

**SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL**  
SVSU/2026/P&S/NIQ/E-3835/309 **Dated: 11.05.2026**  
**NIQ DOCUMENT**

**Subject: Invitation for Quotation for supply of Water Glass and tea Cup with Saucer.**  
Sealed quotations are invited from the manufacturers/exclusive distributors/ authorized dealers/suppliers/re-sellers for the items detailed below:

Sr. No.	Particulars	Qty
1.	Water Glass (6 Pcs) 290-310 ML borosil, Freezer Safe, Lightweight, Microwave Safe, Scratch Resistant, Transparent, Heat Resistant Borosilicate Glass, Chemical-Free Assurance 6 glass set	20 sets
2.	Tea Cup 150 ML , Clay Craft Ceramic Diamond 22k Gold Line Cup & Saucer Set, White 6 cup and saucer sets	20 sets

For any Query contact on +91- 7496873094 and 01275-285223

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:** as sample photo should be shared with
- 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 Water Glass and tea Cup with Saucer**, complete in all respects, must reach the office of the undersigned **latest by 20.05.2026 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.

  
Deputy Registrar  
P&S, SVSU  
Procurement & Store  
SVSU, Dudhola, Palwal

**Annexure-I Proforma for Financial Bids**

(To be put in separately under Sealed Cover)

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

02. Address:-----

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

Sr No.	Particulars	Qty	Unit	Rate	GST	Amount
1	Water Glass (6 Pcs) 290-310 ML borosil , Freezer Safe, Lightweight, Microwave Safe, Scratch Resistant, Transparent, Heat Resistant Borosilicate Glass, Chemical-Free Assurance 6 glass set	20	Sets			
2	Tea Cup 150 ML, Clay Craft Ceramic Diamond 22k Gold Line Cup & Saucer Set, White 6 cup and saucer sets	20	Sets			

Signature(s)

Name & Address of the firm with seal

**Annexure-II: Technical Bid Format**

Sr. No.	Particulars	To be filled in by the tenderer
1	Name of the Agency	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and 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	Sales Tax/VAT /GST Registration Number (copy to be enclosed)	
8	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attach in this regard.)	
9	Experience in dealing with Govt. Departments/PSU attach copies of supply orders placed on the agency)	
10	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
11	Whether agency profile is attached?	
	Place: Date:	Signature of the Bidder With Office Seal