

# South Asian University

An International University Established by  
the Governments of SAARC Nations in 2008



SAU / 9B-43/ 2026 / 193

Date: 29.04.2026

## NOTICE INVITING QUOTATION

**Name of Work:** Repair and Polishing of used furniture i.e. Conference tables and meeting tables etc. at 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 **11.05.2026 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 (5 pages)  
b) Schedule of Quantities for Quoting Rates (1 pages)

*[Handwritten Signature]*  
29/4/26  
Assistant Engineer (Civil)  
South Asian University

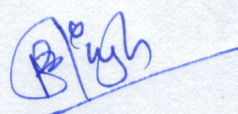


**South Asian University,  
Rajpur Road, Maidan Garhi, Delhi, 110068**

**Name of Work:** Rapair and Polishing of old Conference and Meeting Tables at, 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 11.05.2026** at 1<sup>st</sup> 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.1 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 – Wooden Furniture Making/ Repair and polishing 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 one previous work executed.
4. **Evaluation Criteria / Award of Work:** The bidder meeting the minimum eligibility criteria and with the lowest quote shall be deemed as the successful bidder and work will be awarded to him.
5. 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.
6. The intending bidders are requested to visit the site before submitting their quotation.
7. 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.
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 25 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 material / labour required by the agency shall be arranged by the bidders themselves to complete the work.
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):**

*B. P. Singh*  
AEC.



- 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 10,000/-** ( 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. |
- The EMD of successful bidder shall be kept withhold till completion of work.
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-** Not applicable
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.

*B. Singh*  
A/E/C



SCHEDULE OF QUANTITIES (SOQ)

**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. Special condition of work:** List attached at Annexure-I

**36. Schedule of Quantities (SOQ) / Bill of quantities (BOQ):** Attached at Annexure-II

In case of any query please email to [aec1-engineering@sau.int](mailto:aec1-engineering@sau.int), [dd-infrastructure@sau.int](mailto:dd-infrastructure@sau.int)

*B. P. Singh*  
29/11/26

Assistant Engineer (Civil)  
South Asian University



## Annexure-I

### Special condition of work

1. Quantities are indicative and based on approximate area of furniture items. Rates are to be quoted per unit as specified. GST shall be extra as applicable. The work includes all labour, tools, staging, protective covering of floors/adjacent surfaces, and disposal of waste materials.
2. Rates quoted should be inclusive of all labour charges, material costs, tools, scaffolding, and incidental expenses.
3. The quantity of furniture items given is approximate. Payment shall be made on actual measurement basis.
4. The contractor shall obtain prior approval for the sample finish before proceeding with bulk work.
5. All polish materials shall be of approved reputed brand and shall be subject to approval by the Engineer-in-Charge.
6. The existing furniture surface must be thoroughly cleaned, degreased, and all loose/flaking finish removed before application. Any minor repair if any to be done is included in rate quoted above.
7. Work shall be carried out as per CPWD Specifications / manufacturer's guidelines.
8. GST and other statutory levies shall be extra as applicable.
8. The defect liability period shall be 12 months from the date of completion of work.

*Polish etc.*



# SCHEDULE OF QUANTITIES (SOQ)

## Repair and Polishing of Used Wooden Furniture

South Asian University, Maidan Garhi, New Delhi – 110 068

S.No.	Description of Item	Unit	Qty.	Rate (₹)	Amount (₹)
1	<p><b>SPIRIT POLISH</b> –Rubbing/scraping of old polish, paint, varnish etc. with scraper/sand paper including cleaning of surface including applying knotting solution/shellac sanding sealer on bare wood surface then applying wood filler/putty and smoothing the surface with sand paper (grain 120), thereafter applying first coat of spirit (shellac) polish by brush/pad and rubbing smooth after drying and applying second coat of spirit polish by pad/rubber technique and Final spiriting off coat – application of diluted shellac with spirit for high gloss finish including cost of all material i.e. ready-made polish, methylated spirit and related consumables (LS) etc. complete in all respects. <b>(FOR INNER/UNDER SIDE OF CONFERENCE TABLE)</b></p>	Sqft	800.00		
2	<p><b>LACQUER POLISH</b> Rubbing/scraping of old polish and cleaning surface with mineral turpentine, Application of lacquer-based wood grain filler and sanding (grain 180), Applying lacquer sanding sealer (first coat) by spray gun and sanding smooth after drying, Applying lacquer surfacer/filler coat (second coat) and sanding with dry paper (grain 220), Applying topcoat of nitrocellulose / CAB-acrylic lacquer (gloss/semi-gloss) by spray gun, Buffing and polishing with rubbing compound and wax for mirror finish including cost of all material I.E lacquer, sanding sealer, thinner, filler and consumables (LS) mm material etc. <b>(FOR VERTICAL FRONT/ VISIBLE FRONT SIDE OF TABLES)</b></p>	Sqft	500.00		
3	<p><b>MELAMINE POLISH</b> – Stripping of old finish with chemical stripping agent and neutralising, surface preparation Sanding of bare wood surface (grain 120 then 180) and dust removal Application of melamine-based wood filler/pore filler and sanding (grain 220) Applying melamine sanding sealer (first coat) by spray gun; allow to cure and sand. Applying melamine topcoat (second coat) by spray gun – gloss or matt as directed. Applying melamine final topcoat (third coat) and flatting with 400-grit wet paper, Buffing with polishing machine and wax polish for smooth finish complete to the satisfaction of EIC Including cost of all Material i.e. melamine resin polish, hardener, thinner, sealer and allied consumables etc.</p>	Sqft	300		
4	<p><b>POLYURETHANE (PU) POLISH</b> Complete stripping of old surface treatment, chemical wash and neutralising, Sanding with grain 100/ 150/220 and cleaning with tack cloth, filling of cracks/holes with PU-compatible wood filler; sanding flush after cure, applying PU sanding sealer (first coat) by spray gun; allow 4 to 6 hrs to cure, sand lightly, applying PU undercoat / intermediate coat (second coat) by spray gun; sand with 320-grit, applying PU topcoat (third coat) by HVLP spray gun – high gloss / satin as directed. Flattening with 600/800-grit wet sandpaper, buffing with compound and final hand polish Priming of metal hardware/fittings with rust-inhibitive primer where affected all including complete to the satisfaction of EIC including all cost of all material and labour complete. <b>(FOR TOP SURFACE OF TABLES)</b></p>	Sqft	850		
<b>TOTAL</b>					
GST Extra as applicable					



Seal and Stamp of Bidder