

**SHRI VISHWAKARMA SKILL UNIVERSITY,
DUDHOLA, PALWAL**

FORMAT FOR INVITING QUOTATIONS/TENDERS

SVSU/2025/IDC/E-1674/93

Dated 05.08.2025

NIQ DOCUMENT

Subject: Requirement of Infra for one-day conclave on 13th Aug 2025 at Shri Vishwakarma Skill University.

Sealed quotations are invited from the Firms which deals in Tent House Services/Event management etc. for the items detailed below:

SR .NO	PARTICULAR	QUANTITY	Quoted Price
1.	Main Gate with Flower decoration (10x8=80 sf)	01 Nos	
2	Pole with Flag	50 Nos	
3	Red Carpet	5x200 Sft	
4	Chairs with White cover and Ribbon	100	
5	Round Table with Cover and fall	04	
7	Rectangular Table with cover and fall	15	
8	Decoration of Main Menu Hall (20x40)	01	
9	Flower decoration at Takshashila Bhawan	01	
Total without Gst			
GST@18%			
Total Including Gst			

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by 10.08.2025 (date) by 05:00 PM (time). The same shall be opened on 11.08.2025 at 11:00 AM in the office of **SDE, ID&C Branch, 1ST FLOOR, ADMINISTRATIVE BLOCK, SHRI VISHWAKARMA SKILL UNIVERSITY, VILL-DUDHOLA, PALWAL, HR-121102.**
2. The quotes or their authorized representatives are allowed to visit the site before submitting the quotations.
3. The Quotation received after due date and time or incomplete shall be rejected out rightly.
4. All items must be neat and clean.
5. The inner envelope shall be sealed and shall have the superscription
"QUOTATION IN RESPONSE TO ENQUIRY NO. and DATED ". The offer may be sent to the ID&C BRANCH, 1ST FLOOR, ADMINISTRATIVE BLOCK, SHRI VISHWAKARMA SKILL UNIVERSITY, VILL-DUDHOLA, PALWAL, HR-121102.

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6. The following charges (if any) may be spelt out in your offer clearly:
- i. F.O.R at SVSU, Dudhola, Palwal, HR-121102
 - ii. GST applicable.
 - iii. Payment terms.
 - iv. Delivery period.
 - v. Guarantee/Warranty period.
 - vi. After-sales service.
 - vii. Installation charges, if any.
 - viii. Validity period of the quotation.
 - ix. Bank Draft charges, if any.
 - x. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
7. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as "packing, forwarding, freight and insurance charges etc. extra".
8. Charges not mentioned in the Quotation shall not be paid.
9. FOR shall be Shri Vishwakarma Skill University, Palwal or Offices situated at Outstations as the case may be. The rates quoted Ex-Godown can be rejected.
10. The offer must be valid for a period of at least **one month** from the date of opening of Quotation.
11. The current price list duly authenticated by the Principals with dated signature and seal along with literature/pamphlets may be supplied along with the offer.
12. If the Supplier or their Principals are on rate contract with DGS&D or DS&D (Haryana), this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.
13. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labor charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.
14. The goods shall be supplied by the Supplier within the time limit specified in the supply order.
15. As a general policy, the University tries to make 100% payment at the earliest after the receipt of bill subject to proper work, wherever applicable, and satisfaction of the Inspection Committee.
16. If the work of the bidder will not be found satisfactory by the committee, then
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 case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 0124-2746856 on any working day (Monday to Saturday) during office hours (9 a.m. to 5.00 p.m.).
19. 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.
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 your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.

21. SVSU reserves the right to cancel the NIQ at any stage.

(IDC)

A handwritten signature in blue ink, appearing to be the initials 'SP'.A handwritten signature in blue ink, appearing to be 'Randy'.A handwritten signature in blue ink, appearing to be 'D'.