

St. Stephen's College

Delhi 110007

India



NOTICE INVITING QUOTATION

Name of Work: Topographical, (Contour) and Tree Survey of 25 Acres of Land at St. Stephen's College.

**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/16

Dated: 16-10-2026

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 (e/c gst)	Date of submission start	Last date of download of quotation and submission	Date of opening of quotation	Completion Period
1	Topographical, (Contour) and Tree Survey of 25 Acres of Land at St. Stephen's College	Rs. 4,62,500/-	17.10.2026	22.10.2026	23-10-2026	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 22-10-2026 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
- b) The College reserves the right to accept or reject any or all quotations, seek clarifications, verify credentials and cancel the quotation process, in accordance with applicable rules and without being obliged to accept the lowest quotation. No representation will be entertained in this connection.

Assistant Engineer (Civil)

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 survey work experience. The L-1 bidder shall be considered ineligible for award of work if the requisite documentary evidence of having successfully executed similar works is not submitted or verified to the satisfaction of the Competent Authority.
10. In case of delay of work a compensation of 1% calculated on per day basis of the awarded value shall be levied per month upto a maximum limit of 10% of the value on the agency.
11. 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.
12. No advance payment shall be made. Any advance, if required, shall be subject to prior approval of the Competent Authority.
13. The deviation limit for the work shall be $\pm 10\%$.
14. All materials brought at site shall be got approved from the Engineer-in- charge before being used.
15. The contractor should sign & stamp all pages of the quotation.

Assistant Engineer (Civil)

SCHEDULE OF QUANTITY

Name of Work: Topographical, (Contour) and Tree Survey of 25 Acres of Land at St. Stephen's College.

S no.	Description of item	Unit	Qty.	Rate	Amount
1	Conducting detailed Tree Survey using Total Station/DGPS/laser survey equipment, including identification of trees, recording of tree name/species, girth and other relevant details, complete in all respects.				
1.1	Tree	Each	750		
2.0	Conducting a Detailed Topographical, Contour and Tree Survey of 25 Acres of Land at St. Stephen's College, using Total Station/DGPS/Laser Survey Equipment, including identification and mapping of all salient site features such as roads, boundary walls, drains, buildings and their outer profiles; measurement of building boundaries, internal angles and building envelopes; marking of the north direction; recording of spot levels at 5 m × 5 m grid intervals in both directions; preparation of contour lines at suitable intervals; identification and mapping of existing trees; preparation of detailed survey drawings in AutoCAD, and submission of complete soft copies of the survey drawings in editable DWG and PDF formats, along with relevant survey data, all complete in every respect.	Acre	25		
	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 " Topographical, (Contour) and Tree Survey of 25 Acres of Land at St. Stephen's College"

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)

SCOPE OF WORK & TECHNICAL SPECIFICATIONS

The work shall comprise conducting a detailed topographical, contour and tree survey of approximately 25 acres of land at St. Stephen's College using suitable and calibrated Total Station, DGPS, laser survey equipment and other necessary surveying instruments. The scope shall include, but not be limited to, the following:

1. **Topographical Survey:** Carrying out a detailed site survey and identifying, measuring and recording all salient physical features, including roads, pathways, boundary walls, drains, manholes, open spaces, existing structures, buildings, building setbacks and other permanent features.
2. **Building Measurements:** Recording the external profiles, building boundaries, overall dimensions, internal angles wherever accessible and relevant, building envelopes and other necessary geometric details of existing buildings and structures.
3. **Grid Survey and Spot Levels:** Recording spot levels at 5 m × 5 m grid intervals in both directions across the survey area, including additional spot levels at changes in terrain, road junctions, drainage points, building peripheries and other critical locations wherever required.
4. **Contour Survey:** Establishing and plotting contour lines at suitable vertical intervals as approved by the Engineer-in-Charge, with sufficient ground-level data to represent the existing terrain accurately.
5. **Tree Survey:** Identifying and mapping existing trees within the designated survey area. Each tree shall be assigned a unique identification number and its location shall be marked on the survey drawing. The tree schedule shall include species, trunk girth, approximate height and canopy spread, wherever required and feasible, along with coordinates and other details as directed by the Engineer-in-Charge.
6. **Survey Control and Orientation:** Establishing suitable survey control points and reference benchmarks, recording coordinates and elevations, indicating the north direction, scale, legend, grid references and other essential drawing information.
7. **Drainage and Site Levels:** Recording the levels and locations of existing drains, drain inlets/outlets, road levels and other relevant features necessary for understanding the site's drainage and topography.
8. **AutoCAD Drawings:** Preparing detailed, properly dimensioned and legible survey drawings in AutoCAD, showing all relevant topographical features, spot levels, contours, building profiles, tree locations, survey grid and other information required by the College.
9. **Submission of Deliverables:** Providing complete digital deliverables in editable DWG format and PDF format, along with survey data in Excel/CSV format, tree inventory, coordinate and level data, and other supporting information required for verification and future planning.
10. **Verification and Corrections:** Carrying out site verification, correction of discrepancies and any necessary re-survey arising from errors or omissions attributable to the agency, without additional cost to the College.

The work shall be deemed complete only after the survey drawings and associated data have been submitted, checked and accepted by the Engineer-in-Charge.

TECHNICAL SPECIFICATIONS

1. The survey shall cover approximately 25 acres or the actual area identified and made available by the College for the purpose of the work.
2. The agency shall deploy qualified survey personnel and suitable, calibrated surveying instruments capable of achieving the accuracy required for detailed topographical and contour mapping.
3. The horizontal and vertical control system, coordinate reference, datum, benchmark details and contour interval shall be clearly stated in the survey report and drawings and shall be subject to approval by the Engineer-in-Charge.
4. The 5 m × 5 m grid shall be maintained throughout the survey area, with supplementary observations wherever necessary to accurately represent changes in ground levels and important physical features.
5. All dimensions, coordinates, spot levels, contours and tree locations shall be cross-checked before submission. The drawings shall be properly layered, labelled, dimensioned and suitable for further planning and engineering applications.
6. The agency shall maintain field notes, raw survey observations and supporting records and shall submit the same to the College whenever required for verification.
7. The survey shall represent the existing site conditions as observed during the survey. Any inaccessible or obstructed area shall be clearly identified and reported rather than represented through assumed measurements.

Assistant Engineer (Civil)

ADDITIONAL TERMS AND CONDITIONS (ATC)

1. **Site Inspection:** The intending agency shall inspect the site, assess the scope, access conditions and extent of work before quoting. No additional claim arising from failure to inspect the site or understand the scope shall ordinarily be entertained.
2. **Quoted Rates:** The quoted rates shall include all costs associated with manpower, instruments, transportation, fieldwork, data processing, AutoCAD drafting, tree inventory, printing, supervision, re-survey, corrections and submission of deliverables. GST shall be indicated separately, wherever applicable.
3. **Completion Period:** The entire work shall be completed within the period specified in the Work Order, reckoned from the date of commencement stipulated therein. The agency shall submit a work schedule and coordinate with the Estate Office to minimise disruption to College activities.
4. **Engineer-in-Charge:** The agency shall execute the work under the supervision and directions of the Engineer-in-Charge or an authorised representative of the College. All technical clarifications and site-related decisions shall be referred to the designated officer.
5. **Accuracy and Responsibility:** The agency shall be responsible for the accuracy and completeness of the survey. Any errors, omissions, inconsistencies or defective drawings attributable to the agency shall be rectified, and the affected survey shall be repeated, without additional cost to the College.
6. **Inspection and Acceptance:** The College reserves the right to verify the survey measurements, spot levels, contours, building profiles, tree locations and submitted drawings. Submission of drawings shall not, by itself, constitute acceptance of the work.
7. **Variations in Quantity or Scope:** Any variation in the survey area, scope or quantities shall be undertaken only with prior written approval of the competent authority. No extra payment shall be admissible for additional work undertaken without such approval. The deviation limit is $\pm 10\%$ shall be as stipulated in the approved Work Order.
8. **Protection of College Property:** The agency shall take all necessary precautions to avoid damage to buildings, heritage structures, trees, roads, underground services and other College property. Any damage caused by the agency or its personnel shall be made good at the agency's cost, to the satisfaction of the College.
9. **Heritage and Tree Protection:** No drilling, excavation, cutting, pruning, marking with permanent paint or other intrusive activity shall be carried out on heritage structures or trees without prior written permission. Tree identification and measurement shall be undertaken using non-destructive methods.
10. **Confidentiality and Ownership of Data:** All survey observations, drawings, coordinates, tree inventories, reports and digital files prepared under the work shall become the property of St. Stephen's College. The agency shall not disclose, publish, sell or share the data with any third party without prior written permission from the College.
11. **Subletting:** The agency shall not assign or subcontract the work, in whole or in part, without prior written approval of the competent authority.
12. **Termination:** The College reserves the right to terminate the Work Order for unsatisfactory performance, persistent delay, material breach of contract or failure to comply with the approved scope, after following the applicable contractual procedure.

Assistant Engineer (Civil)