



SHRI VISHWAKARMA SKILL UNIVERSITY

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

Ref. No.: SVSU/2023/AA/91

Dated: 18.05.2023

Notice Inviting Quotations

Subject: Call for quotation for Supply of 01 Nos. of ID Card printing machine with other components for Shri Vishwakarma Skill University.

Dear Bidders,

We solicit your quotation for Supply of 01 Nos. of ID Card printing machine including other components for Shri Vishwakarma Skill University as detailed in Annexure-II of this RFQ and also furnish the bidders information in the format at Annexure-I by 02.06.2023 (5:00PM)

1. Minimum Required Specification for ID Card Printer is listed below;

Printer Specification	
Printing Resolution	300 dpi
Warranty on Printer and Printer head	2 Years OEM Warranty & Support(onsite)
Card Thickness	10 to 40 Mil
Flash Memo	2 GB Minimum
Nos. of Card	1000 Piece
Screen Interface	LCD Display
Ribbon	750 Prints (1500 Single side/ 750 Double Side)
ID Card Printer Software Package	Should be Included with Latest Patch and Software Dashboard
Printer Cleaning Kit	Should be Included

2. Other Terms and Conditions:

1. The sealed quotations, completed in all respect, must reach by registered post in the office of "The Registrar, Shri Vishwakarma Skill University, Plot No. 147, Sector 44, Gurugram, Haryana- 122003" latest by 2nd June, 2023 upto 05.00 PM.
2. TDS and GST as amended from time to time by the Government will be deducted by the university from bill of the agency.

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3. Bidders need to provide Bank details along with bill to make a payment via /NEFT/RTGS.
4. Items should be delivered within 15 days from the date of receipt of the Supply Order.
5. Bidder must submit the quotation in the format given at Annexure I & II duly signed & stamped.
6. Improper and Incomplete quotations will be summarily rejected.
7. The following charges and terms may be spelt out in your offer clearly:
 - (a) F.O.R.
 - (b) Rates of GST/VAT/Excise Duty (in percent), if any. Please note that the University does not issue Form 'C' or 'D'.
 - (c) Payment terms.
 - (d) Delivery period.
 - (e) Guarantee/Warranty period.
 - (f) After-sales service.
 - (g) Installation charge, if any.
 - (h) Validity period of the quotation.
 - (i) Bank Draft charges, if any.
 - (j) Misc. charge such as Packing & Forwarding charges, Insurance charges, etc., if any
8. The bidder who quotes the lowest amount for the product (including all components and GST) shall be considered for further proceeding.
9. 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, insurance charges etc. extra"
10. FOR shall be Shri Vishwakarma Skill University, Plot No.147, Sector-44, Gurugram, Haryana.
11. The offer must be valid for a period of at least three months from the date of opening of quotation
12. Quantity may increase or decrease without any notice.
13. If the Supplier or their Principals are on rate contract with GeM, this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.
14. The University is situated within the Municipal limits, as such, Octroi, of any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour 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.
15. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
16. As a general policy, the University tries to make 100% payment within 15 days of the receipt of the material subject to proper installation, wherever applicable and

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satisfaction of the Inspection Committee. No advance payment against documents negotiated through Bank shall be made.

17. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/Experts Committee.
18. The acceptance of the quotation/tender shall rest with the undersigned who does not bind himself to accept the lowest quotation and reserve the right to reject any or all items of quotation without assigning any reason therefore. The under signed also reserve the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest. Depending upon the cost, Shri Vishwakarma Skill University may or may not procure the product. SVSU reserves the right to accept or reject any or all the bids received without assigning any reason
19. Terms and conditions printed on Quotation 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.
20. The quotation received after due date and time or incomplete shall be out rightly rejected
21. Charges not mentioned in the quotation shall not be paid.
22. The firm must have GST number printed on their quotation.
23. In case of dispute of difference arising between the parties, the dispute shall be referred to The Registrar, Shri Vishwakarma Skill University, whose decision shall be final and binding on both the parties
24. Payment will be made after successful delivery of 01 Nos. of ID Card printing machine along with its other important components to Shri Vishwakarma Skill University and after training and submission of bills
25. The supplier shall provide services/repair for machine during the warranty period and on-site services shall be provided at T.Campus at Gurugram or Permanent campus at Dudhol, Palwal as per requirement.
26. Shri Vishwakarma Skill University reserves the right to reject any prospective application without assigning any reason and also to restrict the list of qualified bidders to any number deemed suitable by it, if too many quotes are received satisfying the laid down criterion.

Encl: Annexure-I and II

- 1 Procurement Department, SVSU
- 2 Account Department, SVSU
- 3 Office copy


Assistant Registrar(AA)
Vinay Saini
Assistant Registrar

Annexure-I

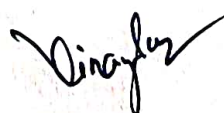
BIDDER'S INFORMATION
(On Company / firm's Letterhead)

Details of Bidder	
1.	Registered Name of the bidder
2.	Registered Address of the bidder
3.	Name & Designation of the Contact person
4.	Contact Details: Mobile. Office Number: Email Id / FAX No:
5.	Status of the Company (Public Ltd./ Pvt. Ltd.) (Attach Copy)
6.	Whether a registered GST number, if yes please provide (Attach Copy)
7.	Details of the Incorporation of the Company (Attach Copy)
	Date:
	Valid Document: Incorporation Certificate
8.	Permanent Account No. (PAN) (Attach Copy)

Place:

Date:

Signature of bidder
With the seal of their company



Annexure-II

Financial Quotation

Sr.	Name of the item	Qty	Total Amount in Rupees
1.	01 Nos. of ID Card printing machine. {Inclusive of 2 years OEM warranty & Support (Onsite) on Printer and Printer Head, Flash Memory Minimum 2 GB, LCD Display	01	
2.	Full Panel Ribbon 300 images	05 pc.	
3.	PVC ID card (Card Thickness should be minimum 10 to 40 Mil	1000 pc.	
4.	ID Card printing Software (With latest Patch and Software Dashboard	01	
5.	Printer Cleaning Kit	01	
GST			
Grand Total			

Note:

*It is mandatory to provide the quote which is inclusive of all above products mentioned in the Request for Quotation, failing which quotation may not be considered.

Improper, Incomplete and quotations received will be summarily rejected.

Place:

Date:

Signature of bidder

With the seal of their company

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