

SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL
FORMAT FOR INVITING QUOTATIONS (Limited Quotations Basis)/TENDERS

SVSU/2025/P&S/NIQ/ 184 Dated: 25/6/25

NIQ DOCUMENT

Subject: Invitation for Quotation for supply of items.

Sealed quotations are invited from the manufacturers/exclusive distributors/ authorized dealers/suppliers/re-sellers for the items detailed below:

Sr. No.	Type of Printer	Cartridge Name	Qty. Required	Ink Type
1	Canon Image Class MF244df	337	20	Black & White
2	Canon MF232 DW	88A	8	
3	HP Laserjet Pro MFP226 DW			
4	HP Laserjet 126 NW			
5	HP 1020 Plus	12A	5	
6	HP Laserjet 1005 MFP			
7	HP-M233	HP37A	5	
Total Cartridges required			38 nos	

The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by **10.07.2025** by **05:00 PM** (time) in the office of **ASSISTANT REGISTRAR, P&S BRANCH, 1ST FLOOR, ADMINISTRATIVE BLOCK, SHRI VISHWAKARMA SKILL UNIVERSITY, VILL-DUDHOLA, PALWAL, HR-121102**. The quotees or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.

The following charges and terms 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.
- xi. SVSU reserves the right to cancel the NIQ at any stage.

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Asstt. Registrar
P & S, SVSU
Assistant Registrar Procurement