

SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL
FORMAT FOR INVITING QUOTATIONS (Limited Quotations Basis)/TENDERS
SVSU/2026/P&S/NIQ/E-8404/ 406 Dated: 22.05.2026

NIQ DOCUMENT

Subject: Invitation for Quotation for supply of printers.

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

Sr. No.	Items	Qty	Unit
1	Printers- Multi Function Black & White	4	Nos

For any Query contact on +91- 7496873094 and +91-1275-285223.

The following charges and terms may be spelt out in your offer clearly:

- i. Rates quoted shall be **inclusive of all taxes, packing, forwarding, and delivery at SVSU, Dudhola, Palwal, and Haryana-121102.**
- ii. **GST, if applicable, shall be clearly mentioned separately** in the quotation.
- iii. **Sample Approval Clause:** A sample shall be submitted for approval before the commencement of supply.
- iv. **Payment Terms:** As per SVSU norms.
- v. **Delivery Period:** To be specified by the bidder.
- vi. **Guarantee/Warranty Period:** To be specified by the bidder, wherever applicable.
- vii. **After-Sales Service:** As applicable.
- viii. **Installation Charges, if any:** To be quoted separately.
- ix. **Validity Period of the Quotation:** Minimum 180 days from the date of opening of NIQ.
- x. **Bank Draft charges, if any:** To be borne by the bidder.
- xi. **Miscellaneous charges** such as Packing & Forwarding, Insurance, etc., if any, shall be clearly indicated.
- xii. The quotation must bear the **Date, Stamp, Address, and Signature** of the authorized signatory; failing which, the quotation may be rejected.
- xiii. SVSU reserves the right to accept or reject any or all NIQs, wholly or partly, and to cancel the NIQ at any stage without assigning any reason.
- xiv. The sealed quotations, super-scribed with the subject "**Quotation for Printers**", complete in all respects, must reach the office of the undersigned **latest by 05.06.2026 at 16:00 hrs** at the following address:

Deputy Registrar

P&S Branch, 1st Floor, Administrative Block

Shri Vishwakarma Skill University

Village Dudhola, Palwal, Haryana-121102

The quotations must be submitted in original on the firm's letterhead, duly stamped, either through Registered Post/Speed Post/Courier or **by hand in the Quotation Box only available at the reception**, as the procurement process will be conducted on the basis of hard copy submissions.

[Signature]
 Deputy Registrar
 P & S Branch, Procurement & Store
 SVSU, Dudhola, Palwal

Specifications: -

Sr. No.	Items
1	<ul style="list-style-type: none">• ADF• Scan, Copy, Print• Duplex printing• High-yield pigment ink bottle- Yields up to 4,000 pages per ink bottle with spill-free refilling Spill-free, error-free refilling• Compact integrated tank design• Ethernet, Wi-Fi, and Wi-Fi Direct connectivity• Page Size- A4, A5, A6, B5, C6, DL

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. (Copies of all certificates of registration to be enclosed.)	
5	PAN/TAN Number (copy may be enclosed)	
6	Sales Tax/VAT /GST Registration Number (copy may be enclosed)	
7	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 be attached in this regard)	
8	Experience in dealing similar kind of items with Govt. Departments/PSU/corporate attach copies of supply orders placed on the agency	
9	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
10	Computer and printer invoice copy to be submitted	
	Place:	Signature of the Bidder With Office Seal
	Date:	

*ध्यान दें:- क्या आपने आवश्यक दस्तावेज संलग्न ककए हैं, अपना आवेदन जमा करने से पहले दोबारा जांच लें।

Annexure-I Proforma for Financial Bids
(To be put in separately under Sealed Cover)

Dated: - --- / --- / ---

01. Name of the Company:-----

02. Address:-----

03. Contract No. & E-mail ID.-----

Sr. No.	items	Qty	Unit	Rate	GST	Amount
1	Printers- Multi Function Black & White	4	Nos			

Signature(s)

Name & Address of the firm with seal