



INSTITUTE OF ECONOMIC GROWTH

University Enclave, University of Delhi (North Campus), Delhi-110 007, INDIA

NOTICE INVITING QUOTATION (NIQ)

F. No.: IEG/Repair & Maint. /Office Bldg./01/ (2024-25)/ 1226

Date: 13.03.2026

Notice Inviting Quotation for Repair and Painting Works in 29 Rooms/Sections of Office Building at IEG, Delhi

The **Institute of Economic Growth (IEG)**, an autonomous multidisciplinary centre for advanced research and training in the fields of economics, demography, and sociology and recognized by the **University of Delhi**, invites **sealed quotations from eligible contractors/vendors** for carrying out **repair and painting works in various rooms/sections of the Office Building at IEG, Delhi**, as detailed in **Annexure-1 & 2**. The status of repair and painting requirements in 29 rooms/sections is provided in **Annexure-A (Copy Attached)**.

Interested contractors/vendors may submit their quotations in a **sealed envelope** superscribed with:

“Quotation for Repair and Painting Works in 29 Rooms/Sections of Office Building at IEG, Delhi.”

The sealed quotation should be addressed to:

The Administrative Officer
Institute of Economic Growth
University of Delhi Enclave
North Campus, Delhi – 110007

The quotation must be **dropped in the Tender Box kept at the Central Office of the Institute** on or before:

25 March 2026 up to 03:00 PM

A. Documents to be submitted with the Quotation (Annexure-1 & 2)

The following documents must be enclosed along with the quotation:

1. Self-certified copy of **PAN Card**.
2. Self-certified copy of **GST Registration Certificate** (if applicable).
3. Self-certified copies of **Work Orders / Completion Certificates / Experience Certificates** for execution of similar works (if applicable).



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B. Terms and Conditions

1. Interested contractors/vendors may visit the site on any working day up to **25.03.2026** between **10:00 AM and 5:00 PM** after contacting the **Administrative Officer** and for site inspection, they may also contact the **Caretaker** on **Mobile No. 8368465538** or through email at caretaker@iegindia.org.
2. The **time limit for completion of the work shall be 45 days** from the date of issue of the work order.
3. **Conditional quotations will not be accepted.** If a conditional quotation is received, the Institute will not be bound by such conditions.
4. **Only one quotation per sealed envelope** shall be considered. Multiple quotations in one envelope will be rejected.
5. Quotations must be **signed by the authorized signatory** and submitted along with an **offer letter on the firm's letterhead**. Unsigned quotations will be rejected.
6. **Applicable taxes will be deducted at source** as per the prevailing Government of India rules.
7. The contractor/vendor will be responsible for **safe execution and completion of work at the site**. No extra payment will be made for **transportation, cartage, labour movement, scaffolding, or any incidental charges**.
8. Submission of quotation will be deemed as confirmation that the contractor/vendor has **visited the site, examined the scope of work, and is fully satisfied with the requirements and conditions of execution**.
9. The Institute reserves the **right to accept or reject any or all quotations without assigning any reason**.

13-03-26

Administrative Officer
Institute of Economic Growth
University of Delhi Enclave
North Campus, Delhi – 110007

Scope of Work:-

1. **Surface Preparation**
 - Scraping and removal of existing loose/distemper/paint from walls and ceilings wherever required.
 - Cleaning of surfaces and proper preparation before applying new finishing coats.
2. **Repair of Damaged Plaster**
 - Repairing cracked with cement plaster, damaged, or hollow plaster on walls and ceilings with cement mortar as required.
 - Filling of minor cracks, holes, and uneven surfaces with suitable filler/putty to obtain a smooth finish.
3. **Wall Putty Application**
 - Providing and applying wall putty on internal wall surfaces to level the surface and prepare it for painting.
4. **Primer Coat**
 - Application of one coat of suitable primer on walls and ceilings after surface preparation and putty work.
5. **Painting Work**
 - Providing and applying **two coats of plastic emulsion paint/distemper** of approved make and shade on walls and ceilings as per existing colour scheme or as directed by the Engineer-in-Charge.
6. **Enamel Painting**
 - Providing and applying synthetic enamel paint on **doors, windows, grills, frames, and other steel/wooden surfaces** after proper surface preparation.
7. **Minor Civil Repairs**
 - Carrying out minor civil repair works such as patch plastering, crack filling, and small masonry repairs wherever required before painting.
8. **Protection of Furniture and Fixtures**
 - Proper covering and protection of existing furniture, electrical fittings, switches, flooring, and equipment during painting work.
9. **Cleaning and Disposal of Debris**
 - Cleaning of the work area after completion of work and disposal of debris/malba from the site to designated locations.
10. **Completion of Work**
 - The work shall be carried out room-wise/section-wise to minimize disturbance to office functioning and shall be completed within the stipulated time.
11. **Quality of Materials**
 - All materials such as paint, primer, putty, etc., shall be of **approved make (Asian Paints/Berger/Nerolac or equivalent)** and shall be used only after approval of the concerned authority.
12. **Measurement and Payment**
 - Payment shall be made based on actual measurements of work executed at site and after satisfactory completion of the work.

Quotation Form

Sl. No.	Description	Information to be filled by the Tenderer
1	Name of the contractor/dealer/vendor with complete address and contact details (Attach self-certified proof of address)	
2	GST Registration No. (Attach self-certified copy, if applicable)	
3	PAN No. (Attach self-certified copy)	
4	Experience in execution of similar works (Attach details as per Annexure-2)	No. of Years with documents attached:

Quotation for Repair and Painting Works

Sl. No.	Description of Item	Unit	Estimated Quantity	Quoted Rate (Rs.)	Quoted Amount (Rs.)
1	Providing and carrying out repair of damaged cement plaster on walls/ceilings including removal of loose or defective plaster, surface preparation, re-plastering with cement mortar of approved mix to match existing thickness and profile; applying wall putty in required number of coats to achieve smooth surface; applying one coat of approved primer and two coats of distemper paint of approved brand and shade matching the existing colour, including surface preparation, curing, scaffolding, labour, tools, and all incidental works complete as directed.	Sq. Ft.	28070		

Total:

GST:

Grand Total:

Signature of Contractor / Vendor

Name:

Seal/Stamp:

Date:

List of Major Clients (Experience in Similar Works)

Sl. No.	Name of Client with Contact Details	Nature of Work	Period	Contract Value
1				
2				
3				
4				
5				

Copies of **relevant work orders / completion certificates** must be enclosed.

Signature of Contractor / Vendor

Name:

Seal/Stamp:

Date:

Annexure 'A'

Status of repair and painting requirements in Rooms / Units / Sections of

S.No.	Room No/ Section/Unit	Name of the Unit/ Employee	Repair & Whitewashing Required (Yes / No)	Area of Room (In Sqft.)
1	Room No. 1	Oindrila De	Yes	804
2	Room No. 2	Gautam Das	No	
3	Room No. 3	Srishti Gupta	No	
4	Room No. 4*	Sukhdeep Singh	Yes	804
5	Room No. 5	Dr. Vikram Singh	Yes	804
6	Room No. 6	Sandhya Garg	No	
7	Room No. 7	K.K Joshi	Yes	804
8	Room No. 8	Hostel Store	Yes	804
9	Room No 12	Finance Section	Yes	2124
10	Room No 13	Siba Sankar Sahoo	Yes	811
11	Room No 14	Central Office	Yes	2100.5
12	Room No. 101	Khusboo Aggarwal	Yes	704
13	Room No. 102	Reseacher Room	Yes	704
14	Room No. 103	Reseacher Room	Yes	704
15	Room No. 104	Reseacher Room	Yes	704
16	Room No. 105	William Joe	Yes	704
17	Room No. 106	Archana Dang	No	
18	Room No. 108	R. Vishwanathan	Yes	704
19	Room No 111	Faculty Longue	No	
20	Room No 112 & 113	Researcher Room	No	
21	Room No 114 & 115	Researcher Room	No	
22	Room No 116	A.P.O. Room	No	
23	Room No 117	Director Office	Yes	999.5
24	Room No 118	Chairman Room	No	
25	Room No 119	Director Sir Room	Yes	1403
26	Room No 123	V.K.R.V. Rao	Yes	3080
27	Room No 124	Academic Section	Yes	1296
28	Room No 201	Registrar Room	No	
29	Room No 201 A	Registrar Office	Yes	446
30	Room No 202	Dr. Pravakar Sahoo	No	
31	Room No 203	Prof. Brajesh Jha	No	
32	Room No 203 A	Assistant Room	Yes	446
33	Room No 204	Prof. Purnamita Das	No	
34	Room No 205	Dr. Bindya	Yes	1012.5
35	Room No 205 A & B	Reseacher Room	No	
36	Room No 206	Reseacher Room	No	
37	Room No 206 B	Census Data W.S	No	
38	Room No 207	Mallika Chaudhary	Yes	902
39	Room No 208		No	
40	Room No 209	Prof. Saudamini Das	Yes	1325.5
41	Room No 210		No	
42	Room No 210 A		No	
43	Room No 211	Research Room	No	
44	Room No 211 A		No	
45	Room No 212	Prof. Bina Aggarwal	Yes	939.5
46	Room No 212 A	Assistant Room	No	
47	Room No 214	PRC Research Room	Yes	220
48	Room No 215	Research Room	No	
49	Room No 216	Research Room	No	
50	Room No 217	PRC Office	No	
51	Room No 218	Dr. Suresh Sharma	No	

Status of repair and painting requirements in Rooms / Units / Sections of

S.No.	Room No/ Section/Unit	Name of the Unit/ Employee	Repair & Whitewashing Required (Yes / No)	Area of Room (In Sqft.)
52	Room No 221	Ms. Vandana	No	
53	Room No 222	Mr. Rahul	No	
54	Room No 223	Prof. CSC Sekhar	No	
55	Room No 224	Dr. Indrani Gupta	No	
56	Room No 225	Dr. Mulla Areef	Yes	165
57	Room No 226	Prof. Veena Naregal	No	
58	Room No 227	Prof. Nilabja Ghosh	No	
59	Room No 228	M. Rahul	No	
60	Room No 229	HPRU Room	Yes	965
61	Room No 230	Devi Mani	Yes	604
62	Room No 231	Research Room	No	
63	Room No 232	Research Room	No	
64	Room No 233	Athare Prakash	No	
65	Room No 234	Ms. Anjana	Yes	986
66	Room No 235 B	Dr. Naresh Kumar	No	
Estimated Amount of Work (In Rs.)			29 Rooms	28070