

**SHRI VISHWAKARMA SKILL UNIVERSITY,
DUDHOLA, PALWAL**

FORMAT FOR INVITING QUOTATIONS/TENDERS

SVSU/2025/IDC/E-6854/16 _____ Dated: 23/01/2025

NIQ DOCUMENT

Subject: Supply and Installation of garden benches

Sealed quotations are invited from the manufacturers/authorized dealers or Service center of BPE make/re-sellers for the items detailed below:

Sr. No	Description/Specification	Unit	Quantity
1	Supply and installation of garden bench Chair type garden bench with L-shaped sides made of reinforced concrete (M30), thickness 100 mm, overall height 1000 mm, base width 620 mm. Back and seat shall consist of 5 Nos. reinforced concrete planks 1500 mm x 100 mm x 50 mm one plank 1500 mm x 200 mm x 50 mm. Seating height of the bench shall be 450 mm. The bench shall be fixed with nuts on concrete mount, all holes sealed after assembly and installation. All materials required to be as per BIS specifications.	Each	17

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by **02.02.25** (date) by **05:00** PM (time). The same shall be submitted in the office of Deputy **Registrar, ID&C Branch, 1ST FLOOR, ADMINISTRATIVE BLOCK, SHRI VISHWAKARMA SKILL UNIVERSITY, VILL-DUDHOLA, PALWAL, HR-121102**. The quotes 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 out rightly.

3. The inner envelope shall be sealed and shall have the superscription
**“QUOTATION IN RESPONSE TO ENQUIRY NO. _____
DATED _____”**. The offer may be sent to the **Deputy Registrar, ID&C BRANCH,
1ST 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.
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 or Offices situated at Outstations as the case may be. The rates quoted ExGodown can be rejected.
8. The offer must be valid for a period of at least **three months** from the date of opening of Quotation.
9. The current price list duly authenticated by the Principals with dated signature and seal along with literature/pamphlets may be supplied along with the offer.
10. If the Supplier or their Principals are 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.
11. 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.
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 bill subject to proper work, wherever applicable, and satisfaction of the Inspection Committee.
14. If the work of the bidder will not be found satisfactory by the committee, then
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 be contacted at Telephone No. 0124-2746856 on any working day (Monday to Saturday) 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.

Deputy Registrar (IDC)