UAC Form – 12/12
[Referred to in Rule 12.1 (ii).55]

SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL

FORMAT FOR INVITING QUOTATIONS (Limited Quotations Basis)/TENDERS

SVSU/2026/P&S/NIQ/E-9423/820 Dated: 26.11.2026

NIQ DOCUMENT

Subject: Invitation for Quotation for Print/supply of Sessional Answer Sheets (04 Pages) with Printing.

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	Sessional Answer Sheets (04 Pages) with Printing. Paper Size – 8.5x1.75inch and GSM – 60	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:

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. **Payment Terms:** As per SVSU norms.

iv. **Delivery Period:** To be specified by the bidder.

v. **Guarantee/Warranty Period:** To be specified by the bidder, wherever applicable.

vi. **After-Sales Service:** As applicable.

vii. **Installation Charges, if any:** To be quoted separately.

viii. **Validity Period of the Quotation:** Minimum 180 days from the date of opening of NIQ.

ix. **Bank Draft charges, if any:** To be borne by the bidder.

x. **Miscellaneous charges** such as Packing & Forwarding, Insurance, etc., if any, shall be clearly indicated.

xi. The quotation must bear the **Date**, **Stamp**, **Address**, and **Signature** of the authorized signatory; failing which, the quotation may be rejected.

xii. **Annexure-II** and **Annexure-III** must be duly filled in, signed, stamped, and dated by the bidder.

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 Sessional Answer Sheets (04 Pages) with Printing,** complete in all respects, must reach the office of the undersigned **latest by 02.12.2026 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.

-sd/-
Deputy Registrar
P & S, SVSU

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	Qty	Unit	Rate	GST	Amount
01.	Sessional Answer Sheets (04 Pages) with Printing. Paper Size – 8.5x1.75inch and GSM – 60	70000	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. (**Copies of all certificates of registration to be enclosed.**)	
5	PAN/TAN Number (**copy may be enclosed)**	
6	Sales Tax/VAT /GST Registration Number (**copy may be enclosed**)	
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. (**If no, a declaration / certificate is to beattached in this regard**)	
8	Experience in dealing similar kind of items with Govt. Departments/PSU/corporate **attach copies of supply orders placed on the agency**	
9	Whether bid document of all pages of the terms and conditions duly signed, in token ofacceptance of the same, is attached.	
10	**Computer and printer invoice copy to be submitted**	
	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।