

St. Stephen's College

Delhi 110007

India



NOTICE INVITING QUOTATION

Name of Work: Providing and Making Prefabricated Enclosure for the Electronic Society, including Prefabricated Walls, Kota Stone Flooring and False Ceiling at old science block.

**Estate Office
St. Stephen's College
University Enclave, North Campus,
Delhi-110007.**



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NOTICE INVITING QUOTATION

No.: SSC/EO-C/26-27/NIQ/12

Dated: 28-09-2026

Sealed item rates quotation are invited on behalf of the Principal, St. Stephens College for the following work from the contractors working with **Delhi University or any other Govt./Autonomous body/PSU**. Who have already executed similar work during the last seven years for any Govt. department/PSU/Private sectors (completion certificate/Work Order to be enclosed). In case of issue of completion certificate by private sector the agency has to submit the TDS certificate along with the completion certificate in evidence of the value of the work done.

S. No.	Name of Work	Estimated Cost	Date of submission start	Last date of download of quotation and submission	Date of opening of quotation	Completion Period
1	Providing and Making Prefabricated Enclosure for the Electronic Society, including Prefabricated Walls, Kota Stone Flooring and False Ceiling at old science block	Rs. 3.00 Lakh (gst extra as applicable)	29.09.2026	03.10.2026	05-10-2026	21 days

Quotation forms and conditions can be downloaded from the St. Stephens College website (i.e. <https://www.ststephens.edu/>). In case of downloading of NIQ from website, it will be the responsibility of contractor / firm/ Agency to ensure that complete documents have been downloaded and submitted to Estate Office by super scribing the name of work and name of agency and addressed to The Principal of St. Stephens College. *The time for submission of quotations are up-to 5:00 PM on dated 03-10-2026 which shall be opened on the next day at 11.00 AM or 3:00 PM on the date given above.* The undersigned reserves the right to accept or reject any quotation without assigning any reason.

Note: - The contractor shall quote their rates in the NIQ downloaded from the St Stephens College website. If rates quoted in other form will not be considered. Contractors/Agencies have to act as per above NIQ. The contractor should sign and stamp all document including the bid security declaration.

ASSISTANCE TO BIDDERS

a) Any queries relating to the NIQ document and the terms and conditions contained therein should be addressed to the Quotation Inviting Authority for a tender or the relevant contact person indicated in the tender. The contact number for query related to tender document is 011-2766205 (10:00 AM to 5:00 PM), Email: engineer@ststephens.edu & eo@ststephens.edu

Assistant Engineer (Civil)

SPECIFICATION & SPECIAL CONDITIONS OF CONTRACT

1. Unless otherwise specified the work shall be carried out in accordance with the printed CPWD specification 2019 for the works at Delhi correction slips issued till the date of opening of quotation. In the event of any dispute the followings shall be the order of priority to decide the issue: -
 - a. Nomenclature of item read with special conditions of the contract and general specifications
 - b. CPWD specifications
 - c. ISI specifications
 - d. Instructions of Engineer In charge.
 - e. Measurements as per IS: 1200 code of measurements.
2. Before quoting the contractor shall inspect the site of work and shall fully acquaint himself about the conditions with regard to accessibility of site required for the satisfactory execution of work. No claim whatsoever shall be entertained by the department on this account.
3. The quantities shown in the schedule are tentative and may change as per site conditions. The Contractor shall not claim anything extra on this account. The payment shall be made as per actual quantities of work done and as per the conditions of the contract.
4. The work executed under the contract shall be subject to inspection carried out by the departmental officers. Any defects regarding workmanship or quality of material to be used as pointed out during or after completion of work by the departmental officers shall have to be rectified by the contractor and in case the contractor fails to do so, it will be got rectified by the department at the risk and cost of the Contractor.
5. All precautionary measures should be adopted for the safety purposes for any accident during the execution of work occurring at site, the contractor shall be overall responsible for the same.
6. St. Stephens college shall provide power & water at one point for the proper execution of the work free of cost under normal circumstances if available at site. In case St. Stephens college is not in a position to supply the water and / or power, the contractor will make his own arrangement so that the work does not suffer. However, no claim of the contractor whatsoever shall be entertained by St. Stephens college on this account.
7. After the award of work, if the agency fails to start the work the agency will be debarred for a period of three years to quote tender/quotation for St. Stephens college works.
8. The contractor shall submit GST, PAN and Experience Certificate of firm.
9. Similar work means SITC of prefabricated / porta cabin works.
10. The Contractor shall clean the site after completion of work in all. Any dismantled material shall be stacked in designated place as instructed by the Engineer-in-charge.
11. Defect liability period of 06 Months after date of completion.
12. In case of delay of work a compensation of 1% of the awarded value shall be levied per month upto a maximum limit of 10% of the value on the agency.
13. Taxes shall be deducted from the bill as per GOI rules for which the Contractor will submit a PAN, in the name of registered company proprietor for depositing TDS.
14. No advance payment shall be made. Any advance, if required, shall be subject to prior approval of the Competent Authority.
15. The deviation limit for the work shall be $\pm 10\%$.
16. All materials brought at site shall be got approved from the Engineer-in- charge before being used.
17. The contractor should sign & stamp all pages of the quotation.

Assistant Engineer (Civil)

SCHEDULE OF QUANTITY

Name of Work: Providing and Making Prefabricated Enclosure for the Electronic Society, including Prefabricated Walls, Kota Stone Flooring and False Ceiling at old science block.

S no.	Description of item	Unit	Qty.	Rate	Amount
1	Providing and fixing prefabricated Porta Cabin, comprising wall and partition panels made of 0.50 mm thick G.I. sheets on both sides with 65 mm thick thermocol insulation of density 18 kg/m ³ , chemically bonded between the sheets, including fixing of panels to floor with 0.60 mm thick G.I. U-sections using suitable fasteners and self-tapping screws, complete as required. Complete in all respects as per approved drawings/specifications and as directed by the Engineer-in-Charge.				
1.1	Porta Cabin walls, including interior and exterior painting works, 20 mm thick Kota stone flooring with polishing and finishing, 15 mm thick calcium silicate false ceiling including GI frame work, two Aluminium windows, and complete electrical wiring with 6A and 16A modular switches for light, fan and AC points, including all necessary materials, freight and labour charges, complete in all respects as per approved drawings/specifications and as directed by the Engineer-in-Charge.	sqft	400		
	TOTAL				
	GST@18%				
	Total amount including all taxes				

Note: Where any discrepancy arises between the specifications, drawings, manufacturer's recommendations and applicable codes/standards, the matter shall be referred to the Engineer-in-Charge, whose decision shall be final and binding, subject to the terms of the contract

Assistant Engineer (Civil)

Bid Security Declaration

(On the letter head of the Company/Contractor/Service Provider/ Firm)

To,

Date:

The Principal,

St. Stephens College

Delhi University – 110007

Subject: Bid Security Declaration for “ Providing and Making Prefabricated Enclosure for the Electronic Society, including Prefabricated Walls, Kota Stone Flooring and False Ceiling at old science block”

I/we, the undersigned do hereby undertake that, if I/we withdraw or modify my/our bid during the period of bid validity or refuse to accept the offer of work etc., I/ we will not have any objection if I am/we are debarred from the bidding against the Quotations/tenders of St. Stephens College for a period of Three (03) years.

- I. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking since last five years.
- II. I/We hereby declare that no employee of St. Stephen’s College, Delhi, or his/her direct relative, is in any manner associated with our Firm/Service Provider/Company as a Partner, Proprietor, Director, Shareholder, Advisor, Consultant, Employee, Agent, Pensioner, or former employee of St. Stephen’s College, in a manner that creates or may create a conflict of interest in relation to this tender.
- III. I/We certify that all information and data furnished and attachments submitted with the application by our Service Provider / Firm / Company are true & correct.
- IV. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice, any misbehavior/malpractice during any course of time or reason thereof summarily reject our bid or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours faithfully,

(Name & signature with stamp of the bidder)

LIST OF APPROVED MAKES

S. No.	Material	Approved Make / Specification
1	Cement	JK, ACC, Ambuja, UltraTech or equivalent, as approved by the Engineer-in-Charge
2	Paint	Asian Paints, Berger, Nerolac or equivalent, as approved by the Engineer-in-Charge
3	Kota Stone	Machine-cut, polished Kota stone; shade, thickness and sample to be approved by the Engineer-in-Charge
4	GI Sheet / Mild Steel / Structural Steel Sections	Tata Steel, SAIL or equivalent, conforming to relevant BIS/IS standards and as approved by the Engineer-in-Charge
5	False Ceiling Tiles & Grid/Frame	Approved make/sample conforming to the specified technical requirements, subject to approval by the Engineer-in-Charge
6	Fine & Coarse Aggregate	Conforming to relevant BIS/IS standards; source/sample subject to approval by the Engineer-in-Charge
7	Cables & Wires	Polycab, Finolex, RR Kabel, Havells, KEI or equivalent, as approved by the Engineer-in-Charge
8	MCB, DB & Switchgear	Schneider Electric, Legrand, Siemens, ABB, L&T, Hager or equivalent, as approved by the Engineer-in-Charge
9	Switches & Sockets	Legrand (Myrius/Arteor), Anchor Roma, Northwest, Schneider, Crabtree or equivalent, as approved by the Engineer-in-Charge
10	Electrical Conduits & Accessories	Precision, AKG, BEC, Plaza or equivalent, as approved by the Engineer-in-Charge

Note: - The Contractor shall procure and provide all the materials from the manufacturers / suppliers as per the above list attached with the NIQ documents, as per the item description and particular specifications for the work. The equivalent brand for any item shall be permitted to be used in the work, only when the specified make is not available. This is, however, subject to documentary evidence produced by the contractor for non-availability of the brand specified and also subject to independent verification by the Engineer-in-Charge. In exceptional cases, where such approval is required, the decision of Engineer-in-Charge as regards equivalent make of the material shall be final and binding on the Contractor. Nothing extra shall be payable on this account.

Assistant Engineer (Civil)

Indicative Drawing

Existing Space



Proposed Layout

