



South Asian University

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



SAU / 9B-21/2025/Vol.I / 102


Date: 12.05.2026

NOTICE INVITING LIMITED TENDER

Name of Work: Repair & maintenance of different type of furniture at South Asian University Maidan Garhi, New Delhi-110068.

South Asian University (SAU), on behalf of the President, SAU, invites item rate bids in two bid system (Technical/ Eligibility Bid and Financial Bid) from eligible Tenderers/bidders for the above cited work, so as to reach this office on or before **20.05.2026** 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-Bill of Quantities for Quoting Rates (10 page- Annexure-II)


12/05/2026

Dy. Director. (Infrastructure)
South Asian University



Name of Work: Repair & maintenance of different type of furniture at South Asian University Maidan Garhi, New Delhi-110068.

A. TERMS AND CONDITIONS

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.

Note :- The tenders are being invited in two bid system, technical cum eligibility and financial bid. The technical bid and the financial bid should be sealed by the bidder in separate *two* covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed.

Technical bid will be opened first and evaluated. The financial bid of only those bidders will be opened who will be found qualifying the technical/eligibility criteria

1. The bid should be submitted by the bidder/agency in hard copy **on or before 3.00 PM on 20.05.2026** at 1st Floor, Engineering wing, Administration Building, South Asian University, Maidan Garhi, 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.
2. **Eligibility Criteria:** (Bidder to attach following in support)- **documents to be submitted with technical bid**
 - a) The bidder should have completed at least one similar work of value not less than Rs.7.10 Lacs or two similar work of value not less than Rs. 5.30 Lacs or three similar work of value not less than Rs.3.50 Lacs.
 - b) The similar work means making or repairing of residential/institutional/office furniture.
 - c) The agency shall submit self-attested copy of GST registration certificate & PAN card.
 - d) The proof of deposition of EMD shall be attached with the technical bid. The agency may also furnish the bank details for refund of EMD.
3. The Financial bid should be submitted in separate 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.
4. The intending bidders are requested to meet the concerned officer of SAU to visit the site to see the furniture to be repaired before submitting their bids.
5. 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.

6. The work will be awarded to the lowest bidder; however, it will not be binding on university.
7. SAU reserves its right not to accept any proposal/ bid without assigning any reason.
8. The location of work is occupied buildings of South Asian University, Rajpur Road, Maidan Garhi Campus, New Delhi-110068.
9. **Time for Execution:** The time allowed to complete the work in all respect shall **not to exceed 60 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.
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 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.
11. All the lead or lift etc. required by the agency shall be arranged by the bidders themselves to complete the work without any damage.
12. The Bidder / Representative shall visit the site and also monitor the execution of work till end to ensure smooth execution and quality of work.
13. For transportation of material, labour & loading /unloading the bidder will not be paid anything extra on this account.
14. 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.
15. 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.
16. Payment shall be made only after completion of work. Intermediate/adhoc payment can only be made on the recommendation of the Engineer-in-charge.
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 centers 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):**

- 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 are as per DSR 2023 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.

20. The agency has to vacate and hand over the godown, storage space, if any provided by SAU, immediately after completion of the term contract.

21. The Agency shall adhere to the rules, regulations and instructions given by SAU and Statutory Authorities from time to time.



22. Quantity given in schedule of quantity (SOQ) is approximate. The agency shall not deviate the quantity without prior approval of the competent authority.
23. **Earnest Money Deposit:- EMD of Rs. 18,000/-**
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 : 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.
24. The proof of deposition of EMD shall be attached with the technical bid. The agency may also furnish the bank details for refund of EMD.
25. **Performance Security-** @ 5% of the tendered amount, EMD will be adjusted against the Performance Guarantee and balance amount shall be deposited in SAU account through online transfer within 7 days of receipt of the work order. PBG will be refunded after 60 days from the date of completion of work.
26. **Security Deposit** – @ 2.5% of the tendered amount
27. **Defect Liability Period-** The security deposit shall be returned after completion of the Defect Liability Period (DLP) of one calendar year.
28. **Labour Cess-** Being O&M head no labour cess shall be deducted.
29. **Water – Nil charges**
30. **Electricity-** The bidder will be allowed to take/use electricity from the nearest point however no charges shall be levied.
31. Bidder to submit this NIQ in hard copy duly signed on each page and by filling best rates without GST.
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 be resolved amicably through discussions / negotiations/ between the authorized officers of the parties.
33. The work shall be carried out as per latest best practice of repairing of furniture in the market
34. **Scope of Work:** As specified in BOQ.



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

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

37. **Payment Terms & Conditions:**

a) The Payment shall be made on submission of the tax invoice duly supported with the abstract of cost, actual measurements and other supporting documents, within a period of up to 30 days from the date of correct and complete submission by the agency.

b) Running account bill / interim payment shall be paid to contractor, only on the recommendation of Engineer-in charge.

c) Advance payment against bill submitted by the agency can be considered on submission of request supported with requisite documents only on the recommendation of the Engineer-in charge.

d) Water Charges, electricity charges, retention money shall be deducted from the bills of the contractor as per condition of the contract.

In case of any query please email to surendrakumar_78@sau.int, dd-infrastructure@sau.int



12/05/2026
Dy. Director (Infrastructure)
South Asian University



Annexure-I

SPECIAL CONDITIONS



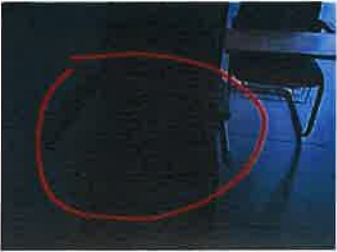
1. Any damage to the existing building wall, services, or landscape during execution shall be made good by the agency at no extra cost.
2. Rates shall be inclusive of labour, tools, equipment, transportation, loading/unloading, and all leads and lifts.
3. No separate cartage or freight shall be payable.
4. Debris/residue shall be removed only after approval and verification by Engineer-in-Charge.
5. Agency is fully responsible for safety of labour during execution of work/ activities.
6. Staff must maintain proper behavior and discipline on campus.
7. All kind of ladders, and transportation arrangements will be arranged by agency without any additional cost.



17/05/2024
Dy. Director (Infrastructure)
South Asian University








FINANCIAL BID






Item rate BOQ (Details of the Furniture to be Repaired)






| Name of the Department/Faculty/Hostel : Department of Sociology, Faculty of Social Sciences | | | | | | Rate | Amount |
|---|---------|----------------|---|---------------------------------------|-----|------|--------|
| Category | Sr. No. | Furniture Item | Image | What to be repaired | Qty | | |
| A | 1 | Office Table |  | 3 in 1 Lock | 1 | | |
| | | | | Handle | 3 | | |
| B | 2 | Student Chair |   | Desktop | 20 | | |
| | | | | Fabric/ Letherite/ Foam to be changed | 5 | | |



| Name of the Department/Faculty/Hostel : Office of the Dean of Students | | | | | | | |
|--|---------|----------------|---|---------------------|-----|--|--|
| Category | Sr. No. | Furniture Item | Image | What to be repaired | Qty | | |
| A | 1 | Steel Almirah |  | Handle | 1 | | |

| | | | | | | | |
|---|---|-----------------------|---|---|---|--|--|
| A | 2 | Revolving Chair |  | Letherite and disbalanced | 1 | | |
| A | 3 | Revolving Chair |  | Back rest loose, Handle to be replaces, Dry clean | 1 | | |
| A | 4 | Visitor Chair |  | Foam and Fabric to be changed and tighten the loose back rest | 1 | | |
| A | 5 | Black Revolving Chair |  | Dry Clean | 2 | | |
| | | | | Change the letherite tighten the loose back rest | | | |
| C | 6 | Drawer Unit |  | Handle | 1 | | |




Name of the Department/Faculty/Hostel : LS Building, FLSB






| Category | Sr. No. | Furniture Item | Image | what to be repaired | Qty | | |
|----------|---------|-----------------------|---|--------------------------|-----|--|--|
| A | 1 | Office Table LS208 |  | Upper drawer not closing | 1 | | |
| A | 2 | Office Table LS007 |  | Upper drawer not closing | 1 | | |
| A | 3 | Office Table LS111 |  | Lock not working | 1 | | |
| A | 4 | Office Table LS110 |  | Lock not working | 1 | | |
| A | 5 | Office Table LS108 |  | Lock not working | 1 | | |

| | | | | | | | |
|---|----|--------------|---|---|---|--|--|
| A | 6 | Office Table |  | Lock not working | 1 | | |
| | | LS210 | | Table misaligned | | | |
| A | 7 | Office Table |  | Drawers not closing | 1 | | |
| | | LS209 | | table broken | | | |
| A | 8 | Office Table |  | Lock not working | 1 | | |
| | | LS201 | | | | | |
| A | 9 | Office Chair |  | back support problem | 1 | | |
| | | LS312 | | | | | |
| A | 10 | Office Chair |  | cushion worn out and the fabric and form to be chaged | 3 | | |
| | | LS209 | | back support problem | | | |
| | | | | | | | |





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|---|----|------------|---|----------------------|---|--|--|
| A | 11 | Dean, FLSB |  | Drawers not closing | 1 | | |
| | | LS201 | | | | | |
| A | 12 | Dean, FLSB |  | Chair handle damaged | 1 | | |
| | | LS201 | | back support problem | | | |






Name of the Department/Faculty/Hostel : BOY'S HOSTEL (A BLOCK):


| Category | Sr. No. | Furniture Item | Image | What to be repaired | Quantity | | |
|----------|---------|----------------|---|---|----------|--|--|
| C | 1 | BED |  | Leg (loose) | 28 | | |
| C | 2 | STUDY TABLE |  | Table Top to be chaged + Legs are to be repaired | 64 | | |
| C | 3 | CHAIR |  | Entire seat and back rest to be replaced and arm rests are to be repaired | 42 | | |

| | | | | | | | |
|---|---|----------------------|---|--|----|--|--|
| C | 4 | Pedestal/Drawer Unit |  | Lock + Drawer Channel | 73 | | |
| C | 5 | 1 Seator Sofa |  | Completer repair with form and letherite. Not to use suspention bands and a ply to be used for the seat base. | 4 | | |
| | | (IN OFFICE) | | Leg | | | |
| | | 3 Seator Sofa |  | Completer repair with form and letherite. Not to use suspention bands and a ply to be used for the seat base. | 1 | | |
| | | | | Leg | | | |
| C | 6 | Steel Almirha |  | Lock + Handle + Rack | 10 | | |
| C | 7 | Bed under storage |  | Lock + drawer channel | 94 | | |





Name of the Faculty: Faculty of Engineering and Technology






| Category | Sr. No. | Furniture Item | Image | what to be repaired | Qty | | |
|----------|---------|-------------------------------------|--|-------------------------------------|-----|--|--|
| A | 1 | Office Table |  | Table joint | 1 | | |
| B | 2 | Student Chair |  | Writing pad/ desklett to be changed | 10 | | |
| A | 3 | File Cabinet |  | Lock | 1 | | |
| | | | | Drawer Channel | 1 | | |
| B | 4 | Door (Class room no. CSE 233 & 234) |  | Lock | 2 | | |




| Name of the Department/Faculty/Hostel :Faculty of Economics | | | | | | |
|---|---------|-------------------|---|---|-----|--|
| Category | Sr. No. | Furniture Item | Image | what to be repaired | Qty | |
| A | 1 | 1/2/3 Seator Sofa |  | Comppleter repair with form and letherite. Not to use suspention bands and a ply to be used for the seat base. | 1 | |
| A | 2 | 1/2/ Seator Sofa |  | Comppleter repair with form and letherite. Not to use suspention bands and a ply to be used for the seat base. | 1 | |
| A | 3 | Revolving Chair |  | Comppleter repair with form and fabric. | 2 | |
| A | 4 | Revolving Chair |  | Algnment of the chair need to be done. | 2 | |
| A | 5 | File Cabinet |  | Lock | 1 | |
| | | | | Drawer Channel | 3 | |




| | | | | | | | |
|---|---|---------------|---|---|---|--|--|
| A | 6 | Visitor Chair |  | Alignment of the chair need to be done. | 1 | | |
|---|---|---------------|---|---|---|--|--|




Name of the Department/Faculty/Hostel : Administration

| Category | Sr. No. | Furniture Item | Image | What to be repaired | Qty | | |
|----------|---------|-----------------------------------|---|---|-----|--|--|
| A | 1 | Office Table |  | A drawer is missing and to be replaced with a new one | 1 | | |
| | | | | Lock to be replaced | 1 | | |
| | | | | Keyboard Tray | 1 | | |
| A | 2 | Revolving Chair (Different types) |  | Change of form and leatherite | 10 | | |
| | | | | Handle Polish | 3 | | |
| | | | | Handle | 1 | | |
| | | | | Wheel | 2 | | |
| A | 3 | Visitor Chair |  | Dry Cleaning | 3 | | |
| A | 4 | Office Table |  | Lock to be replaced of the drawer unit | 1 | | |
| | | | | Top of the side Table | 1 | | |





| | | | | | | | |
|---|---|---------------------|---|--|---|--|--|
| A | 5 | Wooden Almirah |  | Lock | 1 | | |
| | | | | Handle | 2 | | |
| | | | | Almirah hinges | 4 | | |
| A | 6 | Steel Small Almirah |  | Paint | 1 | | |
| A | 7 | 2 Seater Sofa |  | Repair the base of the sofa by using 6mm plywood board | 1 | | |
| | | | | Complete form and uphostery to be changed | 1 | | |
| | | | | Replace the missing legs | 1 | | |
| A | 8 | 3 Seater Sofa |  | Form and fabric o be changed | 1 | | |
| | | | | Handle Polish | 1 | | |
| A | 9 | Steel Almirah |  | Storage rack to be repaired | 1 | | |









| Name of the Department/Faculty/Hostel : Registrar's Office | | | | | | |
|--|---------|----------------|---|---|-----|--|
| Category | Sr. No. | Furniture Item | Image | What to be repaired | Qty | |
| A | 1 | 3 Seater Sofa |  | Complete upholsteru of 3 seater sofa includig replacing of form and polishing of wooden portion | 1 | |
| A | 2 | 3 Seater Sofa |  | Dry Cleaning | 1 | |
| | | | | Rpeare of the legs | 4 | |
| A | 3 | Wooden Almirah |  | Lock Change | 2 | |

| Name of the Department/Faculty : Faculty of Management | | | | | | |
|--|---------|----------------|---|---------------------|-----|--|
| Category | Sr. No. | Furniture Item | Image | What to be repaired | Qty | |
| A | 1 | Office rack |  | 3 in 1 Lock | 1 | |
| | | |  | 1 Lock | 1 | |
| A | 2 | Student Table |  | 1 Lock | 1 | |




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|---|---|-----------------|---|------------------------------|---|--|--|
| B | 3 | Student Chairs |  | Desklets to be replaced | 3 | | |
| B | 2 | Student Chairs |  | Desklets to be replaced | 8 | | |
| C | 3 | Window curtains |  | Installation of curtain rods | 1 | | |

Name of the Department/Faculty : Department of International Relations/Faculty of International Studies





| Category | Sr. No. | Furniture Item | Image | What to be repaired | Qty | | |
|----------|---------|-----------------|---|---------------------|-----|--|--|
| A | 1 | Office Table |  | 3 in 1 Lock | 1 | | |
| | | |  | 3 in 1 Lock | 1 | | |
| | | |  | 3 in 1 Lock | 1 | | |
| A | 2 | Revolving Chair |  | Wheels | 2 | | |






| | | | | | | | |
|---|----|-----------------|---|--------------------------|----|--|--|
| A | 3 | Revolving Chair |  | Hand Rest | 2 | | |
| A | 4 | Revolving Chair |  | Back Rest | 1 | | |
| A | 5 | Revolving Chair |  | Dry - Cleaning | 1 | | |
| A | 6 | Table |  | Polish | 1 | | |
| A | 7 | File - Cabinet |  | Drawer Channel | 2 | | |
| A | 8 | Steel-Almirah |  | Lock | 1 | | |
| B | 9 | Student Chair |  | Dry-Cleaning | 12 | | |
| B | 10 | Student Chair |  | Deskletts to be replaced | 6 | | |






Name of the Department/Faculty/Hostel : Department of Sociology, Faculty of Social Sciences







| Category | Sr. No. | Furniture Item | Image | What to be repaired | Qty |
|----------|---------|-------------------|---|--|-----|
| A | 1 | Office Table |  | 3 in 1 Lock | 1 |
| | | | | Handle | 3 |
| B | 2 | Student Chair |  | Desklets to be replaced | 20 |
| | | | | Form, Fabric/letherite to be changed | 5 |
| A | 3 | 1/2/3 Seatar Sofa |  | Complete repair of the sofa including form and letherite. Base of the seat to be of 6 mm plywood board and not the elastic suspensions | 1 |







Name of the Department/Faculty : Department of Finance



| Category | Sr. No. | Furniture Item | Image | What to be repaired | Qty | | |
|----------|---------|-----------------|--|-------------------------------------|-----|--|--|
| A | 1 | Revolving Chair |  | Leatherite + Foam | 1 | | |
| | | | | Hand rest | 2 | | |
| | | | | Wheel | 5 | | |
| | | | | Hydrolic | 1 | | |
| A | 2 | Table |    | Table Damage need to be full Repair | 1 | | |
| | | | | Handle | 4 | | |
| | | | | Key Board Tray | 1 | | |
| | | | | Polish | 1 | | |

| Name of the Department/Faculty : Department of Legal Studies | | | | | | |
|--|---------|------------------|---|--|-----|--|
| Category | Sr. No. | Furniture Item | Image | What to be repaired | Qty | |
| B | 1 | Office Table |  | Table need to be repaired | 2 | |
| B | 2 | Wooden Podium |  | Need to be repaired | 2 | |
| A | 3 | File Cablnet |  | Drawer channel to be repaired/replaced | 6 | |
| | | | | Lock | 1 | |
| B | 4 | Class Room Chair |  | Desklet to be replaced | 2 | |
| | | | | Need to be minor repaired | 1 | |
| A | 6 | Revolving Chair |  | Hydrolic | 1 | |
| | | | | Wheel | 5 | |
| | | | | Drycleaning | 1 | |




| Name of | | | | | | |
|----------|---------|-----------------|---|--|-----|--|
| Category | Sr. No. | Furniture Item | Image | What to be repaired | Qty | |
| A | 1 | Table |  | Polish Required | 1 | |
| | | | | 3 in 1 Lock | 1 | |
| A | 2 | 2 Seator Sofa |  | Complete repair of the sofa including form and letherite. No elastic suspensions to be used in the seat base and it has to be 6 mm plywood board | 2 | |
| | | | | Legs | 8 | |
| A | 3 | Revolving Chair |  | Drycleaning | 2 | |
| | | | | Wheel | 10 | |
| | | | | Hydrolic | 2 | |
| A | 4 | Visitor Chair |  | Drycleaning | 4 | |
| A | 5 | Table |  | Need minor repairs | 1 | |






| | | | | | | | |
|---|----|-----------------|---|---|---|--|--|
| A | 6 | Revolving Chair |  | Letherite + Foam to be changed | 1 | | |
| | | | | Hydrolic to be changed | 1 | | |
| | | | | Wheel | 5 | | |
| A | 7 | Drawer Unit |  | Wheels to be replaced | 4 | | |
| | | | | 3 in 1 lock to be replaced | 1 | | |
| A | 8 | Revolving Chair |  | Hydrolic to be changed | 1 | | |
| | | | | Wheel | 5 | | |
| | | | | Seat Base Damaged | 1 | | |
| A | 9 | Table |  | drawer tracks and 3 in 1 lock to be replaced | 2 | | |
| A | 10 | Visitor Chair |  | Back broken and to be replaced with a new one | 2 | | |
| A | 11 | Revolving Chair |  | Complete form and upholstery change | 1 | | |
| | | | | Wheel | 5 | | |
| | | | | Hydrolic | 1 | | |
| | | | | Alignment to be done of the chair | | | |






| | | | | | | | |
|---|----|-----------------|---|--|----|--|--|
| A | 12 | Revolving Chair |  | Drycleaning | 3 | | |
| | | | | Wheel | 15 | | |
| | | | | Hydrolic | 3 | | |
| A | 13 | Visitor |  | Drycleaning | 5 | | |
| A | 14 | 3 Seator Sofa |  | Complete repair of the sofa including form and letherite. No elastic suspensions to be used in the seat base and it has to be 6 mm plywood board | 1 | | |
| | | | | Legs | 4 | | |
| A | 15 | File Cabinet |  | Lock | 10 | | |
| A | 16 | 2 Seator Sofa |  | Complete repair of the sofa including form and fabric. No elastic suspensions to be used in the seat base and it has to be 6 mm plywood board. Polishing of the wooden parts | 1 | | |
| A | 17 | 1 Seator Sofa |  | Complete repair of the sofa including form and fabric. No elastic suspensions to be used in the seat base and it has to be 6 mm plywood board. Polishing of the wooden parts | 2 | | |


| | | | | | | | |
|---|----|-----------------|---|---------------------|----|--|--|
| A | 18 | Table |  | Need a minor repair | 1 | | |
| | | | | Need polishing | 1 | | |
| A | 19 | Revolving Chair |  | Drycleaning | 2 | | |
| | | | | Wheel | 10 | | |
| | | | | Hydrolic | 2 | | |

Name of the Department/Faculty : Meeting Rooms, Conference Rooms, Seminar Halls & SAU Cafeteria

| Category | Sr. No. | Furniture Item | Image | What to be repaired | Qty | | |
|----------|---------|----------------------------|---|---|-----|--|--|
| A | 1 | Conference Revolving Chair |  | Drycleaning /Letherite + Foam to be changed | 22 | | |
| | | | | Wheel | 110 | | |
| | | | | Hydrolic | 22 | | |
| | | | | Handrest to be fixed | 44 | | |
| | | | Conference Room, Admin. | | | | |
| A | 2 | Conference Table |  | Need minor repairs | 1 | | |
| | | | | Polish | 1 | | |
| | | | Conference Room, Admin. | | | | |
| A | 3 | Conference/Seminar Chair |  | Drycleaning | 150 | | |
| | | | | Conference Room, LS-001 and Admin, LS-311 | | | |

| | | | | | | | |
|---|---|-------------------------------------|---|--|-----|--|--|
| A | 4 | Conference Table |  | Need to change the venier and polishing with complete repair | 12 | | |
| | | | Conference Room, LS-001 | | | | |
| A | 5 | Conference/ Seminar Revolving Chair |  | Complete repair with form and letherite change | 6 | | |
| | | | | Wheel | 30 | | |
| | | | | Hydrolic | 6 | | |
| | | | | Handrest to be fixed firmly | 12 | | |
| | | | Conference Room, LS-001 | | | | |
| A | 6 | Conference/Seminar Chair |  | Drycleaning | 40 | | |
| | | | | Foam and letherite to be changed | 30 | | |
| | | | Conference Room, LS-001 | | | | |
| A | 7 | Conference Table |  | Need to be a repair | 1 | | |
| | | | Project Office | | | | |
| A | 8 | Conference/ Seminar Revolving Chair |  | Foam and leatherite to be changed of the chairs including hand rests | 25 | | |
| | | | | Wheel | 125 | | |
| | | | | Hydrolic | 25 | | |
| | | | | Handrest to be fixed | 20 | | |
| | | | Project Office | | | | |

| | | | | | | | |
|---|----|------------------|--|---------------------------|----|--|--|
| A | 9 | Cafeteria Table |  | Need to be a minor repair | 8 | | |
| | | | Cafeteria | | | | |
| A | 10 | Cafeteria Chair |  | minor repair | 15 | | |
| | | | Cafeteria | | | | |
| A | 11 | Cafeteria Table |  | minor repair | 3 | | |
| | | | Cafeteria | | | | |
| A | 12 | Cafeteria Chair |  | minor repair | 5 | | |
| | | | Cafeteria | | | | |
| A | 13 | Conference Table |  | Minor repair and polish | 1 | | |
| | | | 4th Floor, Meeting Room, Admin. Building | | 1 | | |

| | | | | | | |
|---|----|--|--|--|---------------|--|
| A | 14 | Conference/ Seminar Revolving Chair |  | | | |
| | | | | Complete repair with change of Foam and leatherite | 10 | |
| | | | | Wheels | 50 | |
| | | | | Hydrolic | 10 | |
| | | | 4th Floor, Meeting Room, Admin. Building | Hand-rest to be fixed frimly | 20 | |
| | | | Total Cost (In figure) | | (WITHOUT GST) | |

Total cost (in words)----- (WITHOUT GST)


NOTE:- GST SHALL BE EXTRA.

Note : The agency may quote their item rates without GST. Contractor has to pay GST as per applicable rates and he will be paid for the same by SAU.

Sequence Categories

- A. Office Furniture
- B. Class Room Furniture
- C. Hostel Furniture

Sign. & stamp of vendor


12/05/2026