



SOUTH ASIAN UNIVERSITY

Rajpur Road, Maidan Garhi

New Delhi – 110 068

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

SAU / 9A –146/2024

Date: 24.01.24

NOTICE INVITING QUOTATION

Name of Work: Supply of miscellaneous essential items for Guest House, South Asian University Campus, Rajpur Road, MaidanGarhi, Delhi-68.

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 28.01.2025 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)


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Name of work; Supply of miscellaneous essential items for Guest House, South Asian University Campus, Rajpur Road, MaidanGarhi, Delhi-68.

TERMS AND CONDITIONS

1. The quotation should be submitted by the bidder/agency on or before 3.00 PM on 28.01.2024 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 location of supply.
4. They may get the samples approved prior to supply.
5. The work will be awarded to the lowest bidder, however it will not be binding on University.
6. SAU reserves its right not to accept any proposal/ quotation without assigning any reason.
7. The site of work is South Asian University, Rajpur Road, Maidaangarhi Campus, New Delhi-110068
8. The receipt of the work order should be acknowledged immediately by accepting the duplicate copy.
9. The time allowed to complete the work in all respect shall not exceed 4 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.
10. 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.
11. The bidder may quote the rate including all transportation etc, packing , delivery etc. nothing shall be paid extra on this account.
12. For transportation of material, tools and labour for loading unloading, 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. The quality of goods to be supplied must be strictly as per details given in the BOQ.
15. Payment shall be made only after completion of the work.



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16. INVOICE: The Agency shall submit the invoice in duplicate which is pre-receipted and affixed with stamps, wherever necessary. Invoice not conforming to below given requirement are liable to be returned to the suppliers and responsibilities of delay in payment would rest with them.

A) 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;

17. The Agency shall adhere to the rules, regulations and instructions given by SAU from time to time.

18. Quantity given in schedule of quantity (SOQ) is approximate. The payment will be made as per actual supply and as per actual measurements at site. The agency shall not deviate the quantity without prior approval of the competent authority.

19. The agency has to submit the authorized warranty card of items supplied (like electric cattle etc.), where applicable, failing which a Rs. 2000/- per item shall be deducted.

20. 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.

21. Bidder to submit this NIQ duly signed on each page and by filling best rates for each item.

22. In case of any query please email to manori@sau.int; baljitsingh@sau.int

23. In case of delay a penalty of Rs. 5000/- per day shall be made from the bill.

24. Bidder has to submit the EMD of Rs. 10,000/- through account transfer only;

The EMD amount is to be transferred to the SAU account directly as per the bank details below;

Beneficiary Name : South Asian University



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Name of Bank : State Bank of India

Bank Address : Old JNU Campus, New Delhi

Beneficiary A/C No. : 31238978138

IFSC Code/ RTGS No. : SBIN001624 MICR Code 110002056

After transferring the EMD, the Proof shall be submitted along with tender document by the intending bidder up to the specified bid submission date and time, failing which the tender shall be rejected.


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Financial BID / QUOTE

Name of Work: Supply of miscellaneous essential items for Guest House, South Asian University Campus, Rajpur Road, MaidanGarhi, Delhi-68.

SCHEDULE OF QUANTITIES

Sr.No	Item	Unit	Qty	Rate	Amount
1	Designer Wall Clock – Ajanta/Titan Quartz Plastic Real Silent Sweep Movement Designer Analog Clock (Brown, standard size 341X51X341Mm)	No's	55		
2	Premium quality white color cotton Bed Sheets of standard size with Pillow Cover of reputed make. Sample to be got approved prior to supply.				
	Double with Four pillow covers	No's	88		
3	Premium Quality Bath Towels size : 76CM x 152 cm - 650 gsm White of standard size Make - Raymond /trident	No's	70		
4	Hand Towels 550 gsm of size 41 cm x 64 cm. White of standard size, Make - Raymond /trident	No's	70		
5	Clear Transparent Bucket & Mug set– Nayasa / Cello/Milton- 25 ltr capacity	No's	33		
6	Clear Transparent Bathroom Stool– of height 300mm Nayasa / Cello/ Milton	No's	33		
7	PVC Door Mat of Premium appearance for outside door and bathroom. (min size 400mmx 600mm)	No's	70		
8	All Out ultra Liquid Vaporiser set (one machine and one cartridge)	No's	36		
9	Hand wash Dettol- standard size with one extra refill	No's	40		
10	Good Quality wiper- make Cello/Scotch Brite/Kaleeno	No's	34		
11	Mumma's LIFE Stainless Steel Swing Dust Bin with Lid Garbage Bin, Trash Can for Home, Kitchen, Washroom, Bathroom and Offices (Swing Bin 10 * 14inch 18LTR)	No's	34		
12	stainless steel Open-Top Zero to Infinity Perforated Round Dustbin for Dry Waste (Silver, 8 X12 inches)	No's	33		



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13	Water Glass – Borocil standard size	No's	72		
14	Soap Dish with Double dishes - Kohlar SS304, Brushed Steel finish, 12 cm cx 24 cm x 4 cm x 2 no's stainless steel wall mounted of make /hindware / jaquar/kohlar	No's	49		
15	Electric Cattle – One litre of make/ Kent/ Havells	No's	33		
16	Premium Coffee Mug White ceramic white	No's	70		
17	Premium service Trey of size -10" x 18" suitable for Placing & Holding Electric Cattle, Coffee mugs, tea /coffee/sugar/milk sachets. etc.,	No's	33		
18	Premium Quality AC Quilts of light plain color of reputed make like Trident or equivalent – Single standard size	No's	33		
19	Premium White Cotton Cover for Mink Blanket/ AC Quilts – Single standard size	No's	41		
20	Premium Quality AC Quilts of light plain color reputed make like Trident or equivalent – Double standard size	No's	43		
21	Premium White Cotton Cover for Mink Blanket/ AC Quilts – Double standard size	No's	43		
22	Toilet Paper Holder - Kohler 5633IN-CP Paper /Tissue Holder with Cover (Silver) hindware / jaquar/kohlar	No's	49		
23	Premium tissue Box Best Quality Thick paper	No's	206		
24	Premium Quality Thick Toilet Paper roll	No's	206		
25	Supply of consumables of brands in packets				
a	Tea Bag- Tatley or equivalent for 1 cup	No's	500		
b	Green Tea Bag- Tatley or equivalent for 1 cup	No's	500		
c	Coffee Pouch- Nescafe - for one coffee	No's	500		
d	Sugar Pouch Brown Sugar - premium for 1 cup	No's	500		
e	Milk Pouch-Nestle - for one cup	No's	500		
f	Stirrer stick -wooden best quality for 1 cup	No's	500		
g	Bathing Soap -50gm Dettol/Lifeboy (No's	500		
26	Room Freshner - Ambi Pur standard size	No's	12		
27	Odonil box for toilet (MRP 90)	No's	53		
				Total	



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		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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