below: -

| Sr. No | Item Specification | Rate (per item/per page) | GST (%) | Total GST (Rs.) | Total amount in Rs. (Including GST) |
|--------|---|--------------------------|---------|-----------------|-------------------------------------|
| 01 | Preparation of comprehensive facilitator guides | | | | |

Scope of Work:

The selected agency/individual will be responsible for:

- 1. Content Development:** Researching and developing engaging and informative content aligned with the qualification pack as per the guidelines of NCVET.
- 2. Structure and Organization:** Structuring the guide in a logical and easy-to-follow format.
- 3. Activity Design:** Creating practical exercises and activities to enhance participant engagement.
- 4. Visual Design:** Designing visually appealing layouts, including graphics and illustrations.
- 5. Proofreading and Editing:** Ensuring the guide is free of errors and inconsistencies.

Deliverables:

- A complete facilitator guide in both English & Hindi languages (pdf & word format).
- Timeline for submission - 20 days per handbook.

Evaluation Criteria:

- **Technical Proposal:** 70% (Experience, methodology, understanding of the project requirements)
- **Financial Proposal:** 30% (Cost-effectiveness and overall pricing)

Submission of Quotations:

- The Quotation shall be submitted in double envelope.
 - **Envelop-I:- Should contain Technical bid documents.**
 - **Envelop-II:- Should contain Financial Bid documents.**
- Sealed quotations, along with relevant documents, must be sent by post/by hand to the office of **Business Development Head, ACD, 3rd floor, Takshashila Bhawan, Shri Vishwakarma Skill University, Vill-Dudhola, Palwal, Pin -121102 by 31st January, 2025 upto 5:00 PM.**
- The subject line of the post should be "**Quotation for Facilitator Guide Preparation**" and address of agency/individual should be written on the sealed envelope while submitting.

Important Notes:

- Late submissions will not be considered.
- The organization reserves the right to accept or reject any or all quotations without assigning any reason.
- Charges not mentioned in the Quotation shall not be paid.
- The selected agency/individual will be required to sign a contract outlining the terms and conditions of the project.

For any queries, please contact: email:- bd.acd@svsu.ac.in, M.No- 9416744031

S/d
Joint Director
(ACD, SVSU)

Annexure: I- (Envelop-I)

PROFORMA FOR TECHNICAL BID (PART -I)

| Sr. No. | Particulars | To be filled in by the quotee |
|---------|---|---|
| 1 | Name of the Firm/Agency/Individual | |
| 3 | Date of establishment of the agency | |
| 4 | Detailed office address of the Agency with Office Telephone Number/Mobile Number and name of the contact person | |
| 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 (copy to be enclosed) | |
| 7 | GST Registration Number (copy to be enclosed) | |
| 8 | 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. (If no, a declaration/ certificate is to attach in this regard on firm letter Head) | |
| 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 agency profile 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.....

.....

| S. No | Item | Unit | Qty | Quote your rate |
|--|-------------|-------------|------------|------------------------|
| 1 | | Nos | 1 | |
| | GST Amount | | | |
| Total Amount (Including all cost components) | | | | |

(Signature of Bidder with seal)

Name:

Designation:

Address:

Contact No.: