



# SOUTH ASIAN UNIVERSITY

Rajpur Road, Maidan Garhi

New Delhi – 110 068

Phone: +91 -11-20863540 [www.sau.int](http://www.sau.int)

SAU / 9A- ....

25<sup>th</sup>  
21<sup>st</sup> April 2025

## NOTICE INVITING QUOTATION

**Name of Work:** Developing 2 Nos. VIP Suites by providing Interior works at Guest House, South Asian University Campus, at Maidangarhi, New Delhi - 110068

The Registrar, South Asian University, (SAU), invites sealed item rate quotations on behalf of the **President, SAU**, from the specialised agencies, who are dealing in similar nature of work, for the above cited work, so as to reach his office on or before 30.04.2025 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](http://www.sau.int).

- Encl:** a) Terms & conditions (4 pages)  
b) Schedule of Quantities for Quoting Rates (2 page)

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**Name of Work:** Developing 2 Nos. VIP Suites by providing Interior works at Guest House, South Asian University Campus, at Maidangarhi, New Delhi – 110068

## TERMS AND CONDITIONS

1. The quotation should be submitted by the bidder/agency **on or before 3.00 PM on 30.04.2025** at Engineering wing, 4<sup>th</sup> Floor, Engineering wing, Administration Building, Gate No. 2, South Asian University, Maidangarhi, New Delhi 110068.
2. **Eligibility criteria:** (Bidder to attach following in support)
  - a) The bidder should have completed at least one similar work of value Rs. 5 lacs during the last five years ending on the previous day of last date of submission of bids in any government organization / reputed PSU / institution.
3. The quotation should be submitted in sealed envelope Cover. Name of work and contact details of the bidder written clearly over it.
4. The intending bidders are requested to visit the site and inspect the areas of work before submitting their quotation.
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, Maidangarhi Campus, New Delhi-110068
8. The receipt of the work order should be acknowledged immediately by accepting the duplicate copy.
9. **Time for Execution:** The time allowed to complete the work in all respect shall **not to 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.
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

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referred to the undersigned for issue of necessary amendments to the supply order before submission of the bill.

11. All the tools, machinery, etc. required by the agency shall be arranged by the bidders themselves to complete the work.
12. The Bidder / Representative shall visit the work site on daily basis to monitor the work and his staff to ensure smooth execution of work.
13. For transportation of material, tools and labour for working, the bidder will not be paid anything extra on this account.
14. 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.
15. 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.
16. Payment shall be made only after completion of the work.
17. INVOICE: The Agency shall submit the invoice in duplicate which is pre-receipted and affixed with stamps, wherever necessary. Invoice not conforming to Clause below are liable to be returned to the agency and responsibilities of delay in payment would rest with them.
18. **Taxes:** The South Asian University is an Inter-Governmental Organization established by the SAARC (South Asian Association for Regional Co-operation) Nations and has been extended the Privileges and Immunities under Section „3“ of the United Nations (Privileges and Immunities) Act, 1947 by the Government of India. The University is exempted from paying and collecting all Direct and Indirect Taxes in India. The contractor / agency therefore advised to settle his tax liability accordingly. In terms of Article 4(1) of the Agreement among SAARC Nations for establishment of South Asian University, "the (South Asian) University and its campuses and centres shall be exempted, in the state where they are located, from paying and from collecting all direct and indirect forms of taxes and duties for the establishment and operations of the University". In terms of Section-3 of the South Asian University Act 2008 (Act No. 8 of 2009) passed by the Parliament of the Republic of India, notwithstanding anything contrary contained in any other law, the provisions of the above referred Agreement among SAARC Nations for establishment of South Asian University shall have the force of law in India.

**19. Goods and Services Tax (GST):**



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- a) SAU is entitled by Govt. of India for reimbursement of GST paid to the contractors to give effect to tax exemption status of the South Asian University for the work of its campus at Maidan Garhi, New Delhi.
  - b) The estimated rates in SOQ are as per CPWD, DSR 2022 and market rates but without GST. The bidder may quote their rates without GST. Contractor has to pay GST as per applicable rates and he will be paid for the same by SAU.
  - c) As Goods and Services Tax (GST) is reimbursable to SAU, the Contractor shall mention UIN no; 0717UNO00175UNQ in all invoices raised to SAU. The invoice should be in conformity with the various provisions of respective GST Act.
  - d) The agency shall file GST returns in a timely manner so that the GST reimbursement claims of SAU are not being dishonoured. If this happens the amount will be deducted from the dues of the contractor.
20. Water & electricity shall be allowed to use from nearest available source for execution of work. Drinking water shall be provided to team of agency, no deduction shall be made for these.
21. The agency has to vacate and hand over the godown, storage space, if any provided by SAU, immediately after completion of the term contract.
22. The Agency shall adhere to the rules, regulations and instructions given by SAU from time to time.
23. Quantity given in schedule of quantity (SOQ) is approximate. The agency shall not deviate the quantity without prior approval of the competent authority.
24. **Earnest Money Deposit:-** EMD of Rs. 10,000/- shall be deposited by the bidder as per the bank details mentioned below. The same shall be refunded without interest to the unsuccessful bidders after finalization of the tender / cancellation by SAU.

The bank details of the SAU for deposition of EMD is as below:

Beneficiary Name	: South Asian University
Name of Bank	: State Bank of India
Bank Address	: NIHFV, Munirka, New Delhi
Beneficiary A/C No.	: 30796569318
IFSC Code/ RTGS No.	: SBIN0001624
MICR Code	: 110002056
PAN Number	: Not Applicable in view of tax exemption.

The agency may also furnish the bank details for refund of EMD.

**Important:** SAU being an International Organization, will not accept the exemption granted to MSME Category and Hence they also need to deposit the EMD.

25. The proof of deposition of EMD shall be attached with the tender / quotation.



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26. **Performance security:** The successful bidder has to deposit 5% of value of work as performance security / guarantee before award of work. This shall be released two months after completion of work. The performance guarantee amount shall be transferred online in SAU bank Account.
27. **Security Deposit @ 2.5% of the base amount of the tax invoice shall be deducted from the bill.**
28. **Defect Liability Period;** The EMD shall be returned after completion of the Defect Liability Period (DLP) of one calendar year.
29. **Labour Cess:** Being O&M head no labour cess shall be deducted.
30. **Water & Electricity** for the work shall be provided free of cost.
31. The work shall be governed by the CPWD Specifications for civil works 2023 or latest version of it.
32. Bidder to submit this NIQ duly signed on each page and by filling best rates for each item without GST.
33. The work is to be executed under the direction of engineering wing of SAU.
34. **DISPUTE REDRESSAL MECHANISM: -**
  - a) In case of any dispute, differences or controversy of whatsoever nature between the parties however arising under or in relation to this work, the dispute shall in the first instance be attempted to be resolved amicably through discussions / negotiations/ between the authorized officers of the parties.
  - b) If the parties fail to resolve the dispute in amicable manner within 30 days from the point of contention communicated by either party, the unresolved dispute or difference shall be referred to a Sole Arbitrator to be appointed with consent of both the parties. In case the parties fail to appoint a sole Arbitrator within 30 days, the dispute shall be referred to an Arbitral Tribunal comprising of three Arbitrators wherein each party shall appoint one Arbitrator and the two appointed Arbitrators shall appoint the third arbitrator who shall act as the pressing Arbitrator. Arbitration proceedings shall be conducted under the aegis of Arbitration and Conciliation Act 1996. Venue of the arbitration proceeding shall be at a place mutually decided by the parties.
35. In case of any query please email to [baljitsingh@sau.int](mailto:baljitsingh@sau.int); [manori@sau.int](mailto:manori@sau.int)

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## Financial BID / QUOTE

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## SCHEDULE OF QUANTITIES

S.No.	Description	Qty.	Unit	Rate	Amount
1	Dismantling the existing AAC Block Wall in exact shape and creating an opening of 7' x 4' without damaging the existing floor Ceramic Tiles with proper care, including disposal of dismantled material outside SAU campus as per direction of Engineer-in-charge	2	L.S.		
2	Finishing the opening of 7' x 4' with Granite at the base and Plaster on the face of the wall to make it even surfaced.	2	L.S.		
3	Providing 10-12 mm thick plaster of Paris (gypsum anhydrous) ceiling with depth upto 175mm, upto a height of 3.3m above floor level, over GI jalli/rabbit wire mesh and channels frame/GI hangers of best quality fixed to GI Channels and hangers for flats surface making cove all around in rooms nothing extra shall be paid including moulding, edge finishing making cove cutting opening for light fitting etc. all including. nothing extra shall be paid for moulding edge finishing etc. and laying bubble guard to avoid any damages to existing floor tiles	220	sq.ft.		
4	Wooden Panelling around 7' x 4' (3-inch overlap on both sides of the wall with 6" thick wall face) with Century Club Prime 12mm Ply & Covering it with Natural Teak Veneer, finishing it with clear Mat Polish complete in all aspect	36	rft.		
5	Providing and fixing 125 mm dia circular light fitting of minimum 9W LED light of approved colour in POP False ceiling including wiring etc. complete and connecting with switch system. Existing switch socket shall be used for this. (Make: Havells /Philips/CG)	16	nos.		
6	Providing and fixing cove light of approved shade with its connector, transformer, wiring complete (Make: Havells /Philips/CG)	80	rft.		
7	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.	550	sq.ft.		
8	Charcoal Panelling of approved design and pattern in small areas with combination with wall papers	200	sq.ft.		
9	One or more coats (over existing paint) of Asian Royale paint of approved shade including surface preparation wherever required.	250.00	Sqm		







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10	Floor Rug/Carpet 6' x 8' Best quality loop piled/woven at least 15 mm thick of approved design.	2	Nos		
11	Bed side rugs 2' x 6' Best quality loop piled/woven at least 15 mm thick of approved design.	4	Nos		
12	Supplying and placing designer cushions /cusion covers set consist of following sizes				
a	Cushions 20" x 20"	4	No's		
b	Cushion Cover 20" x 20" ( Designer premium)	4	No's		
c	Cushions 16" x 16"	10	No's		
d	Cushion Cover 16" x 16" ( Designer premium)	10	No's		
13	Providing and placing a Set of Bed sheet + AC quilt – (from home home center)	4	sets		
14	Making additional Switch for Fan at Bedside by making chases and by providing consealed conduiting, wiring etc complete.	2	No's		
15	Providing and Fixing of Main Curtains of High Quality Exported Fabric (with Blackout Lining) made with 70% Polyester and 30% Cotton with width of 140cm, weighing 378 gms/sqm, suitable for Curtains / Cushion / Roman Blinds, stiched by premium thread (Fabric as per approved sample available with the Engineering Wing of SAU) complete to the satisfaction of University Engineer.)	12	RMT		
16	Providing and Fixing of Sheer Curtains of High Quality Exported Fabric made with 100% Polyester with width of 122cm, Cream in Shade and Design: Elegant, suitable for Curtains, stiched by premium thread (Fabric as per approved sample available with the Engineering Wing of SAU) complete to the satisfaction of University Engineer..	12	RMT		
17	Providing and fixing Antique finish Stainless Steel Curtain Rod with Brackets and end caps/Knobs (as per approved sample available with the EngineeringWing of SAU) complete to the satisfaction of University University Engineer.				
a	Antique Finish Curtain Rod( only fixed length will be measured)	12	RFT		
b	Brackets for Curtain Rod	4	No's		
c	End Caps/Knobs for Curtain Rods	4	No's		
18	Supplying and placing in postion Artifacts as per approval of engineer-in-charge	8.00	No's		

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19	Supplying and fixing of canvas acrylic Wall Paintings framed of size 750 x 600 as per approval of engineer-in-charge	6.00	No's		
20	Bed side lamps matching with interiors as per approval of engineer-in-charge	4.00	No's		
21	Supplying and fixing Standing Lamps 4 ft height / wooden antique design as approved by Engineer-In- Charge	2.00	No's		
22	Providing FRP Planter of size 450 mm dia and 450 mm height with Indoor Plants having basic value of Rs. 2000 and above. The plants are to be jointly purchased in Presence of SAU representative.	4.00	No's		
				TOTAL	
				GST @ 18%	
				GRAND TOTAL	

South Asian University



Signature with Stamp of Contractor

3/3



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