



SOUTH ASIAN UNIVERSITY

Rajpur Road, Maidan Garhi

New Delhi – 110 068

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

File No. SAU / 9A-146/2025/Vol.III/ 674

Date: 24.11.2025

NOTICE INVITING QUOTATION

Name of Work: Providing and fixing of 8mm thick laminated HDF wooden flooring with 4000 RL absorption and slip resistance, with 75 GSM foam underlay in the Dance and Music Studio of Faculty of Art and Design building at South Asian University Campus Maidan Garhi 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 the office of the Engineering wing, 1st floor, Administration Building, South Asian University, Rajpur Road, Maidangarhi, New Delhi-110068 on or before 03.12.2025 up to 3.00 P.M. For more details, please refer attached terms and conditions along with schedule of quantity.

- Encl:** a) Terms & conditions (6 pages)
b) Financial bid to be filled by the bidder (1 page)


24/11/2025
Dy. Director (Infrastructure)
South Asian University





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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 for the above work mentioned in Page 1 should be submitted by the bidder/agency in hard copy **on or before 3.00 PM on 03.12.2025** 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 agency shall has the expertise in execution of the similar nature of works. A proof is to be submitted.
 - b) The agency shall submit self-attested copy of GST registration certificate. PAN card along with the quotation.
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 and inspect 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 quotation shall be cancelled and EMD forfeited.
7. The work will be awarded to the lowest bidder; 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 the Dance and Music Stuio in the 1st floor of Faculty of Art and Design building at the 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 20 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 on the basis of the rates quoted in the bid and as per decision of the Engineering Wing. 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





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12. All the lead or lift etc. required by the agency shall be arranged by the bidders themselves to complete the work 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/work.
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. Duly filled warrantee cards shall be submitted with the invoice
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.





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- b) The estimated rates are as per **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): Rs.7,000/-**. The Earnest money deposit of the bidders will be released after award of the work to the successful bidder.
- The EMD amount 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 quotation / 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.: | 31238978138 |
| IFSC Code/ RTGS No.: | SBIN0001624 |
| MICR Code: | 110002056 |
| PAN Number: | Not Applicable in view of tax exemption. |
25. **Performance Security:** Nil
26. **Security Deposit** – 2.5% of the work executed will be deducted as the Security Deposit and will be released to the agency after 01 year of DLP.
27. **Defect Liability Period** – 01 year (12 months from the completion of work)
28. **Labour Cess** – Nil as this is a small work.
29. **Water** – NIL charges.
30. **Electricity**- NIL charges
31. Bidder to submit this NIQ in hard copy duly signed on each page and by filling best rates without GST.





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32. 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.

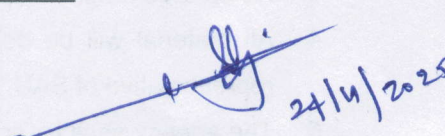
33. General condition of Contract: The work shall be carried out as per latest and relevant CPWD specification applicable as on last date of submission of quotations.

34. Scope of Work: List attached at Annexure-I

35. Special condition of work: List attached at Annexure-II.

36. Schedule of Quantities (SOQ) / Bill of quantities (BOQ)- Annexure-III

In case of any query please email to baljit@sau.int, or manori@sau.int


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Annexure-I

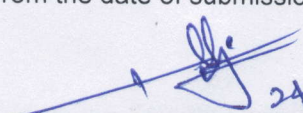
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B. List of Approved Makes: Action Tesa, Pergo, CenturyPly

Annexure-II

C. Special Conditions

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 and fixing 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.
6. The agency shall be responsible for maintaining decorum and good behaviour and character of the staff engaged by him.
7. All types of tools, ladders, loading unloading shall be arranged by the agency for executing the work.
8. The rates quoted shall remain valid for a period of 60 days from the date of submission of bid.


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Annexure-III

FINANCIAL BID

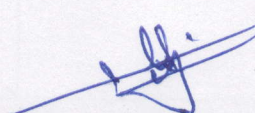
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Shedule of Quantitiers

Sr. No.	Description of Item	Quantity	Rate Rs.	Amount
01	Providing and fixing of 8mm thick laminated HDF wooden flooring with 4000 RL absorption and slip resistance, with 75 GSM foam underlay, door profiles, and edge beadings around the studio. • Core: High-Density Fiberboard (HDF) made from refined wood fibers and melamine resin. • Wear Resistance: AC4, classification, which indicates its durability for heavy traffic • Construction: a wear-resistant surface, a decorative paper layer, the HDF core, and a balancing paper layer. • Density: Conforms to a density of 900 kg/m3	200 Sq.M.		
	Total without GST			
	Add GST 18%			
	Total with GST			

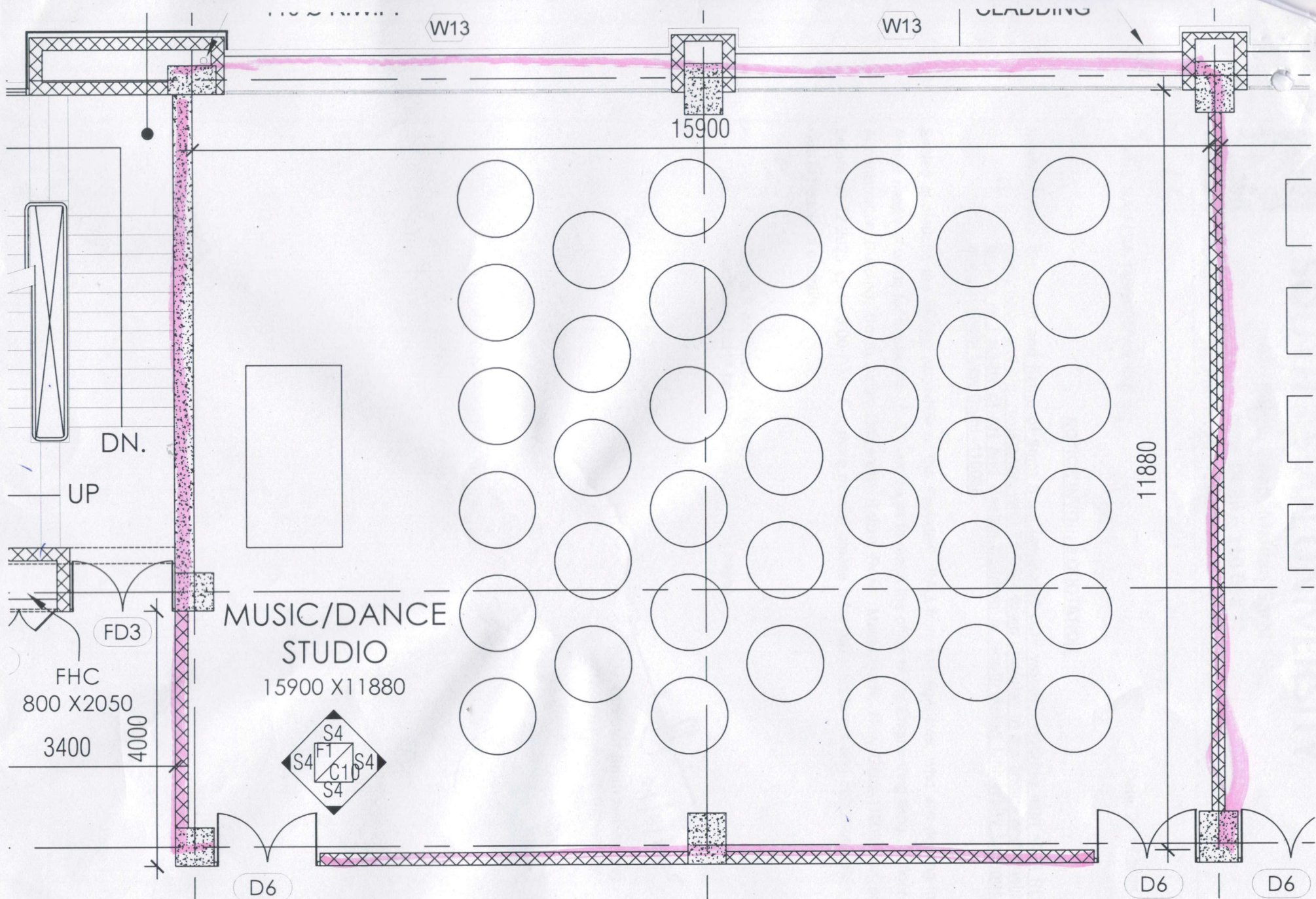
- Total Amount in Words:

Signature & Stamp of the Bidder


Dy. Director (Infrastructure)
South Asian university

Date: 24/11/2025





Handwritten signature and date: 24/11/2025

F.F.L. +104.5
T.O.S. +104.425

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