SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL

FORMAT FOR INVITING QUOTATIONS (Limited Quotations Basis)/TENDERS

SVSU/2025/P&S/NIQ/E-3336/605_____ Dated: 07.11.2025

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
01.	Notepad- With university branding - 20 pages	50 nos
02.	Mug Coffee- with university branding - Big White Ceramic Coffee Mug	50 nos
03.	AC blankets- Fine Quality Single Bed Soft, cosy and lightweight single reversible comforter for everyday	60 nos

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by **11.11.2025** by 17:00 PM 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.
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.

SD
Asstt. Registrar
P & S, SVSU

Assistant Registrar
Procurement & Store
SVSU