

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

SVSU/2025/P&S/NIQ/ 133

Dated: 28.05.2025

**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	200	
4	Paper A3	10	
5	White tags 50 pcs set	40	
6	Tape 1 inch	50	
7	Flappers	1000	
8	Door Bell- Electric	15	
9	Legal Rim	20	

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by **08.06.2025** (date) by **05:00 PM** (time) in the office of **ASSISTANT REGISTRAR, P&S BRANCH, 1<sup>ST</sup> 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.

Asstt. Registrar  
P & S, SVSU

**Specifications: -**

Sr. No.	Particulars	Qty	Rate
1	Stock Register Small 220-230 pages	20	
2	OHP Markers Black	100	
3	Clock Cell	200	
4	Paper A3 rim	10	
5	White tags 50 pcs set ( For File)	40	
6	Tape 1 inch white	50	
7	Flappers for files	1000	
8	Door Bell- Electric	15	
9	Legal Rim paper	20	

*[Handwritten signature]*  
22/05/25

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