



### SHORT NOTICE INVITING QUOTATION

Sealed item rate quotations are invited for “**Additional Minor Construction and Interior works**” at MANUU Regional Centre Delhi, c/o Don Bosco Institute of Technology, 2<sup>nd</sup> Floor, Sukhdev Vihar, New Delhi-110025.

Notice Inviting Quotation	HY/ADMN-ENGG/2026-27/F.525/29 dated 19 <sup>th</sup> June, 2026
Name of Work	For Additional Minor Construction and Interior Works at MANUU RC Delhi, New Delhi
Estimated Amount	Rs. 3,20,000.00
Earnest Money Deposit (EMD)	Rs. 6,400/- (i.e. 2% of the estimated amount (DD in favour of Finance Officer, MANUU payable at Hyderabad)
Performance Guarantee	5% of the Contract Value (DD in favour of Finance Officer, MANUU payable at Hyderabad)
Date of start of Bid of Submission	26-06-2026 @ 11:00 A.M.
Last Date & Time for submission of Bid	03-07-2026 @ 11:00 A.M.
Date & Time of Opening of Bids	03-07-2026 @ 04:00 P.M.

Blank quotation form can be downloaded from the MANUU websites



SCHEDULE OF QUANTITIES

Nature of Work	“Additional Minor Construction and Interior works”
No.	HY/ADMN-ENGG/2026-27/F.525/29

Sl. No.	Description	Unit	Qty	Rate	Amount
1	<b>FULL /LOW HEIGHT STORAGE:-</b> Providing & fixing Storage cabinets made out of 19mm MDF duly laminated shutter with 1.0mm laminate in facia and balancing laminate all inside adjustable laminated shelves.	Sqm	16.00		
2	<b>Wall Ribb Panneling:-</b> Design of approved colour/shade/design over a12mm comm. Ply/ MDF With shelves laminated edge.	Sqm	5.00		
3	<b>Granite Counter :-</b> Providing and laying Granite n Counter on Pantry.	Rmt	4.00		
4	<b>OVERHEAD STORAGE -</b> Providing and fixing 400 mm deep with ply shutters with edges postformed and to be fabricated in 12 mm thick plywood externally & internally finished with laminate of approved shade & colour. It should be inclusive of all hardware, auto-closing cabinet hinges and handles of approved make, shall be provided with necessary locking arrangement.	Sqm	5.00		
5	<b>Providing &amp; Fixing Glass Partition with Aluminium glazed Frame:</b> Consisting of powder-coated aluminium frame of approved make and colour, with required vertical and horizontal members, including all necessary cleats, brackets, screws and fixing arrangements.	Sqm	4.00		
6	<b>Providing &amp; Fixing Pantry Counter Storage Unit:</b> base cabinets and wall-mounted cabinets, constructed using 18mm thick plywood with 1mm thick laminate finish on external surfaces and 0.8mm laminate on internal surfaces, including all necessary hardware, fittings and accessories complete.	Rmt	4.00		
7	Providing and installation Table of size 1600x750x750 made up of PLPB Board having 25mm table top.	Nos	1.00		
8	Providing and installation Table of size 2300x600x750 made up of PLPB Board having 25mm table top.	Nos	1.00		



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
A Central University, Ministry of Education, Govt. of India  
Regional Centre Delhi



9	Providing and applying paint on ceiling/wall surface including cleaning, sanding, and preparation of surface. Applying 1 coat of primer and 2 coats of acrylic emulsion paint of approved make and shade, including minor repair and finishing to achieve smooth surface.	Sqm	250.00		
Amount GST					
GST					
Amount incl GST					
Rupees in words .....					
.....					
Sd Regional Director Regional Centre Delh					

Signature of the Contractor



Details of the Contractor

Sl. No.	Particulars	To be filled by the Contractor
1	Name of the Firm	
2	Name of the Contractor	
3	Contractor Address	
(a)	Mobile	
(b)	Email address	
4	Name of the Bank	
5	Name of the Branch	
6	Account No. (prefix with zeros, if any as given on the cheque book/pass book)	
7	IFSC Code of the Branch	
8	MICR Code	
9	PAN No.	
10	GST No.	
11	State whether terms and conditions mentioned in the Quotation are accepted? Yes / No	
12	Is EMD submits/attached Yes/No	

I/we undertake and confirm that our firm/partnership firm has not been blacklisted by any state/Central Department/PSUs/Autonomous bodies during its operations, Further, if such information comes to the notice of the University then I/we shall be liable for appropriate act in as per the provisions laid down by the University or Govt. of India.

Signature of the Contractor



### Terms and Conditions

1. The work should be carried out strictly as per the specification and as per the directions of Regional Director.
2. Tenders shall be accompanied with Earnest money of 2% (two percent) of estimated cost put to tender/fixed deposit receipt of a scheduled bank/demand draft issued in favour of FINANCE OFFICER, MANUU payable at Hyderabad.
3. The Bidder/contractor, whose tender is accepted, will be required to furnish performance guarantee of 5% (five Percent) of the contract amount within the period of 7 days from the following date of issue of Letter of Acceptance.
4. Performance Guarantee (PG) submitted should remain valid for a period of **60 (sixty) days** beyond the date of completion of all contractual obligations of the contractor, including Defect Liability Period (DLP).
5. The Defect Liability Period (DLP) for the work is ..... from the date of completion of work. The PG shall be returned to the contractor without interest after completion of DLP.
6. The performance Guarantee will be forfeited and credited to the MANUU account in the event of a breach of contract by the contractor. However
7. Time allowed for completion of work is 15 days from the following date of issue of Work Order. In case of delay in completion of the contract, Liquidate damages (LD) at one percent of the contract value per week of delay subject to a maximum of ten percent of contract value shall be levied.
8. The participated bidders may be present during the opening of bids.
9. Before tendering, the contractor shall inspect site of work on all working days from 09:00 AM to 05:00 PM and shall fully acquaint himself about the conditions prevailing at site, availability of materials in market, availability of ready site and suitable locations for execution of the work involved in achieving the completion of work.
10. The contractor shall at his own expense and risk arrange the storage of materials at site of the work for carrying out of all jobs connected with the completion of the work. The contractor shall have to abide by the regulations of the authorities concerned and the directions of the Regional Director, RC Delhi. It shall be deemed that the contractor has satisfied himself as to the nature and location of the work, transport facilities, availability of site, etc. the department will bear no responsibility for lack of such knowledge & the consequences thereof.
11. The work shall be carried out in such a manner so as not to interfere / or adversely / or disturb the functioning of the Regional Centre and other works being executed by other agencies, if any.
12. Any damage done by the contractor to any existing work or work being executed by other agencies shall be made good by him at his own cost.
13. The contractor shall maintain in good condition all work executed till the completion of entire work entrusted to the contract under this contract.
14. No payment shall be made to the contractor for damage caused by rain, flood and other natural calamities whatsoever during the execution of works and any damage to the work on this account shall have to be made good by the contractor at his own cost.
15. The Contractor shall take instructions from the Regional Director, RC Delhi, regarding collections and stacking of materials at site.



16. The Contractor shall be responsible to arrange at his own cost all necessary tools and tackles required for execution of the works including incidental original and maintenance works.
17. The Regional Centre shall not be responsible for any injury partial or permanent or death of any workers at site due to accident or malfunctioning of the equipment or by negligence of the Contractors staff on site.
18. If any damage caused for public conveniences/ services, the same shall have to be repaired instantly, failing which necessary recovery shall be made from the bill.
19. If any Building, Road and Channels damaged by the Contractor the same shall have to be repaired by the Contractor at his risk and cost, otherwise the complete cost will be recovered from the bill.
20. The rate quoted by the contractor shall include all incidental expenses if any.
21. No extra payment what so ever shall be paid to the contractor other than the quoted price.
22. Verbal quotation or incomplete quotation will be rejected.
23. Any variation in the specification(s) during repair/servicing/execution of work will be rejected.
24. The work shall be carried out to the entire satisfaction of the I/c Engineering Section.
25. The applicable taxes shall be deducted from the gross amount of the bill.
26. Payment shall be made on submission of Invoice after satisfactory execution of the work and as per actual measurements

Regional Director