

**SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL****FORMAT FOR INVITING QUOTATIONS (Limited Quotations Basis)/TENDERS**  
**SVSU/2026/P&S/NIQ/E-3482/SL** Dated: **24/8/26****NIQ DOCUMENT****Subject: Invitation for Quotation for supply of A4 Paper Ream.**

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       | <b>A4 Paper Ream</b> | 200 | Reams |

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

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

- Rates quoted shall be **inclusive of all taxes, packing, forwarding, and delivery** at SVSU, Dudhola, Palwal, and Haryana-121102.
- GST, if applicable, shall be clearly mentioned separately** in the quotation.
- Sample Approval Clause:** Sample must share with committee before supply.
- Payment Terms:** As per SVSU norms.
- Delivery Period:** To be specified by the bidder.
- Guarantee/Warranty Period:** To be specified by the bidder, wherever applicable.
- After-Sales Service:** As applicable.
- Installation Charges, if any:** To be quoted separately.
- Validity Period of the Quotation:** Minimum 180 days from the date of opening of NIQ.
- Bank Draft charges, if any:** To be borne by the bidder.
- Miscellaneous charges** such as Packing & Forwarding, Insurance, etc., if any, shall be clearly indicated.
- The quotation must bear the **Date, Stamp, Address, and Signature** of the authorized signatory; failing which, the quotation may be rejected.
- Annexure-II and Annexure-III** must be duly filled in, signed, stamped, and dated by the bidder.
- 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.
- The sealed quotations, super-scribed with the subject **“Quotation for A4 Paper Ream**, complete in all respects, must reach the office of the undersigned **latest by - 07/9/26** 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 A4 Paper Ream:**

| Specification | Requirement                                                 |
|---------------|-------------------------------------------------------------|
| Paper Size    | A4 – 210 × 297 mm                                           |
| GSM           | 75 GSM                                                      |
| Colour        | White                                                       |
| Whiteness     | Minimum 90% ISO or above                                    |
| Quality       | Good quality copier/printing paper                          |
| Surface       | Smooth, suitable for laser/inkjet printing and photocopying |
| Usage         | Printing, photocopying and general office use               |
| Packing       | 500 sheets per ream                                         |
| Brand         | JK / Bindal / Century / Trident or equivalent               |
| Packaging     | Properly sealed and moisture-resistant ream packing         |

**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.<br>No. | items                | Modal | Qty | Unit  | Rate | GST | Amount |
|------------|----------------------|-------|-----|-------|------|-----|--------|
| 01.        | <b>A4 Paper Ream</b> |       | 200 | reams |      |     |        |

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<br>With Office Seal |
|         | Date:                                                                                                                                                                                                                                              |                                             |

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