

**SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL****FORMAT FOR INVITING QUOTATIONS (Limited Quotations Basis)/TENDERS****SVSU/2026/P&S/NIQ/E-813/443** Dated: 08/06/26**NIQ DOCUMENT****Subject: Invitation for Quotation for supply of Color Printers.**

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

Sr. No.	items	Qty	Unit
1	Printers- Multi Function Laser Color Printers	3	Nos

For any Query contact on +91- 7496873094 and +91-1275-285223.

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:** Model of the printers must be mentioned on quotes.
- 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. **Annexure-II and Annexure-III** must be duly filled in, signed, stamped, and dated by the bidder.
- xiv. 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.
- xv. The sealed quotations, super-scribed with the subject **“Quotation for Color Printers**, complete in all respects, must reach the office of the undersigned **latest by 23/06/26 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  
P & S, SVSU  
Deputy Registrar  
Procurement & Store  
SVSU, Dudhola, Palwal

**Specifications of Colour Printer:**

S. No.	Specifications	Values
1	Type of Printing	Colour
2	Print Technology	Laser
3	Paper Size	A4 and Legal
4	Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Monochrome (Black) (in PPM)	21 to 25 or more
5	Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Monochrome (Colour) (in PPM)	21 to 25 or more
6	Warranty	Computer Printer with Minimum 1 Year on Site Warranty
7	Cartridge Technology	Composite Cartridge
8	RAM Size (in MB)	256 MB or more
9	Operating System Compatibility	Windows 10 and Above, Linux, Mac OS, Windows Server
10	Auto Duplexing Printing (2-Sided Feature)	Yes
11	Total Paper Tray Combined Capacity (Number) at 75 GSM	201 to 300 or more
12	Connectivity	USB Port, Ethernet Port, Wi-Fi
13	Accessories Provided	USB Cable
14	Minimum Yield of the Cartridge/Ink/Toner Supplied with Machine as per IS/ISO/IEC: 19752:2017/24712/24711 for Black (Number of Prints)	600 or more
15	Minimum Yield of the Cartridge/Ink/Toner Supplied with Machine as per IS/ISO/IEC: 19798:2017/24712/24711 for Cyan, Yellow and Magenta Colour (Number of Prints)	500 or more
16	Minimum Duty Cycle (Number of Prints/Month)	30,001 to 40,000 or more
17	BIS CRS Compliance	Yes as per IS 13252 (Part 1)

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

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

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

02. Address:-----  
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03. Contract No. & E-mail ID.-----

Sr. No.	items	Modal	Qty	Unit	Rate	GST	Amount
1	Printers- Multi Function Laser Color Printers		3	Nos			

Signature(s)

Name & Address of the firm with seal

### **PROFORMA FOR TECHNICAL BID (PART -III)**

Sr. No.	Particulars to be submitted	To be filled by the bidder
1	Name of the Agency/firm	
2	Date of establishment/registration of the firm/agency.	
3	Detailed office address of the Agency with Office Telephone Number/Mobile Number/email id and name of the contact person	
4	Whether the firm is registered under Company Act, partnership, or proprietorship. <b>(Copies of all certificates of registration to be enclosed.)</b>	
5	PAN/TAN Number <b>(copy may be enclosed)</b>	
6	Sales Tax/VAT /GST Registration Number <b>(copy may be enclosed)</b>	
7	Whether the firm is blacklisted by any Government Department/PSU/corporate or any criminal case is registered against the firm or its owner/partners anywhere in India. <b>(If no, a declaration/certificate is to be attached in this regard)</b>	
8	Experience in dealing similar kind of items with Govt. Departments/PSU/corporate <b>attach copies of supply orders placed on the agency</b>	
9	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
10	<b>Computer and printer invoice copy to be submitted</b>	
	Place:	Signature of the Bidder With Office Seal
	Date:	

\*ध्यान दें:- क्या आपने आवश्यक दस्तावेज संलग्न ककए हैं, अपना आवेदन जमा करने से पहले दोबारा जांच लें।