

**SHRI VISHWAKARMA SKILL UNIVERSITY,
DUDHOLA, PALWAL**
**FORMAT FOR INVITING QUOTATIONS (Limited Quotations
Basis)/TENDERS**

SVSU/2025/P&S/NIQ/ _____ Dated: 20.08.2025

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.	Particulars	Qty	Rate
1	Stock Register Small 220-230 pages	20	
2	OHP Markers Black	100	
3	Clock Cell	250	
4	Paper A3	10	
5	White tags 50 pcs set	50	
6	Tape 1 inch	50	
7	Flappers/Lfolder Transparent	1000	
8	Door Bell- Electric	15	
9	Legal Rim	20	
10	Extension Board	10	

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by **01.09.2025** (date) by **05:00 PM** (time) 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 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.

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- x. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
- xi. SVSU reserves the right to cancel the NIQ at any stage.


 Asstt. Registrar
 P & S, SVSU
Assistant Registrar
Procurement & Store
SVSU

Specifications: -

Sr. No.	Particulars	Qty	Rate
1	Stock Register Small 220-230 pages	20 Nos	
2	OHP Markers Black	100 Nos	
3	Clock Cell battery	250 Nos	
4	A3 Paper Rim	10 Rim	
5	White tags 50 pcs set	50 Bunch	
6	Tape 1 inch Transparent	50 Set	
7	Flapper/Folders Transparent	1000 Nos	
8	Door Bell- Electric	15 Nos	
9	Legal Paper Rim	20 Rim	
10	Extension Board with 3 plug pin	10 Nos	