



INSTITUTE OF ECONOMIC GROWTH

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

F. No.: IEG/Repair&Main/Office Building/01/2025-26/1728

Date: 19 August 2026

NOTICE INVITING QUOTATION

For

**“Work of Dampness Treatment, Waterproofing and Painting Work in Academic Section
(Room No. 124) at IEG, Delhi”**

The Institute of Economic Growth (IEG) is an autonomous, multidisciplinary Centre for advanced research and training in the fields of economics, demography and sociology and is recognized as such by the University of Delhi.

IEG invites sealed quotations from eligible contractors/firms/agencies/vendors for execution of the above-mentioned work, as per the Quotation Form/BOQ and Scope of Work enclosed as Annexures 1 and 3 to this Notice Inviting Quotation (NIQ).

The estimated cost of the work is Rs.78,750/- (Rupees Seventy-Eight Thousand Seven Hundred Fifty only), plus applicable GST, as per the scope of work detailed in **Annexure-3**.

In accordance with Rule 139(v) of the General Financial Rules (GFR), 2017, as amended and applicable, Limited Tender Enquiry (LTE) shall be adopted for works costing less than Rs. 10.00 lakh.

1. Submission of Quotation

The quotation shall be submitted in a sealed envelope, clearly superscribed as follows:

**“QUOTATION FOR WORK OF DAMPNES TREATMENT, WATERPROOFING AND
PAINTING WORK IN ACADEMIC SECTION (ROOM NO. 124) AT IEG, DELHI.”**

The quotation shall be addressed to:

The Administrative Officer

Institute of Economic Growth (IEG)

University of Delhi Enclave, North Campus

Delhi-110007

The sealed quotation, complete in all respects, shall be dropped in the Tender/Quotation Box kept at the Central Office of the Institute on or before 7 September 2026 up to 03:00 PM.

Quotations received after the stipulated date and time shall not be accepted.

2. Documents to be Enclosed with the Quotation

The bidder shall submit the following self-attested documents along with Annexure-1 and Annexure-2:

1. Self-attested copy of the PAN Card of the firm/proprietor.
2. Self-attested copy of the GST Registration Certificate, wherever applicable.

3. Self-attested copy of relevant Work Orders/Completion Certificates/Experience Certificates in support of having successfully executed works of a similar nature, including dampness treatment, waterproofing, plaster repair and/or painting works.
 4. Duly filled-in and signed Quotation Form/BOQ (Annexure-1).
 5. Duly filled-in List of Major Clients/Experience (Annexure-2), along with supporting documents.
- IEG reserves the right to seek clarification or additional supporting documents, wherever considered necessary, from any bidder.

A. TERMS AND CONDITIONS

1. Site Visit

Interested contractors/firms/agencies/vendors may inspect the site on any working day before the last date of submission of quotation, i.e. 7 September 2026, between 10:00 AM and 05:00 PM, with prior coordination with the concerned Caretaker, IEG.

Caretaker, IEG:

Mobile: 8368465538

E-mail: caretaker@iegindia.org

The bidder shall satisfy itself regarding the site conditions, dimensions, accessibility and nature of the work before submitting the quotation.

2. Time for Completion

The entire work shall be completed within 30 (Thirty) days from the date of issue of the Work Order, or within such period as may be specifically directed by the Administrative Officer/Officer-in-Charge, IEG.

3. Conditional Quotations

Conditional, incomplete, vague or ambiguous quotations shall be liable to rejection. IEG shall not be bound by any condition stipulated by a bidder which is inconsistent with or contrary to the terms and conditions of this NIQ.

4. One Quotation per Firm

Only one quotation shall be submitted by a firm/company in one sealed envelope. Submission of more than one quotation by the same firm/company may result in rejection of its quotation.

5. Security Deposit

The successful contractor shall deposit a Security Deposit equivalent to 10% of the accepted contract value after commencement of the work, as required by IEG. The Security Deposit shall remain valid during the applicable Defect Liability Period of one (1) year, particularly considering the nature of the work involving waterproofing. The Security Deposit shall be released after expiry of the prescribed Defect Liability Period, subject to satisfactory completion of the work, rectification of defects, if any, and fulfillment of all contractual obligations.

6. Signature, Seal and Letterhead

The quotation and all supporting documents shall be duly signed and stamped by the authorized person of the firm/company. The quotation shall preferably be submitted on the official letterhead of the firm/company. Unsigned quotations or documents liable to affect the validity of the bid may be rejected.

7. Opening and Evaluation of Quotations

The quotations shall be opened in the presence of the concerned IEG official(s) in accordance with the applicable procedure. The NIQ shall be issued to eligible/enlisted contractors/firms/agencies in accordance with the applicable Limited Tender Enquiry procedure. Ordinarily, more than three eligible bidders should be invited, wherever feasible. After opening of the quotations, a Comparative Statement shall be prepared on the basis of the rates quoted by the participating bidders.

The work shall ordinarily be awarded to the L₁ (lowest responsive) bidder, subject to:

- Approval of the Competent Authority;
- Responsiveness of the quotation;
- Fulfillment of all eligibility requirements;
- Compliance with the terms and conditions of the NIQ; and verification of supporting documents, wherever required.

The Work Order/Award of Work shall be issued to the successful bidder through its registered e-mail address or other appropriate mode of communication (via India Post).

No work shall be commenced before issuance of the Work Order/Award of Work by IEG.

8. Taxes and Statutory Deductions

All applicable taxes, statutory deductions and recoveries, including GST, TDS and any other applicable deductions, shall be made from the bills of the contractor in accordance with the prevailing Government of India rules and applicable IEG rules.

9. Transportation, Labour, Tools and Incidental Expenses

The contractor shall be responsible for all expenses relating to:

- Transportation;
- Loading and unloading;
- Shifting and handling of materials;
- Labour and manpower;
- Tools and tackles;
- Scaffolding and access arrangements;
- Protection of adjoining areas; and
- All other incidental requirements necessary for satisfactory execution and completion of the work.

No additional payment shall be made on these accounts beyond the accepted quoted rates.

10. Site Conditions and Scope of Work

Submission of the quotation shall be deemed to imply that the bidder has:

- Inspected the site, wherever required;
- Assessed the existing site conditions;
- Understood the nature and extent of the work;
- Examined the Scope of Work and BOQ;
- Assessed the requirements for labour, materials, tools, scaffolding and access arrangements; and
- Agreed to execute the work in accordance with the approved specifications and instructions of IEG.

The contractor shall execute the work strictly in accordance with **Annexure-3 – Scope of Work**, the BOQ and instructions issued by the Administrative Officer/Officer-in-Charge/Caretaker, IEG.

11. Measurement and Payment

Payment shall be processed only after satisfactory completion of the work and verification of the actual measurements of the work executed at site by the authorized representative of IEG.

The final payment shall be made based on the actual quantity of work executed and accepted, at the approved rates, subject to applicable deductions.

No advance payment shall be made under any circumstances.

The contractor shall submit a proper bill/invoice along with the documents required by IEG for processing of payment.

12. Extension of Time

Extension of the stipulated period for completion may be granted only in exceptional circumstances and upon receipt of a written request from the contractor before expiry of the stipulated completion period, clearly stating the reasons for delay and providing adequate justification.

Any extension shall be subject to approval by the Competent Authority of IEG.

13. IEG GSTIN

The following GSTIN of IEG shall be mandatorily mentioned on the final bill/invoice:

IEG GSTIN: 07AAATI0449M1ZJ

14. Quality of Materials

All materials used in the work shall be of approved quality and shall conform to the specifications prescribed in the Scope of Work/BOQ.

Wherever a particular brand/product is specified, the same shall be used. An equivalent product may be used only with the prior approval of IEG.

The contractor shall ensure that all materials are new, of appropriate quality and suitable for the intended purpose.

15. Defect Liability Period

The Defect Liability Period shall be one (1) year from the date of satisfactory completion of the work.

Any defective, improper, incomplete or unsatisfactory work noticed during execution or during the Defect Liability Period shall be rectified, repaired or re-executed by the contractor at no additional cost to IEG. In particular, any failure attributable to defective workmanship or improper execution of the waterproofing treatment shall be rectified by the contractor promptly upon being notified by IEG.

16. Completion and Cleanliness

On completion of the work, the contractor shall:

- Remove all debris, waste and surplus materials;
- Remove temporary arrangements, tools and equipment;
- Clean the work area thoroughly;
- Ensure that adjoining areas are not left damaged or dirty; and
- Hand over the work area in a clean, safe and usable condition.

No separate payment shall be made for such activities.

17. Right of Acceptance or Rejection

IEG reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason, subject to applicable rules. The decision of the Competent Authority, IEG, shall be final and binding in respect of the acceptance or rejection of quotations, subject to applicable law and rules.

18. No Claim on Cancellation/Non-Award

Submission of a quotation shall not confer any right upon the bidder for award of the work.

No claim for compensation, loss of profit, expenditure incurred or any other loss shall be entertained by IEG in the event of cancellation, postponement, modification or non-award of the work.

19. Compliance with Instructions

The contractor shall execute the work strictly in accordance with:

- The approved Scope of Work;
- BOQ;
- Specifications;
- Approved materials;
- Instructions issued by the Administrative Officer/Officer-in-Charge/Caretaker; and
- Applicable rules and safety requirements.

20. Workmanship, Safety and Damage to Property

The contractor shall be responsible for maintaining proper workmanship and quality throughout the execution of the work. The contractor shall take all necessary safety precautions for its workers, IEG employees, visitors and property during execution of the work. Any damage caused to IEG property, building components, fixtures, furniture, and electrical installations.


19-08-26
Administrative Officer

Annexure-1

Institute of Economic Growth
University of Delhi Enclave, North Campus, Delhi-110007.

Quotation Form

Sl. No.	Descriptions	Information to be filled by the tenderer (if required separate sheet may be enclosed)			
1.	Name of the contractor/dealer/vendor and address with complete contact details (Enclose self-certified proof of address)				
2.	GST No./Certificate (Enclose self certified copy of the Regn. Certificate, if applicable)	No.:			
3.	PAN No. (Enclose a self-certified copy of the Regn. Certificate)	No.:			
4.	Experience in execution of similar type of work, please enclose the List of major clients, i.e., (Annexure-2)	Nos. of years:			
5.	Quotation for the work as per the unit and estimated quantity:				
Sl. No.	Description of Items	Unit	Estimated (Qty.)	Rate	Amount (In Rs.)
1	A. Surface treatment: Chipping the affected area to remove loose plaster upto mother surface and cleaning with wire brush. All surface cracks upto 5 mm width should be filled with Dr. Fixit Crack -X paste or equivalent materials. B. Providing and applying 1st coat of Dr. Fixit All Seal with mixed cement coating by brush. C. Providing and applying the 2nd coat of Dr. Fixit All seal with mixed cement coating by brush. D. In the dismantled surface it will be repaired with waterproofing chemicals with cement plaster. E. Providing and applying the 3rd coat of Dr. Fixit Fastflex coating by brush. F. Providing and applying the 4th coat of two components Dr. Fixit Fastflex coating by brush.	Sqft.	325		
2	Providing and applying cement plaster (1:4) in patches over damaged/deteriorated portions of walls and other surfaces, including preparation and cleaning of the surface, filling of cracks and uneven portions, finishing the plaster to match the existing surface, followed by application of waterproofing wall putty, sanding and preparation of the surface, and applying one coat of primer and two coats of approved quality interior acrylic (Nerolac, Dulux or equivalent) paint of matching shade,	Sqft.	1500		

	complete in all respects.			
				Total (In Rs.)
				18% GST Extra
				Grand Total (In Rs.)

**Signature of the contractor/dealer/vendor
With Seal/ Stamp (if any) & Date**

Institute of Economic Growth
University of Delhi Enclave, North Campus,
Delhi-110007

List of major clients in support of Experience of execution of similar type of work:

Sl. No.	Name of client with contact details	Nature of Works	Period	Contract Value
1.				
2.				
3.				
4.				
5.				

Copies of relevant work order/ experience certificate are to be enclosed in support of above information.

Signature of the contractor/dealer/vendor
With Seal/ Stamp (if any) & Date

Scope of Work – Waterproofing and Painting of Academic Section (Room No. 124) IEG

1. Surface Preparation and Waterproofing Treatment

- A. Chipping/removal of all loose, damaged and deteriorated plaster from the affected areas up to the sound/mother surface, followed by thorough cleaning with a wire brush and removal of dust, dirt and loose particles.
- B. Filling and sealing of all visible surface cracks up to **5 mm width** with **Dr. Fixit Crack-X** or equivalent approved crack-filling compound.
- C. Providing and applying the **1st coat of Dr. Fixit All Seal**, mixed with cement in the manufacturer-recommended proportion, by brush over the prepared surface.
- D. Providing and applying the **2nd coat of Dr. Fixit All Seal**, mixed with cement as recommended by the manufacturer, by brush, after allowing the first coat to set properly.
- E. In areas where the existing plaster has been dismantled, carrying out necessary surface repairs with suitable **waterproofing chemical mixed with cement mortar/plaster**, including proper levelling and finishing of the surface.
- F. Providing and applying the **3rd coat of Dr. Fixit Fastflex waterproofing coating** by brush over the treated surface.
- G. Providing and applying the **4th coat of Dr. Fixit Fastflex waterproofing coating** by brush, after proper drying/curing of the previous coat, complete as per the manufacturer's recommendations.

2. Plaster Repair and Surface Finishing

- A. Providing and applying **cement plaster in cement mortar 1:4** in patches over damaged, deteriorated or dismantled portions of walls and other affected surfaces.
- B. The surface shall be properly prepared, cleaned and wetted before plastering, including filling of cracks, holes and uneven portions.
- C. The repaired plaster shall be properly levelled and finished to match the existing adjoining surface.
- D. After adequate drying/curing of the plaster, applying **waterproofing wall putty** over the repaired/treated surfaces to obtain a smooth and uniform finish.
- E. Sanding and rubbing the putty surface properly to achieve a smooth, even and paint-ready surface.

3. Painting Work

- A. Providing and applying **one coat of approved-quality primer** over the prepared surface.
- B. Providing and applying **two coats of approved-quality interior acrylic emulsion paint** of matching shade, with adequate drying time between successive coats.

C. All painting work shall be carried out over properly prepared, dry and clean surfaces, ensuring uniform coverage, smooth finish and proper matching with the existing surrounding area.

D. The work shall include all necessary surface preparation, materials, labour, scaffolding/access arrangements, protection of adjoining surfaces and cleaning after completion, complete in all respects as directed by the Administrative Officer/Caretaker.


19-08-26

Administrative Officer