

SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL

FORMAT FOR INVITING QUOTATIONS (Limited Quotations Basis)/TENDERS

SVSU/Quote/26/AC&D/001

Dated: 18.05.2026

NIQ DOCUMENT

Subject: Invitation for Quotation for rent Business Printer for ACD.

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

S.No	Type of Machine	Qty	Requirement details
1	Business printer (print, scan, copier) not older model than Jan 2025.	01	Monthly b/w free pages- 3000 pages and above 3000 pages 0.20 paisa per page

For any Query contact +91-9813199211, Email- jitenderacd@gmail.com

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:** For demo the computer and printer may be demanded and for this no charge shall be made.
- 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. **Period of Contract/Service-** Period of the rent service initially for three months. If required service are satisfactory contract may be extended.
- xi. **Bank Draft charges, if any:** To be borne by the bidder.
- xii. **Miscellaneous charges** such as Packing & Forwarding, Insurance, etc., if any, shall be clearly indicated.
- xiii. **Maintenance:** - Complaints lodged during forenoon shall be attended in the afternoon of same day and complaint lodged in the afternoon shall be attended by the forenoon of next working day. In case, performance of a machine is not satisfactory, the firm has to provide suitable replacement of the machine immediately. During the currency of the contract period, it will be the responsibility of the vendor to keep the equipment's in perfect working order. Any kind of maintenance including part broken while working will be the sole responsibility of the vendor without any cost implication to the svsu.
- xiv. In case a Business Printer is to be taken out for repair by the firm, a standby machine of same /higher configuration shall be provided by the vendor free of cost.
- xv. Vendor have to give in written that his/her firm is not 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.
- xvi. The hired machine(s) should be in working condition and should not be older than Jan-2025 Model. The successful firm has to submit the copy of invoices of all those machines which

- are to be installed in University premises to ensure the manufacturing and purchase date of the machines.
- xvii. 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.
 - xviii. The quotation must bear the date, stamp, address, and signature of the authorized signatory; failing which, the quotation may be rejected.
 - xix. **The quotation shall be submitted in double envelope.**
 - a. Envelop-I:- Should contain technical bid documents. (Annexure-I)
 - b. Envelop-II: - Should contain Financial Bid documents. (Annexure-II)
 - xx. Quantity may increase or decrease without any notice at any time within extended contract period also, if any.
 - xxi. The rates quoted should be inclusive of transportation/ shifting of machines from one place to another place, if required, and re-installation at the new site.
 - xxii. The sealed quotations, superscribed with the subject **“Quotation for rent Business Printer for ACD”,** complete in all respects, must reach the office of the undersigned **latest by 03.06.2026 at 16:00 hrs** at the following address:

**Joint Director,
ACD, 3rd 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 based on hard copy submissions.



**Joint Director
ACD, SVSU**

SPECIFICATION OF PHOTOCOPIER MACHINE FOR HIRING:

Minimum specifications for Digital Photocopier machine to be supplied by the firm on hire-cum-maintenance basis: -

S.No.	Description	Requirement
1	Printer Type	Laser, Functionality- All-in-One (Print, Scan, Copy)
	Print Speed	Minimum 20 pages per minutes
2	Connectivity	USB 2.0 minimum
3	Compatibility	32 / 64bit, Windows 10 or above
4	Page size supported	A4, B5, A5, Legal, Letter etc.
5	Printing	Duplex
6	ADF	Yes
7	Ethernet Connectivity	Yes
8	Cartridge	Toner Cartridge
9	Supported Cartridge	337, 88A, 12A, HP37A

Annexure: I

(Submit in sealed 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. (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-II

(Submit in separate sealed Envelope-II)

PROFORMA FOR FINANCIAL BID (PART -II)

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

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

02. Address:- -----

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

S. No.	Type of Machine	Qty	Requirement details	Quote your monthly Rate including GST
2	Business printer (print, scan, copier) not older model than Jan 2025	01	Monthly b/w free pages- 3000 pages and above 3000 pages 0.20 paisa per page	
Total Amount quoted by bidder				

(Signature of Bidder with seal) Name:

Designation:

Address with contact no. :