



## NOTICE INVITING QUOTATION

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

Notice Inviting Quotation	HY/ADMN-ENGG/2025-26/F.525/204 dated 9 <sup>th</sup> January 2026
Name of Work	For Minor Construction and Interior Works at MANUU RC Delhi, New Delhi
Estimated Amount	Rs. 4,50,000/-
Earnest Money Deposit (EMD)	Rs. 9000/- (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	20-01-2026 @ 11:00 A.M.
Last Date & Time for submission of Bid	27-01-2026 @ 17:00 P.M.
Date & Time of Opening of Bids	29-01-2026 @ 11:00 A.M.

Blank quotation form can be downloaded from the MANUU websites

## SCHEDULE OF QUANTITIES

Nature of Work		<b>“Minor Construction and Interior works”</b>			
No.		HY/ADMN-ENGG/2024-25/F.525/204			
Sl. No.	Description	Unit	Qty	Rate	Amount
1	<b>Partition:-</b> P/F 75 mm thk. gypboard partition comprising of 48 mm proprietary vertical studs, <b>1 layer of 12.5mm thk gyp board on both sides</b> of 48 mm GI stud, as per manufacturer's specification.	Sqm	55.00		
2	Supply & installation 50mm thk mineral fibre wool insulation of density 24kg/cum, from raw floor to bottom of slab & closing of cut-out made in the partition for services work etc.	Sqm	55.00		
3	Low Height Partition :- P/F Medium height Partition with Framework of 50x50mm at a spacing of 600 mm c/c in both direction & to be grouted in floor to achieve rigidity in the frame & fixed with, 12mm thk MDF on both sides finished with laminate and as app & top to be finished with wood matched with laminate finished.	Sqm	10.00		
4	Paneling MDF:- Providing and fixing MDF Paneling.	Sqm	10.00		
5	S2 Echo Paneling :- Extra Echo Panel frequency having thickness of 9 mm and composition of 100% PET (60% recycled contents) and standard sheet size of 2420mm X 1220mm having density of 2400gm/Smt. Fire Test : AS 1530.3 and AS/NZS 3837 Rating : Group 3. And Sound Absorption AS1935.1 1998 NRC Value.	Sqm	22.00		
6	Wall Ribb Paneling:- <b>Design od approved colour/shade/design over a 12mm comm. Ply/ MDF with Shelves laminated edge binding all around as per the drawing. The MDF/ Comm. Ply shall be fixed on the partition/panel with dry wall screws.</b>	sqm	15.00		
7	Reception Desk:- Providing and fixing reception table in circular shape, the height of the table to be considered as 750 & for front facia as 1050mm. The tabletop should consist of 25mm th. laminated top on comm. baord & front facia to have Laminate cladding as per approval. All other tops to have 1mm th laminate finished on exposed surfaces & balancing laminate on inner surfaces. The table to be completely finished as per design & drawing.	Each	1.00		

8	<b>Workstations:-</b> Providing and fixing of Lenear workstation with Desking system PLPB table top of edge bind profile with screen in glass/acrylic/ Fabric/PLPB board as per design and drawing. Also the table to have segregated provisions of runs for data and electrical at top with Flipcover and perforated modesty sheet as required 1200 x 600 x 750.	Nos	3		
9	<b>Pedestal</b> of size 400x450x650 made up of PLPB Board with Drawers	Nos	3		
10	<b>Full/Low Height Storage :-</b> Providing & Fixing Storage Cabinets made out of 19mm MDF duly Laminated shutter with 1.0mm laminated in facia and balance all inside adjustable laminated shelves.	Sqm	5		
11	<b>Wall Paper :-</b> Providing and Fixing wall Paper (Vinyl wall Covering) on one wall of RD Room with suitable adhesive as per manufacturers specification	Sqm	15		
	Amount excl GST				
	Gst				
	Amount incl GST				
Rupees in words .....					
.....					
Sd Regional Director Regional Centre Delhi					

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 the 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 action as per the provisions laid down by the University or Govt. of India.

Signature of Contractor

## Terms and Conditions

1. The work should be carried out strictly as per the specification and as per the directions of Engineer-in-charge.
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.....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. Safety measures as specified in CPWD general conditions of contract should be adopted to protect the labour from every risk specifically while executing the work.
10. 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.
11. 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 I/c Engineering Section. If during construction, it becomes necessary to remove or shift the equipment, material, etc, to facilitate execution, the contractor shall carry out the removal of shifting as directed by the I/c Engineering Section and re-shift to its original position and no claim whatsoever, shall be entertained on this account.
12. 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.
13. The I/c Engineering Section shall have full powers for removal of any or all of the materials brought to site by contractor which are not in accordance with the contract specifications or do not conform, in character or quality. In case of default on the part of the contractor in removing rejected materials, the I/c Engineering Section shall be at liberty to have them removed at the risk and cost of the contractor.
14. The work shall be carried out in such a manner so as not to interfere / or adversely / or disturb the functioning of the University and other works being executed by other agencies, if any.
15. 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.
16. The contractor shall maintain in good condition all work executed till the completion of entire work entrusted to the contract under this contract.

17. 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.
18. The Contractor shall take instructions from the I/c Engineering Section regarding collections and stacking of materials at site.
19. 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.
20. The operating cost of contractor's machinery at site i.e. Coolants/ lubricants/ Petrol/ Kerosene Oil/ Mobile Oil/ etc, if any shall be borne by the contractor himself.
21. The University 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.
22. 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.
23. 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.
24. The rate quoted by the contractor shall include all incidental expenses if any.
25. No extra payment what so ever shall be paid to the contractor other than the quoted price.
26. Verbal quotation or incomplete quotation will be rejected.
27. Any variation in the specification(s) during repair/servicing will be rejected.
28. The work shall be carried out to the entire satisfaction of the I/c Engineering Section.
29. The applicable taxes shall be deducted from the gross amount of the bill.
30. Payment shall be made on submission of Invoice after satisfactory execution of the work and as per actual measurements

I/c Engineering Section

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