



# SHRI VISHWAKARMA SKILL UNIVERSITY

(A State Skill University, set up by an Act of Legislature in 2016)

Ref No.: SVSU/2026/DAA/108

Dated: 29.05.2026

## NOTICE INVITING QUOTATIONS

For

**Purchase of services - Hosting a Dedicated server for Digital OJT Diary web portal to SVSU, Dudhola, Palwal on contract basis for a period of one year extendable for another one year**

Password protected quotations are invited from the manufacturers/ exclusive distributors/ authorized dealers/suppliers/service providers for the below mentioned products on contract basis as per details given below:

S.No.	Item(s)	Qty.	Requirement details
1	Dedicated Managed Service support of Linux based Server (8 Core, 16GB RAM, 100GB SSD with other required specifications as per NIQ)	01	With desired specifications on contract basis for a period of one year extendable for another one year on satisfactory working report of services

1. The password protected quotations, complete in all respects, must be **emailed at incharge.ojt@svsu.ac.in latest by 11.06.2026 by 05:30 PM.** The same shall be opened on (dates are tentative) the next working day or after at **Shri Vishwakarma Skill University, Village - Dudhola, Palwal, HR-121102.** The vendors or their authorized representatives are allowed to attend the meeting of the quotation opening committee on invitation at their own costs.
2. The quotation received after due date and time or incomplete shall be rejected outrightly.
3. The quotation shall be submitted in 2 files:  
**File-I:- Should contain Technical bid documents (Annexure-I).**  
**File-II:- Should contain Financial Bid documents (Annexure-II).**

The both files shall be password protected separately and shall have the subject/superscription of the email as **“QUOTATION IN RESPONSE TO NIQ FOR DIGITAL OJT DIARY WEB PORTAL REFERENCE NO. .... DATED .....”**. The offer may be sent at the email incharge.ojt@svsu.ac.in.

The quotation, where the superscription is not mentioned on the email by the vendor, may not be entertained.

4. The following charges and terms may be spelt out in your offer clearly:

- i. F.O.R
  - ii. Rates of GST / VAT/ Excise Duty (in percent), if any. Please note that the University does not issue Form 'C' or 'D'
  - iii. Payment terms.
  - iv. Delivery period.
  - v. After-sales support services.
  - vi. Installation/Deployment charges, if any.
  - viii. Validity period of the quotation.
5. Charges not mentioned in the quotation shall not be paid.
  6. FOR shall be Shri Vishwakarma Skill University, Dudhola, Palwal or Offices situated at Outstations as the case may be.
  5. The offer must be valid for a period of at least six months from the date of opening of quotation/tender.
  7. The contract will remain valid for an initial period of one year. It may be extended for an additional year based on satisfactory performance reports of the services and the requirements of the University, under the same terms and conditions. For any such extension, the vendor shall submit a declaration confirming that the service rates and quality will remain unchanged, and that the rates have neither been reduced nor will be offered at a lower level to any other organization.
  8. Repeat purchase orders may be issued at any time during the contract or extended contract, if any with the prior recommendation of the competent authority.
  9. The contracted/hired quantity/items are liable to increase or decrease without any notice at any time depending at the sole discretion of the University during the period of contract or in extension period (if any).
  10. The SVSU reserves the right to extend/ curtail the contract any time even during the contract period also without assigning any reason or without giving prior notice.
  11. The current price list duly authenticated by the Principals/ Vendors or their Authorized Signatory with dated signature and seal along with literature/ pamphlets may be supplied alongwith the offer.
  12. In case, the supplier fails to execute the supply order on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, besides any other action as may be deemed proper by the University.
  13. The data confidentiality of OJT Diary data and regular backup of data shall be ensured.
  14. The acceptance of the server web hosting services shall be subject to satisfactory reports of the user department.
  15. The contracted service(s) shall be in working condition. The successful supplier/ firm has to submit the copy of invoices of all those service(s) which are to be deployed on the hosting server of the University to ensure the purchase date of the service(s).

16. Payment to the vendor will be done biannually. The vendor has to submit two original hard copies of the bill with the service satisfaction report to be obtained by the vendor from the user department. The University tries to make 100% payment at the earliest after the receipt of the bill subject to a satisfaction report/ proper installation/ deployment report to be obtained from the user department/ office by the vendor.
17. The acceptance of the quotation shall rest with the undersigned who does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation without assigning any reason therefore. The undersigned also reserves the right to accept quotation in part i.e. any item or any quantity and to reject it for the rest.
18. In the event of a tie in L1 in the Financial bid, the university shall negotiate with all the eligible bidders and the bidder whose quotes are lower than other bidders shall be declared as L1.
19. Negotiation may also be exercised with the L1 bidder if the committee feels the quoted rates are at the higher side.
20. Terms and conditions printed on Quotation/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order and NIQ document. Your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order (supply order & NIQ).
21. **Maintenance:-** Complaints lodged during forenoon shall be attended in the afternoon of the same day and complaint lodged in the afternoon shall be attended by the forenoon of next working day. In case, performance of a service is not satisfactory, the firm has to provide suitable replacement of the service/ server immediately. During the currency of the contract period, it shall be the responsibility of the vendor to keep the items/ services/ data in working order. Any kind of maintenance while working shall be the sole responsibility of the vendor without any cost implication to the SVSU.
22. In case a server is undergoing maintenance, our services shall not be affected. The vendor shall ensure the continuity of the service without any failure. In such cases of maintenance, a standby server of the same /higher configuration shall be provided by the vendor free of cost with prior information and approval from the department.
23. The Agency/ Firms/ Individual may be debarred/blacklisted if the services provided are not found satisfactory or if complaints are not attended in a time bound manner. Refusal or inability or delay by the successful vendor to undertake the said work at the contracted rate may result in termination of the contract and forfeiting of performance guarantee (if any) as well as disqualification of the bidder from participating in future in any kind of participation.
24. The rates quoted shall be inclusive of handover of data/ shifting of services/ code from one vendor to another vendor, if required, and re-installation/ deployment at the new server.
25. The Registered office or branch office of the Agency is bound to provide a proof of address and telephone number of its office/ branch.

26. In case, any other information/clarification is required, the undersigned may be contacted at the SVSU, Dudhola on any working day during office hours (9 a.m. to 5.30 p.m.).
27. The dispute, if any, shall be subject to the jurisdiction of Courts at Palwal. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/ distributors/ dealers/ suppliers etc. shall be invalid and shall have no legal sanctity.

**28. SPECIFICATION OF HOSTING A DEDICATED SERVER FOR DIGITAL OJT DIARY WEB PORTAL ON CONTRACT BASIS FOR A PERIOD OF ONE YEAR EXTENDABLE FOR ANOTHER ONE YEAR:**

Minimum specifications for hosting a dedicated server for Digital OJT Diary to be supplied by the firm/ vendor on hire-cum-maintenance basis are : -

Specifications	Description	Proposed Qty.
<b>Network</b>		
IP Address	Pool of IPv4 Addresses	1
Bandwidth	TB per month	2
Network Uplink	Uplink (mbps)	100
Firewall	Shared	1
<b>Server</b>		
Specifications	Core (no.)	8
	RAM (GB)	16
	SSD (GB)	100
<b>Licenses</b>		
OS	Linux latest version	1
Database	MySQL	1
Panel	C-panel/ WHM single domain	1
Antivirus	Bit-defender Antivirus	1
SSL	Single domain SSL	1
Backup	Complete backup with cyber security	50 GB
<b>Managed services</b>	<b>Hardware, OS, Network, Management</b>	1
Server Uptime	99.99% as per SLA	
Network Uptime	100% with redundant ISPs	
Support	24*7	
Access	Remote	



**Incharge, OJT Coordination**

Encl: As above

**Annexure: I**  
**(Submit in a separate password protected File - I)**

**PROFORMA FOR TECHNICAL BID (PART -I)**

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	Experience in dealing similar kinds of services/ items with Govt. Departments/ PSU/corporate (if yes, mention number of months or years)	Yes/No
8	Validity period of the quotation (in months, minimum 06)	
9	Whether the bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached ( <b>copy to be enclosed</b> )	Yes/No
	Place:	Signature of the Bidder With Office Seal
	Date:	

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

**Annexure - II**  
**(Submit in a separate password protected File - II)**

**PROFORMA FOR FINANCIAL BID (PART -II)**

Firm Name.....

Firm Address with pin code .....

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S.No.	Item(s)	Qty	Requirement details	<b>Quote your Rate including GST</b>
1	Dedicated Managed Service support of Linux based Server (8 Core, 16GB RAM, 100GB SSD with other required specifications as per NIQ)	01	With desired specifications on contract basis for a period of one year extendable for another one year on satisfactory working report of services	
<b>Total Amount quoted by bidder</b>				

(Signature of Bidder with seal)

Name:

Designation:

Address with contact no.: