



SOUTH ASIAN UNIVERSITY

Rajpur Road, Maidan Garhi

New Delhi – 110 068

Phone: +91 -11-20863540 www.sau.int

SAU / 9A –146/2023

Date: 04.11.2024

NOTICE INVITING QUOTATION

Name of Work: Construction of South Asian University Campus at Maidangarhi, Package-III.
Sub Head; Providing and Fixing window blinds, Carpet Tiles, Charcoal Panelling etc. for the President office at Administrative Building, SAU Campus, Maidangarhi, New Delhi 110068.

The Registrar, South Asian University, (SAU), invites sealed item rate quotations on behalf of the **President, SAU**, from the eligible agencies dealing in similar nature of work, for the above cited work, so as to reach his office on or before 8.11.2024 up to 3.00 P.M. For more details, please refer attached terms and conditions along with schedule of quantity. Copy of this Notice Inviting Quotation (NIQ) can also be downloaded from SAU website; www.sau.int.

Encl: a) Terms & conditions (2 pages)
b) Schedule of Quantities for Quoting Rates (1 page)

South Asian University



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Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka



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Sub Head;

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TERMS AND CONDITIONS

1. The quotation should be submitted by the bidder/agency on or before 3.00 PM on 8.11.2024 at Engineering wing, 4th Floor, Administration Building, Gate No. 2, South Asian University, Maidangarhi, New Delhi 110068.
2. The quotation should be submitted in sealed envelope Cover.
3. The intending bidders are requested to visit the site and inspect the areas of work and sample before submitting their quotation. The approved sample of all material can be seen in the office of engineering wing.
4. The work will be awarded to the lowest bidder, however it will not be binding on University.
5. SAU reserves its right not to accept any proposal/ quotation without assigning any reason.
6. The site of work is South Asian University, Rajpur Road, Maidaangarhi Campus, New Delhi-110068
7. The receipt of the work order should be acknowledged immediately by accepting the duplicate copy.
8. The time allowed to complete the work in all respect shall not exceed 15 days from the date of the issue of work order. The date of completion should strictly be adhered to, failing which the University reserves the right of not accepting the work and to charge suitable damages. If and when required, the extension for date of delivery should be obtained with proper justification incase of reasons beyond control. Beyond this period SAU is not bound to honour this order.
9. The payments shall be made strictly on the basis of the rates quoted in the bid and actual measurements. The agency is advised not to change anything over and above the amount stipulated in the order. In the event of there being any discrepancy, the matter should first be referred to the undersigned for issue of necessary amendments to the supply order before submission of the bill.
10. All the tools, machinery, etc. required by the agency shall be arranged by the bidders themselves to complete the work.
11. The Bidder / Representative shall visit the work site on daily basis to monitor the work and his staff to ensure smooth execution of work.
12. For transportation of material, tools and labour for working, the bidder will not be paid anything extra on this account.
13. Any accident caused due to negligence or during the course of normal work etc., shall be responsibility of the bidder agency. The bidder shall be responsible for all compensation to the staff engaged by him.
14. Any damage to any existing installations during the execution of work shall be the responsibility of the bidder and the same shall be made good and nothing extra will be paid on this account.



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15. Payment shall be made only after completion of the work.
16. INVOICE: The Agency shall submit the invoice in duplicate which is pre-receipted and affixed with stamps, wherever necessary. Invoice not conforming to Clause 20 below are liable to be returned to the suppliers and responsibilities of delay in payment would rest with them.
17. GST >> SAU has been allotted UIN: 0717UNO00175UNQ. Please ensure that UIN of SAU is mentioned on all invoices raised to us for the goods and services supplied. The invoice raised should be in conformity with the various provisions of respective GST Acts and should include the following-
 - Name, address and GSTIN of the agency;
 - Invoice Number;
 - Date of issue
 - Name, address UIN of the recipient;
 - HSN code of goods or Accounting Code of services (SAC)
 - Description of goods or services;
 - Quantity in case of goods and unit or Unique Quantity Code thereof;
 - Total value of supply of goods or services or both;
 - Taxable value of supply of goods or services or both considering discount or abatement, if any;
 - Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
 - Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
 - Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
 - Address of delivery where the same is different from the place of supply;
 - Signature or digital signature of the supplier or his authorized representative:
18. Water & electricity shall be allowed to use from nearest available source for execution of work. Drinking water shall be provided to team of agency.
19. The agency has to vacate and hand over the godown, storage space, if any provided by SAU, immediately after completion of the term contract.
20. The Agency shall adhere to the rules, regulations and instructions given by SAU from time to time.
21. Quantity given in schedule of quantity (SOQ) is approximate. The payment will be made as per actual execution of work and as per actual measurements at site. The agency shall not deviate the quantity without prior approval of the competent authority.
22. In case of any disputes, differences or objections connected with or arising out of the goods or the meaning or operation of any part of the terms, the matter shall be referred for arbitration to any officer appointed by the President of the University and his/her decision shall be final and binding.
23. In case of any query please email to manori@sau.int; baljitsingh@sau.int

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Financial BID / QUOTE

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Sub Head;

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SCHEDULE OF QUANTITIES

S. No:	Item Description	Unit	Qty	Rate	Amount
1	Providing and Fixing Window Blinds of approved size and length, with best quality fabric and roller mechanism complete with premium stuff and feel in Zebra pattern (as per approved sample available with engineering wing of SAU.) complete to the satisfaction of University Engineer.	Sqft	670		
2	Providing and Fixing Carpet Tiles with 4mm loop height and tile size 25cm x 100cm, size best quality tiles as per approved sample available with engineering wing of SAU, complete to the satisfaction of University Engineer.	Sqft	1162		
3	Providing and Fixing Charcoal panelling(solid) as per actual site condition and as per approved sample available with engineering wing of SAU, complete to the satisfaction of University Engineer.	Sqft	391		
4	Providing and Fixing Charcoal Moulding as per approved design finished with Duco Paint as per approved pattern/ shade and as per approved sample available with engineering wing of SAU, complete to the satisfaction of University Engineer.				
	38 mm	Rft	417		
	22 mm	Rft	87		
5	Providing and Fixing best quality wallpaper as per approved design, as per approved sample available with engineering wing, complete to the satisfaction of University Engineer.	Sqft	121		
6	Providing and Fixing best quality Customized Wallpaper (Non-Woven Paper, Print Normal) as per approved design and sample available with engineering wing of SAU, complete to the satisfaction of University Engineer.	Sqft	50		
				Total	
				Taxes/GST Extra@18%	
				Total Amount in Figures	
	Total Amount in Words				

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Signature with Stamp of Contractor



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