

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

SVSU/2026/P&S/NIQ/E-784/ 4/2 Dated: 03/6/26

NIQ DOCUMENT

Subject: Invitation for Quotation for supply of Pantry items.

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

Sr. No.	Particulars	Qty.	Unit
1	Coaster	6	Set
2	Glass Water Jug VIP (1 Ltr and above)	2	Nos
3	SS Chhalni Tea Steiner	2	Nos
4	Simple Knife Set for kitchen	1	Set
5	Serving Tray set (Small, medium, Big) branded	1	set
6	Water Glass 290-310 ML borosil Freezer Safe, Lightweight, Microwave Safe, Scratch Resistant, Transparent, Heat Resistant Borosilicate Glass, Chemical-Free Assurance	24	Nos
7	Steel Dustbin Small VIP	2	NOS
8	Glass Water Borosil 1 Ltr	6	NOS
9	Two Step stool 4 feet - Nil Kamal	1	Nos
10	Tissue box Wooden Stand/ Wood Tissue & Napkin Holder Box Brown	5	nos
11	Vegetable Tokri capacity to hold vegetables approx. 10 kg	1	Nos
12	Fruit Basket with Cover	1	Nos
13	SS ICE Bucket Set	1	Nos
14	ICE Cube tray	8	Nos
15	Coffee Mug 250 ML -330ML Liquid Gold Line White Ceramic Coffee Mug, Stackable, Chip Resistant , Cylindrical preferred brand- Femora	12	Nos
16	SS Lota big- approx. 1 Ltr	1	Nos
17	Wooden Palta set / for fry Set	1	Set
18	Plastic Bowl - Catori- big	1	Nos

For any Query contact on +91- 7496873094 and +91-1275-285222.

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:** A sample photos 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 **Sealed, 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 Kitchen items**, complete in all respects, must reach the office of the undersigned **latest by -----~~10/6/26~~ 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
Deputy Registrar
Procurement & Store
SVSU, Dudhola, Palwal

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

Date:-

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

02. Address:-----

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

Sr. No.	Particulars	Qty.	Unit	Rate	GST%	Amount
1	Coaster	6	Set			
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3	SS Chhalni Tea Steiner	2	Nos			
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17	Wooden Palta set / for fry Set	1	Set			
18	Plastic Bowl - Catori- big	1	Nos			

Signature(s)

Name & Address of the firm with seal