



SHRI VISHWAKARMA SKILL UNIVERSITY

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

UAC Form – 12/12

[Referred to in Rule 12.1 (ii).55]

SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL FORMAT FOR INVITING QUOTATIONS

SVSU/2026/E-9273/757

Dated: 30/09/2026

NIQ DOCUMENT

Subject: Invitation for Quotations for Annual Rate Contract for Dry cleaning/washing/shampooing of carpets, different types of floorings, curtains, sofa sets, chairs, blinds, Car seats, Linen including bedsheets, towels, pillow covers, blankets, other misc. linen items in different Offices / Buildings / Guest house / Transit Accommodation etc. at Shri Vishwakarma Skill University, Dudhola, Palwal for a period of One year.

Sealed quotations are invited from the Firms / Companies / Authorized dealers for the Dry cleaning / Washing / Shampooing of the items as listed in **Annexure A**:

- ❖ For any Query contact on 7290001949
- ❖ The following charges and terms may be spelt out in your offer clearly:

- i. Rates quoted shall be **inclusive of all taxes, pick-up and drop of the items with proper ironing & packaging and delivery and on-site service at SVSU, Dudhola, Palwal, Haryana-121102.**
- ii. The rates quoted will be valid for **One year** and no changes / modifications of Rates will be allowed in between the contract period.
- iii. Any damage / spoilage to the item / material at any stage of the service will be charged totally as per the item market value to the service provider.
- iv. Only good quality / reputed chemicals & machinery to be used during the service cycle.
- v. The firm should ensure that the work would be completed within given stipulated time, However, in case of urgency, the firm/contractor must attend to the job at any time as asked by the University.
- vi. SVSU reserves the rights to cancel the contract / agreement at any stage without assigning any reason.
- vii. **GST, if applicable, shall be clearly mentioned separately in the quotation.**
- viii. **Payment Terms:** As per SVSU norms.
- ix. **Delivery Period:** To be specified by the bidder, wherever applicable.
- x. **Validity Period of the Quotation:** Minimum 180 days from the date of opening of NIQ.
- xi. **Miscellaneous charges** such as Picking, Packing & Forwarding, 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-A** 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. No quotations will be considered valid that will be received after the due date & time.

The **sealed quotations**, super-scribed with the subject "**Quotation for Annual Rate Contract of Dry cleaning / washing / shampooing services**" complete in all respects, must reach the office of the undersigned **latest by 02/11/2026 at 15:45 hrs** at the following address:

H.O.D (General 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 sealed hard copy submissions.



H.O.D
General Branch



Annexure-A Proforma for Financial Bids

Date -

01. Name of the Company:

02. Address: -

03. GST No & Pan No

04. Contact No. & E-mail ID.

Sr. No	Item Name	Unit	Qty	Rate	GST (a)	Total Amount
1	Sofa Set - Dry-cleaning - All types of sofa set (per seat rate) along with back rest	Per Seat	1			
2	Sofa Set - Dry-cleaning - All types of sofa set (per seat rate) along with back rest & Hand rest	Per Seat	1			
3	Office Chairs Dry-cleaning (High back)	Chair	1			
4	Office Chairs Dry-cleaning (Mid back)	Chair	1			
5	Executive VIP / Lounge Chairs Dry-cleaning	Chair	1			
6	Curtains Wash - Polyester (Per Panel Full)	Panel	1			
7	Curtains Wash - Cotton (Per Panel Full)	Panel	1			
8	Curtains Wash - Silk (Per Panel Full)	Panel	1			
9	Roller Blinds Dry Wash (Per Panel Full)	Panel	1			
10	Zebra Blinds Dry Wash (Per Panel Full)	Panel	1			
11	Puffy Dry-cleaning	Unit	1			
12	Carpets Wash -Wool	Per sq ft	1			
13	Carpets Wash - Nylon	Per sq ft	1			
14	Carpets Wash - Triexta	Per sq ft	1			
15	Carpets Wash - Polyester	Per sq ft	1			
16	Complete Car seat Dry-cleaning	Per Seat	1			
17	Bed Head Rest Dry-cleaning	Per Bed	1			
18	Double Bedsheet - Washing	Unit	1			
19	Single Bedsheet - Washing	Unit	1			
20	Blanket Double - Washing	Unit	1			
21	Blanket Single - Washing	Unit	1			
22	Single Quilt / Duvet - Dry cleaning (With cover)	Unit	1			

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23	Double Quilt / Duvet – Dry cleaning (With cover)	Unit	1			
24	Pillow Cover washing	Unit	1			
25	Bath Towel washing	Unit	1			
26	Hand Towel washing	Unit	1			
27	Face Towel washing	Unit	1			
28	Top Sheets Single – Washing	Unit	1			
29	Top Sheets Double – Washing	Unit	1			
30	Table Cloth	Unit	1			
31	Dinner Napkins	Unit	1			
32	Car Seat Cover	Unit	1			
33	Car Curtains	Per Curtain	1			
34	Door Mats	Unit	1			

❖ GRAND TOTAL – WITHOUT GST = Rs.

❖ GRAND TOTAL – WITH GST = Rs.

Name & Stamp of the company with Signature

***Note:** - All submitted documents / quotations to have company stamp and sign and all documents to be duly completed before the submission.

[Handwritten signatures and marks]