

NOTICE INVITING QUOTATION

Name of Work: Designing concept and execution of Interior works for the offices of the Vice-Presidents, at Fifth Floor of Administration building, South Asian University campus, Maidangarhi, New Delhi 110068.

Sealed quotations are invited on behalf of the **President, SAU**, from the agencies, who are dealing in similar nature of work, for the above cited work, so as to reach this office on or before **10.11.2025 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 (7 pages)
b) Schedule of Quantities for Quoting Rates (2 pages)


22/10/25
Superintending Engineer
South Asian University



**South Asian University,
Rajpur Road, Maidan Garhi, Delhi, 110068**

Name of Work: Designing concept and execution of Interior works for the offices of the Vice-Presidents, at Fifth Floor of Administration building, South Asian University campus, Maidangarhi, New Delhi 110068.

A. TERMS AND CONDITIONS

1. The South Asian University is an international University established by eight member states of the SAARC region. It has been established by an act of Parliament in 2008 and granted the immunity and privileges at par with United Nations organizations as per Ministry of external Affairs (MEA), govt. of India gazette notification dated 15th January 2009.
2. The quotation should be submitted by the bidder/agency in hard copy **on or before 3.00 PM on 10.11.2025** at 1st Floor, Engineering wing, Administration Building, South Asian University, Maidangarhi, New Delhi 110068. The bids will be opened on the same day at 3.30 PM in presence of the available representatives of the bidders.
3. **Eligibility Criteria:** (Bidder to attach following in support)
 - a) The bidder should have completed at least one similar work of value not less than Rs.6.8 Lacs or two work of value not less than 5.1 Lacs or three works of value not less than 3.4 lacs during the last seven years ending on the previous day of last date of submission of bids in any Govt. organization / PSU /reputed organization/ institution.
 - b) Similar work means building Interior works.
 - c) The agency shall submit self-attested copy of GST registration certificate. PAN card along with the quotation.
 - d) The Agency has to submit the details of Previous work executed and presentation for Concept Design and Technical submission.

3A. Evaluation Criteria :

The agency will be evaluated based on their presentation of Design concept and quoted rates.

Sr. No	Parameters	Evaluation Criteria	Remarks
a)	Concept Design & Technical submission Presentation and Concept Design and works executed in past Max. 70 Marks	<i>Minimum 50 Marks are required for opening of Financial bid.</i> i.e 70% weightage	<i>The Marks (out of 70) to individual bidder will be given by the Committee of SAU based on presentation and concept design and works executed in past</i>
b)	Financial quote Max. 30 Marks	<i>i.e 30% weightage</i>	<i>The Marks (out of 30) to individual bidder will be given as per financial bid evaluation process as mentioned in note (I) below.</i>
	Total 100 Marks	Total 100 % weightage	



- I. **Financial Bid Evaluation:** The bidder with lowest bid price shall be given full 30 marks and financial bid of other bidders will be evaluated as below:
- $$\frac{30 \times \text{Lowest bid value}}{\text{Quoted value of others}}$$
- II. **Award of Work:** The bidder meeting the minimum eligibility criteria and with the highest total marks (i.e. the total of technical weightage marks and financial weightage marks) shall be deemed as the successful bidder and work will be awarded to him.
- III. In case of a tie after evaluation in terms as mentioned above, the bidder with higher technical score shall be declared as the successful bidder work will be awarded to him.
4. The quotation should be submitted in sealed envelope cover. Name of work and contact details of the bidder written clearly over it. Once tenders are submitted by bidder, further information shall be conveyed through SAU website /email only.
5. The intending bidders are requested to visit the site before submitting their quotation.
6. SAU reserves the right to verify the particulars and documents furnished by the applicant independently. If any information furnished by the applicant is found incorrect at later stage, and it is found that the tenderer/bidder does not qualify as per the terms and conditions of tender, he shall be liable to be debarred from tendering/ bidding for works in South Asian University (SAU). His tender shall be cancelled and EMD forfeited.
7. The work will be awarded to the lowest bidder as per above criteria. However, it will not be binding on university.
8. SAU reserves its right not to accept any proposal/ quotation without assigning any reason.
9. The location of work is South Asian University, Rajpur Road, Maidangarhi Campus, New Delhi-110068.
10. **Time for Execution:** The time allowed to complete the work in all respect shall **not to exceed 30 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 to charge suitable damages. If and when required, the extension for date of completion should be obtained with proper justification in case of reasons beyond control.
11. 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 charge 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 work order before submission of the bill.
12. All the packaging or boxing etc. required by the agency shall be arranged by the bidders themselves to complete the delivery without any damage.
13. The Bidder / Representative shall visit the site and also monitor the execution of work till end to ensure smooth execution and quality of construction.
14. For transportation of material, labour & loading /unloading the bidder will not be paid anything extra on this account.



15. Any accident caused due to negligence or during the course of execution etc., shall be responsibility of the bidder agency. The bidder shall be responsible for all compensation to the staff engaged by him.
16. Any damage to any existing installations or building structure, during the execution shall be the responsibility of the bidder and the same shall be made good and nothing extra will be paid on this account.
17. Payment shall be made only after completion of work. Intermediate/adhoc payment can only be made on the recommendation of the Engineer-in-charge.
18. **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.
19. **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.
20. **Goods and Services Tax (GST):**
- 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 2023 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 dishonored. If this happens, the amount of GST will be deducted from the dues of the contractor.
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 and Statutory Authorities 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 17,000/-** (online transfer only)(SAU being UNO, No exemption to MSME for EMD submission)
It 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.
- | | |
|---------------------|--|
| Beneficiary Name | : South Asian University |
| Name of Bank | : State Bank of India |
| Bank Address | : NIHFW, 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. |
25. The proof of deposition of EMD shall be attached with the tender/quotation. The agency may also furnish the bank details for refund of EMD.
26. **Performance security-** @ 5% of the tendered (account transfer only)
27. **Security Deposit -** @ 2.5% of the tendered amount.
28. **Defect Liability Period-** The security deposit 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 –** Water from the nearest available sources may be used by agency.
31. **Electricity-** Electricity from the nearest available sources may be used by agency.
32. Bidder to submit this NIQ in hard copy duly signed on each page and by filling best rates without GST.
33. **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.
34. **General condition of Contract:** The work shall be carried out as per latest and relevant CPWD specification applicable as on last date of submission of tenders.
35. **Scope of Work :** List attached at Annexure-I
36. **Special condition of work:** List attached at Annexure-II
37. **Schedule of Quantities (SOQ) / Bill of quantities (BOQ):** Attached at Annexure-III


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


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B. (I) SCOPE OF WORK

1. Designing Concept for interior work as per requirement of the University.
2. Presentation of Design Concept and technical details.
3. Incorporating and Representation of Design concept if required.
4. Execution of Interior works and best quality.




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Annexure-II

C. SPECIAL CONDITION

1. Any damage to existing structure during execution/delivery of material shall be make good by the agency without any extra cost.
2. The rates are inclusive of supplying of material & labour at desired location and no extra amount will be paid in lieu of any extra lead or lift.
3. No cartage/freight is applicable and will be inclusive in rates.
4. All material will be delivered after due approval of sample by Engineer In Charge or their representative of SAU.
5. The agency shall be solely responsible for safety & security of their material/work till handover of completed work. Special care shall be taken while loading and unloading. The university in no way be responsible for any accident or mishappening on the university site or any injury caused to any worker of the agency during the course of construction in the university premises.
7. The agency shall be responsible for maintaining office decorum and good behavior and character of the staff engaged by him.
8. All types of tools, ladders, loading unloading shall be arranged by the agency for executing the work.


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FINANCIAL BID



Interior BOQ						
S. No.	Item Description	Unit	Quantity	Rate (Without GST)	Amount	Remarks
1	Providing & fixing in position wooden cladding face for storage niche, made of 18mm thick play board, premium finished with 1 mm thick laminate of approved color and shade, pasted on 18 mm thick plyboard supported with wooden frame of Malesia saal or equivalent wooden section of approximate size 40 mm x 50 mm placed at @ 500 mm c/c both direction as per requirement including fixing drawer unit with premium quality sliders and accessories including handle, lock etc including tracks for openable openable door shutters. the edges of shutters and frame need to painted wherever needed. all work of premium and top quality all complete as per direction of the Engineer in-charge. Approved make - Marino, Century, dorset,	Sqft	300			
2	Providing and Fixing Premium Quality wallpaper (from Catalogs) as per approved design, pattern and shade as per sample available with Engineering wing of SAU. approved design and pattern including all. (Basic rate Rs. 40 per sqft)	Sqft	850			
3	Providing and fixing Charcoal Decorative Finish Wall Panels made from a mixture of charcoal and high-grade polystyrene / PVC. The panels should have a thickness upto 8 mm, and feature a decorative finish. This includes various textures and patterns as per approved samples, resistant to warping, dampness, and termites. The panels should be fixed to walls using suitable spacers including backing frame, adhesive and fasteners. Follow the manufacturer's recommendations and the directions of the Engineer-in-Charge. The panels will conform to the relevant BIS standards and CPWD Specifications 2019 (Vol. I & II) along with up-to-date correction slips. This item includes all necessary cutting, jointing, finishing, and fixing accessories to achieve a complete installation. The unit of measurement will be in square meters. (Basic rate Rs. 100 per sqft)	Sqft	750			
4	Providing and Fixing best quality Customized Wallpaper (Non-Woven Paper, High Quality Premium Print) as per approved design and sample available with engineering wing. (Basic rate Rs. 45 per sqft)	Sqft	250.00			
5	Providing loop pile carpet of premium finish and look of required size as per directions of the Engineer-in-Charge. Basic Rate 120 per sqft. Prior approval to be taken from SAU.	Sqft	216.00			
6	Providing and fixing of solid PVC moulding/profile, of approved design, section, and shade, over prepared surface, including cutting, jointing, adhesive or mechanical fixing, finishing edges, and all incidental works, complete as per directions of the Engineer-in-Charge.					
a)	22mm wide	Rft	100			
b)	38mm wide	Rft	100			
7	Providing and placing FRP (Fibre Reinforced Plastic) planter of approved design, shape, and colour, manufactured using high-grade resin and glass fibre, with smooth exterior finish, UV-resistant coating, and watertight construction, complete with all transportation, placing, and finishing as per manufacturer's specifications and directions of the Engineer-in-Charge.					
a)	300 mm dia and 450mm height designer(with base plate)	Each	10.00			
b)	400 dia and 450 mm height designer (with base plate)	Each	10.00			
8	Providing - Extra Thick Coir Door Mat top quality of following sizes; prior approval of sample to be taken.					
a)	Bathroom Mats	Each	6.00			
b)	Main entrance door mats for Ground floor and Fifth floor of Administration Building (size of one mat 90cm x 120 cm)	Each	6.00			
9	Providing and Fixing Canvas Paintings of assorted pattern including frames as approved by SAU.	Sqinch	5184.00			



[Handwritten signature] 1 of 2

10	Supply and installation of display cabinet of size 1475mm (W) x 2400 (HT) mm x 600mm(D) as per actual size of niche at Site with shutter of made of combination of 8 mm thick toughened glass and wooden frame all around, double door made of 25 mm thick plywood confirming to IS303 with 1mm thick external laminate of plain/ wood grain in gloss and mat of suede finish and 0.8mm thick white internal laminate. All the edges must be sealed with 0.8mm PVC/ mica edge banding of matching colour. All hardware fitting including hinges of approved make SS 201 grade satin finish/brush finish including handle and tower bolt. including providing drawers are per requirement. All accessories including necessary screw, nuts and bolts of matching quality. It has to be matched with laminate colour and polished if it is wooden beading. Shutter to be provided with aldrop latch (SS) with provision for padlock. (All materials to be used should be branded Marino/ Century/ Dorset). The size may vary upto +/- 10%. The display cabinet to be fixed with 75mm wide border strip all around to cover the gap between wall and glass cabinet.	No's	3.00			
11	Providing and Fixing Forsted film in plain or pattern as per approval of the engineer in charge	Sqft	300.00			
	Total					
	Add GST@18%					
	Total Amount (Including GST @ 18%)					

Signature of the Contractor with Seal

