



SOUTH ASIAN UNIVERSITY

Rajpur Road, Maidan Garhi
New Delhi – 110 068
Phone: +91 -11-20863540 www.sau.int

SAU / 9A –146/2024

Date: 24.01.25

NOTICE INVITING QUOTATION

Name of Work: Supply of Mattresses and Pillows for the 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)

South Asian University



A University Established by the South Asian Association for Regional Cooperation (SAARC)
Afghanistan. Bangladesh. Bhutan. India. Maldives. Nepal. Pakistan. Sri Lanka



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Name of work; Supply of Mattresses and Pillows for the 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 28.01.2025 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, 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. 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.



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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:

16. The Agency shall adhere to the rules, regulations and instructions given by SAU from time to time.
17. 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.
18. 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.
19. 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.
20. Bidder to submit this NIQ duly signed on each page and by filling best rates for each item.
21. In case of any query please email to manori@sau.int; baljitsingh@sau.int
22. In case of delay a penalty of Rs. 5000/- per day shall be made from the bill.


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Financial BID / QUOTE

Name of Work: Supply of Mattresses and Pillows for the Guest House, South Asian University Campus, Rajpur Road, MaidanGarhi, Delhi-68.

Make- Sleepwell / Curlon

SCHEDULE OF QUANTITIES

Sr.No	Item	Unit	Qty	Rate	Amount
1	Sleepwell Mattress Model: ASTRA Product Label - ASTRA Construction - Same as of Fitrest Luxury Configuration - Top Layer - 35mm Memory Foam Middle Layer - 80mm Profiled Resitec Foam Bottom Layer - 35mm Resitec Foam Top Quilting - 8+8mm Bottom Side - Non Quilted Knitted Fabric Finish - Euro Top Finish Size - 78x36x6 Inch	No's	70		
2	Sleepwell Mattress Model: ASTRA Product Label - ASTRA Construction - Same as of Fitrest Luxury Configuration - Top Layer - 35mm Memory Foam Middle Layer - 80mm Profiled Resitec Foam Bottom Layer - 35mm Resitec Foam Top Quilting - 8+8mm Bottom Side - Non Quilted Knitted Fabric Finish - Euro Top Finish Size - 78x72x6 Inch	No's	2		
3	Sleepwell Pillow Model : ASTRA Pillow Configuration - Same as cloud pillow Size - 27x18 Inch	No's	148		
				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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