



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

NOTICE INVITING QUOTATION

NIQ No.: SVSU/PRO/2026/1237

Date: 26-05-2026

Sealed quotations are hereby invited from reputed and experienced agencies/firms for **printing University Admission Campaign pamphlets** for Shri Vishwakarma Skill University, Dudhola, Palwal, as per the details and specifications mentioned below:

1. Scope of Work

The selected agency/vendor shall be required to undertake the following work:

A. Printing of Pamphlets

Sr. No.	Particulars	Specifications
1	Quantity	50,000 Pamphlets
2	Size	21.5" × 13.5"
3	Paper Quality	Imported high bright 42 GSM
4	Printing	Multi-colour printing on both sides
5	Format	Newspaper-style pamphlet
6	Design	Design/content shall be provided by the University

B. Freight/Transportation

The bidder shall mention freight/loading/unloading/transportation charges, if any.

2. Eligibility Criteria

The bidder must fulfill the following conditions:

1. The firm/agency should have experience in printing work with Government Departments/Universities/PSUs/Reputed Institutions.
2. The bidder must possess valid:
 - o GST Registration Certificate
 - o PAN Card
3. The bidder should not have been blacklisted by any Government Department/Institution/Organization.

3. Documents Required

The following self-attested documents must be attached with the quotation:

1. Copy of GST Registration Certificate
 2. Copy of PAN Card
 3. Experience/Work Order copies, if any
 4. Undertaking regarding non-blacklisting
 5. Duly signed and stamped quotation on firm's letterhead
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5. Terms & Conditions

- 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 Office items,
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Submission of Quotations

The quotation complete in all respects must reach the office of the undersigned on or before **30-05-2026** _____ upto **05:00** _____ PM in a sealed envelope superscribed:

"Quotation for Printing of Admission Campaign Pamphlets"

Address for submission:

Public Relations Office

Shri Vishwakarma Skill University
Dudhola, Palwal, Haryana – _____

Quotations received after the due date/time shall not be considered.

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

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

1. Name of the Company:-----

2. Address:- -----

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

Financial Bid Format

Sr. No.	Item Description	Rate (₹)	Amount (₹)
1	Printing Charges for 50,000 pamphlets		
	Freight/Transportation Charges		
	GST, if applicable		
	Any Other Charges		
	Grand Total		