



NIQ FOR Purchase/Renewal of Server for University Website

Sealed quotations are invited from distributors/authorized dealers/suppliers/service providers for the service mentioned below, as per the following details:

Scope/Item Details

Sr. No	Service	Duration
1	University Website Hosting Space Renewal. Dedicated + Migration of Data (Auto SSL) 8 GB RAM Dedicated 150 GB Dedicated Storage	1 Year

Instructions to Bidders

1. Quotations, complete in all respects, must be reach by 07.05.2025, 05:30 PM at Reception, Takshila Bhavan, SVSU, Dudhola, Palwal, Haryana - 121102. Vendors or their authorized representatives may submit at their own cost.
2. Quotations received after the due date/time or found incomplete shall be rejected outright.
3. All quotation must be addressed to In-charge DIC SVSU, Dudhola, Palwal, Haryana – 121102.
4. Quotations must be submitted in two separate sealed envelopes:
 - o **Envelope I:** Technical Bid (Annexure-I)
 - o **Envelope II:** Financial Bid (Annexure-II)Email Subject/Superscription must be:
“QUOTATION IN RESPONSE TO NIQ FOR Purchase/Renewal of Server for University Website,
o **REF NO. SVSU/DIC/2025/NIQ/001** **DATED 01/05/2025**
5. Quotations must clearly mention the following:
 - o i. Taxes/Duties (VAT/GST, etc.); Form C or D is not issued by the University
 - o ii. Payment Terms
6. Unspecified charges in the quotation shall not be paid.
7. Delivery location: SVSU, Palwal or designated outstation offices.
8. The quantity may vary during the contract/extension period.
9. University reserves the right to increase/decrease hired items/services at its sole discretion.
10. Submit the latest price list, signed and sealed by the authorized vendor, along with product literature/pamphlets.
11. Failure to execute the supply order within the stipulated period may lead to blacklisting/debarment and other suitable actions.

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12. Acceptance is subject to a satisfactory report from the user department.
13. Bills (2 copies) and satisfaction report must be submitted for payment processing.
14. The University reserves the right to reject any or all quotations without assigning any reason and may accept quotations partially.
15. In case of tie in L1, negotiation will be conducted, and the lowest quote after negotiation will be considered L1.
16. Further negotiation may be done with L1 if rates are deemed high.
17. Terms printed on the firm's documents will not be binding unless included in the supply order/NIQ.
18. Contract duration: **1 Year**
19. **Data confidentiality** and **regular backups** must be ensured.
20. Vendor must submit invoices for services deployed on the hosting server.
21. **Maintenance Terms:**
 - o Forenoon complaints → resolved by afternoon
 - o Afternoon complaints → resolved by next working day forenoon
 - o Unsatisfactory service must be replaced immediately
22. Standby server of same/higher configuration must be provided during server maintenance.
23. SVSU reserves the right to curtail/extend the contract based on performance.
24. Unsatisfactory service may lead to blacklisting and contract termination.
25. Contact: SVSU, Dudhola (9:00 AM – 5:30 PM) for any clarifications.
26. **Jurisdiction:** Courts in Palwal, Haryana.

Scope /Specification:

Sr. No	Service	Duration
1	University Website Hosting Space Renewal. Dedicated + Migration of Data (Auto SSL) 8 GB RAM Dedicated 150 GB Dedicated Storage	1 Year

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Annexure-I

**(Submit in Scaled Envelope-I)
PROFORMA FOR TECHNICAL BID (PART-I)**

Sr. No.	Particulars to be submitted	To be filled by the bidder
1	Name of the Agency/Firm	
2	Date of Establishment/Registration of the Firm/Agency	
3	Detailed Office Address of the Agency with Office Telephone Number / Mobile Number / Email ID and Name of the Contact Person	
4	Whether the firm is registered under Company Act, Partnership, or Proprietorship (Enclose copies of all relevant certificates of registration)	
5	PAN/TAN Number (Attach copy)	
6	Sales Tax / VAT / GST Registration Number (Attach copy)	
7	Experience in dealing similar kinds of services/items with Government Departments / PSU / Corporate /Private (If yes, mention number of months or years)	Yes / No
8	Whether the bid document (all pages) of the terms and conditions, duly signed in token of acceptance, is attached (Attach copy)	Yes / No

Place:

Date:

**Signature of the Bidder
With Office Seal**

नोट: क्या आपने आवश्यक दस्तावेज़ संलग्न किए हैं, अपना आवेदन जमा करने से पहले दोबारा जाँच लें।

[Handwritten signatures and initials]



Annexure-II

**(Submit in Sealed Envelope-II)
PROFORMA FOR FINANCIAL BID (PART-II)**

Firm Name:
Firm Address with Pincode:
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S. No.	Item(s)	Qty	Requirement Details	Quote Your Rate (Including GST)
1	As per Technical Specification Mentioned above in NIQ.	01	With desired specifications on yearly contract basis	₹.....

Total Amount Quoted by Bidder: ₹.....

(Signature of Bidder with Seal)
Name:
Designation:
Address with Contact No.: