

SHRI VISHWAKARMA SKILL UNIVERSITY DUDHOLA, PALWAL

FORMAT FOR INVITING QUOTATIONS/TENDERS

Ref. No.: SVSU/2025/P&S/ 94 Dated: 09 /05/25

NIQ DOCUMENT

Subject: Invitation for Quotation for supply of items.

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

Sr. No.	Item	Specifications	Unit	Qty	Bidder offered price
1.	Prospectus	A-4 Size (Cover Page 300 GSM), Inner Page 130 GSM and perfect Binding) upto 150 pages	Nos	50	
2.	Flyer	A4 size, Glaze Paper, Single side printing	Nos	25000	
3.	Flex	4*8 feet size with back side pasting feature	Nos	50	
4.	Designing	Designing cost for prospectus	Nos	1	
Total price (including all cost components)					

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by 15 .05.25 (date) by **05:00** PM (time). The same shall be opened on 16 .05.25 at **11:00** AM in the office of **ASSISTANT REGISTRAR, P&S BRANCH, 1ST FLOOR, ADMINISTRATIVE BLOCK, SHRI VISHWAKARMA SKILL UNIVERSITY, VILL-DUDHOLA, PALWAL, HR-121102**. 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. 94 DATED 09 /05/25**".

The offer may be sent to the **ASSISTANT REGISTRAR, P&S 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. **The vendor should have valid printing licence.**
 - ii. F.O.R at SVSU, Dudhola, Palwal, HR-121102
 - iii. GST applicable.
 - iv. Payment terms.
 - v. Delivery period.
 - vi. Guarantee/Warranty period.
 - vii. After-sales service.
 - viii. Installation charges, if any.
 - ix. Validity period of the quotation.
 - x. 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 atleast **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. Quantity may increase or decrease without any notice.
11. 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.
12. 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.
13. The goods shall be supplied by the Supplier within the time limit specified in the supply order.
14. 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.
15. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/ Experts Committee etc.
16. The samples of the material, if necessary and possible, shall be supplied with the quotation or may be demanded at any stage. The unapproved samples shall be collected on receipt of information failing which the same shall be despatched by Goods Carrier on your risk with the condition of "Freight to Pay". Samples costing less than Rs. 100.00 shall not be returned to the quotees. However, if

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the quotees wish to take the same back, it can be collected at their own cost within a period of one month, failing which the samples will be disposed off.

17. If the sample of the bidder will not be found satisfactory by the committee, 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.
18. 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.
19. 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.
20. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 9991175853, 9306320567 on any working day (Monday to Saturday) during office hours (9 a.m. to 5.00 p.m.).
21. 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.
22. 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.
23. The successful L1 bidder has to submit the original computerized/designed soft copy of prospectus (in all respect) in all formats in the office of P&S, SVSU.
24. SVSU reserves the right to cancel the NIQ at any stage.

Asstt. Registrar (P & S)

Encl: As above

Annexure: I- (Envelop-I)

PROFORMA FOR TECHNICAL BID (PART -I)

Sr. No.	Particulars	To be filled in by the bidder/vendor
1	Name of the Firm/Agency	
3	Date of establishment of the agency/firm	
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	The vendor should have valid printing licence.	
9	The successful L1 bidder has to submit the original computerized/designed soft copy of prospectus (in all respect) in all formats in the office of P&S, SVSU.	
10	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
	Place:	Signature of the Bidder With Office Seal
	Date:	



Annexure-II (Envelop-II)

PROFORMA FOR FINANCIAL BID (PART -II)

Firm Name.....

Firm Address with pin code.....

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Total price (including all cost components)						

(Signature of Bidder with seal)

Name:

Designation:

Address:

Contact No.:

