File No.IEG/Repair & Maint./Office Building/01/2025-26/602 **28th October 2026**

The sealed quotation shall be clearly superscripted on the envelope as follows:

"QUOTATION FOR RENOVATION OF THE OUTSIDE AREA ADJOINING V.K.R.V. RAO ROOM AT IEG, DELHI"

Address for Submission

To
The Administrative Officer
Institute of Economic Growth (IEG)
University of Delhi Enclave, North Campus
Delhi – 110007

The sealed quotation, complete in all respects and accompanied by all requisite documents, shall be deposited in the **Tender/Quotation Box kept at the Central Office of IEG** on or before **18.11.2026 up to 03:00 PM**.

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

A. DOCUMENTS TO BE SUBMITTED WITH THE QUOTATION

The bidder shall submit the following **self-attested documents**, along with the duly filled and signed **Annexures-1 to 3**:

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 copies of **Work Orders/Completion Certificates/Experience Certificates** establishing successful execution of works of similar nature.
4. Self-attested copy of the **Certificate of Registration/Incorporation/Constitution of the firm**, as applicable.
5. Copies of **Income Tax Returns (ITRs) for the last three consecutive financial years**.

IEG reserves the right to seek verification of any document/information submitted by the bidder.

28-10-2026

Tel. : 91-11- 27667288/7365/7424/2404/7570/9910322376
E-mail : system@iegindia.org
Website : www.iegindia.org

B. TERMS AND CONDITIONS

1. Site Visit

Interested contractors/firms/vendors may inspect the site on any working day before the last date of submission of quotation, i.e. **18.11.2026**, between **10:00 AM and 05:00 PM**, with prior coordination with the Caretaker, IEG.

Contact: Caretaker, IEG
Mobile: 8368465538
E-mail: caretaker@iegindia.org

2. Time for Completion

The entire work shall be completed within **21 (Twenty-One) days** from the date of issue of the Work Order/Award of Work, or within such period as may be specified by the Administrative Officer/Officer-in-Charge.

3. Conditional Quotations

Conditional, incomplete, ambiguous, or otherwise non-responsive quotations shall be liable to rejection. IEG shall not be bound by any conditions stipulated by the bidder in its quotation.

4. One Quotation per Firm

Only **one quotation from each firm/company** shall be submitted. Submission of more than one quotation by the same firm/company may render all such quotations liable to rejection.

5. Security Deposit

The successful contractor shall deposit a **Security Deposit equivalent to 10% of the accepted contract value** after commencement of the work, in the manner prescribed by IEG.

The Security Deposit shall remain valid for the prescribed **Defect Liability Period of one (01) year** and shall be released thereafter, subject to satisfactory completion of the work and fulfilment of all contractual obligations.

6. Signature and Letterhead

The quotation and all supporting documents shall be duly **signed and stamped by the authorised signatory** of the firm/company.

The quotation shall be submitted on the **official letterhead of the firm/company**. Unsigned or incomplete documents may render the quotation liable to rejection.

7. Opening and Evaluation of Quotations

The quotations shall be opened in the presence of the concerned IEG official(s) on the date and time as decided by IEG.

In accordance with the applicable **Limited Tender Enquiry (LTE)** procedure, quotations shall be invited from eligible/enlisted contractors/firms. The number of invited bidders should ordinarily be **more than three**, subject to the applicable provisions and availability of eligible bidders.

After opening of the quotations, a **Comparative Statement** shall be prepared based on 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, fulfilment of all eligibility requirements and compliance with the terms and conditions of the NIQ.

The **Work Order/Award of Work** shall be communicated to the successful bidder through its registered e-mail address. **No work shall commence before issuance of the Work Order/Award of Work by IEG.**

8. Taxes and Statutory Deductions

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

9. Transportation, Labour and Other Incidental Requirements

The contractor shall be responsible for all costs relating to **transportation, loading/unloading, shifting, handling, labour, tools and tackles, scaffolding/access arrangements and all other incidental requirements** necessary for satisfactory execution and completion of the work.

No separate or 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 contractor has:

- inspected the site, wherever considered necessary;
- assessed the existing site conditions;
- understood the complete scope and requirements of the work; and
- agreed to execute the work strictly in accordance with the approved **Scope of Work, BOQ and specifications**.

The work shall be carried out to the satisfaction of the **Officer-in-Charge/Administrative Officer, IEG**.

11. Measurement and Payment

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

Final payment shall be made based on the **actual quantities executed and accepted**, at the approved/accepted rates and subject to applicable statutory deductions and recoveries.

No advance payment shall be made under any circumstances.

12. Extension of Time

Extension of time, if required, shall be considered only upon receipt of a **written request from the contractor**, addressed to the Administrative Officer/Officer-in-Charge, clearly stating the reasons for delay and supported by adequate justification.

Any extension shall be subject to the approval of the **Competent Authority, IEG**, and shall not be claimed as a matter of right.

13. IEG GSTIN

The following GSTIN of IEG shall be mandatorily quoted on the final bill/invoice submitted by the contractor:

IEG GSTIN: 07AAATI0449M1ZJ

14. Quality of Materials

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

Where any particular brand/product/specification has been prescribed, the same shall be used unless otherwise approved in writing by IEG.

15. Defect Liability Period

The contractor shall be responsible for rectification of any **defective, improper, incomplete or unsatisfactory work** noticed during execution or during the **Defect Liability Period of one (01) year from the date of completion of the work**.

Such defects shall be rectified/repaired/re-executed by the contractor **at no additional cost to IEG**.

16. Completion and Cleanliness

The contractor shall remove all **debris, waste materials, surplus materials and other refuse** generated during execution of the work and shall leave the work area in a **clean, safe and usable condition** upon completion.

17. Right of Acceptance and Rejection

IEG reserves the right to **accept or reject any or all quotations**, either wholly or partly, without assigning any reason thereof.

The decision of the **Competent Authority, IEG**, in this regard shall be final and binding on all bidders.

18. No Claim for Cancellation/Non-Award

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

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

19. Compliance with Instructions

The contractor shall execute the work strictly in accordance with the **approved Scope of Work, BOQ, specifications, approved rates and instructions** issued by the Officer-in-Charge/Administrative Officer, IEG from time to time.

20. Workmanship and Safety

The contractor shall be responsible for maintaining proper **workmanship, quality and safety standards** throughout the execution of the work.

The contractor shall take all necessary safety precautions for its workers/personnel and shall ensure that the execution of work does not cause inconvenience, hazard or damage to IEG staff, visitors or property.

Any damage caused to the property of IEG due to negligence, carelessness or improper execution shall be **repaired/restored by the contractor at its own cost.**

21. Validity of Quotation

The rates quoted by the bidder shall remain **valid for a minimum period of 90 (Ninety) days** from the last date prescribed for submission of quotations, unless otherwise specified by IEG.

22. Firm and Non-Escalating Rates

The quoted rates shall be **firm and final** and shall include all costs, duties, levies, transportation, labour, tools, tackles, loading/unloading and other incidental expenses necessary for satisfactory completion of the work.

No escalation in rates shall be admissible during the execution period.

23. Dispute Resolution

Any dispute arising in connection with the execution of the work shall, as far as possible, be resolved amicably.

In case the dispute remains unresolved, the matter shall be referred to the **Competent Authority, IEG**, whose decision shall be final, subject to the applicable rules and laws.

C. GENERAL NOTE

1. The bidder shall carefully read and understand the entire NIQ, including the **Quotation Form, BOQ and Scope of Work**, before submitting its quotation.
2. The bidder shall quote rates strictly in the format prescribed in the **Quotation Form/BOQ**.
3. Any overwriting/correction in the quotation shall be duly authenticated by the authorised signatory.
4. The bidder shall be solely responsible for ensuring that its quotation is complete in all respects and reaches the designated Tender/Quotation Box within the prescribed time.
5. IEG shall not be responsible for any delay in submission or delivery of the quotation.

28-10-2026

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

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	Providing and fixing GI Metro Profile Sheet roofing of thickness not less than 0.50 mm on the existing frame, including J/L-type of GI hooks, nuts, bolts, washers, fasteners, cutting, drilling, joint sealing and all necessary accessories, complete as per site requirements.	Sqft.	800		
2	Dismantling existing brickwork manually or mechanically, including stacking of serviceable materials and disposal of unserviceable materials within 50 metres lead, as directed by the Engineer-in-Charge, in cement mortar.	Cum	1.35		
3	Providing brickwork with common burnt clay FPS bricks of class designation 7.5 in superstructure above plinth level, in cement mortar 1:4, complete in all respects.	Cum	2.50		

4	Providing 12 mm cement plaster in cement mortar mix 1:4, complete in all respects.	Sqm	30		
5	Dismantling and carefully removing existing green coloured fibre/plastic/PVC roofing sheets, including removal of hooks, bolts, washers, screws, fasteners and fixtures; safe lowering, stacking of serviceable materials, disposal of unserviceable materials and debris outside the campus, and cleaning of the area.	L.S.	1		
6	Complete Electrical work, including conduit and point wiring for lights, fans, AC, false ceiling lights provision and other electrical points; GI modular boxes 8x3- 03 Nos. and 4x3-4 Nos., PVC conduits, junction boxes, copper wiring of every points including earthing wire. 16A switches and sockets-05 each, 6A modular switches and sockets-10 each, sheet/cover plates of modular boxes, connectors, bends, chasing, installation, testing and commissioning. Make: North-West/Havells/GM Modular or equivalent for switches and sockets; Havells/Polycab or equivalent for wires and cables.	L.S.	1		
7	Providing and fixing heavy-duty aluminium frame windows/shutters of 100 mm x 65 mm section, with Z-section sliding shutters and 5 mm clear float glass, including sections, rollers, handles, locks, gaskets, sealant and all necessary fittings, complete in all respects.	Sqft.	200		
				Total (In Rs.)	
				18% GST Extra	
				Grand Total (In Rs.)	

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

Annexure-2

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

Annexure-3

Name of work: -Renovation of the outside area adjoining V.K.R.V. Rao Room at IEG, Delhi.

Scope of Work:-

1. Providing and fixing minimum 0.50 mm thick GI Metro Profile Sheet roofing over the existing frame, including hooks, nuts, bolts, washers, fasteners, joint sealing and all necessary accessories.
2. Dismantling existing brickwork in cement mortar, including stacking serviceable materials and disposal of unserviceable materials within 50 metres lead.
3. Providing brickwork with common burnt clay FPS bricks of class designation 7.5 in superstructure above plinth level, in cement mortar 1:4.
4. Providing 12 mm thick cement plaster in cement mortar 1:4, including surface preparation, finishing and curing.
5. Dismantling and removing existing green-coloured fibre/plastic/PVC roofing sheets, including removal of fasteners, safe lowering, stacking, and disposal of debris outside the campus and cleaning of the site.
6. Providing and fixing complete electrical installations, including PVC conduits, modular boxes, copper wiring, switches, sockets, accessories, chasing, testing and commissioning for lights, fans, ACs and other electrical points.
7. Providing and fixing heavy-duty aluminium frame windows/sliding channel windows of 100 mm × 65 mm section or heavier with Z-section sliding shutters and 5 mm clear float glass, including rollers, handles, locks, gaskets, sealants and all necessary fittings.
8. Providing all required labour, materials, tools, equipment, transportation and accessories necessary for complete execution of the specified works.
9. Ensuring proper alignment, levelling, joint sealing, finishing, curing and compliance with applicable technical specifications and the directions of the Engineer-in-Charge.
10. Removing construction debris, protecting existing structures and services, rectifying any damage caused during execution and handing over the site in a clean and satisfactory condition.