

**Sub: Quotation for renovation of Conference room at NTSC Okhla.**

Dear Sir,

We are pleased to forward herewith the details of work with tentative schedule of quantities to be carried out, in connection with the work, as specified on the above subject. The said work shall be executed in the premises of NSIC Technical Services Centre, Okhla Industrial Estate, New Delhi-110020.

You are requested to quote your competitive rates against each item mentioned in schedule, as enclosed in compliance to the terms and conditions as detailed below:

**A. TERMS & CONDITIONS:**

1. Rates should be quoted after taking into the account of the cost of materials, fabrication, labours, fixing, cartage, transportation, scaffolding, Tools, Plants, taxes & duties etc. in all respect.
2. The Materials shall be used of approved quality / make as specified in the schedule and as per directions of Engineer in-charge.
3. Payment shall be released by Account payee cheques after satisfactory completion of work. The calculations for the release of payment would be made on the basis of actual measurement of each item.
4. All statutory deductions as applicable shall be deducted from your payable amount.
5. Work should be completed within 15 days from the date of release of work order.
6. Statutory compliance in respect of P.F., ESI & Other bindings acts and taxes is the sole responsibility of bidder. A certificate of compliance is to be given on completion of awarded work.
7. In case work is not completed within schedule time liquidated demurrages @ 0.5% per week of contract value shall be charged.
8. The bidders along with their offer should submit earnest money of Rs. 5000/- in the form of Demand draft in favour of **"NSIC Ltd. – A/c NTSC, payable at New Delhi"**.

Contd.....2/-

9. Earnest money of unsuccessful bidder (Other than the lowest bidder) shall be returned after opening of bid and earnest money of successful bidder shall be retained as security deposit till the successful completion of the work.
10. All the bidders are advised to visit the site for assessing the site condition before quoting the rates.
11. The Offer should reach to this office up to 29th November,2010 by 3.00 PM. Offers shall be opened on the same day at 3.30 PM. The bid shall be submitted in the sealed envelop with marked , **“Renovation of conference room at NTSC Okhla”**.

**B. DOCUMENTS TO BE ATTACHED WHILE SUBMITTING THE TENDER:**

1. Self certified copy of PAN card/ Letter from Income tax office indicating the allotment of PAN number to your company.
2. Self certified copy of TIN Number allotted ( for Service tax purpose & VAT)
3. Self certified copy of WCT Number allotted

It shall be noted that the documents mentioned above at Para B, to be enclosed while submitting your offer for the said tender. In case the tender received without the documents as requested above, your tender is liable to be rejected.

If your company/ organization is exempted for any of the above documents for submission, the letter in this regard shall be submitted alongwith tender.

Thanking you,

Yours faithfully,

**(Satvinder Singh)**  
General Manager

Enclosure: Schedule of work (Total pages Four including covering letter with terms and conditions)

I hereby confirm with our acceptance to the terms & conditions as specified above at Para A (S.No-1 to 11) and submitting the documents as desired above at Para B.

(Signature with seal of bidder)

### Schedule of quantities

S.no.	Description of item	Qty	Rate (Rs.)	Amount (Rs.)
1.	Dismantling of aluminum partitions and brick work . i) Existing walls, aluminum partitions and window room size 14'x17'	528 Sqft.		
2.	P/f of 9mm thick Vitrified tiles of Ivory white shade of size 2'x2'of the Marbonite or Equivalent make fixing with fixing chemical	248 Sqft.		
3.	Supplying and fixing of Armstrong make false ceiling Adore micro look tiles with silhouetted grid system having NRC 0.5 and RH 95 of approved shade and design	238 Sqft.		
4.	Supplying and fabrication of Powder coated Aluminum sliding windows with tubular sections of size 2"x2" for vertical and horizontal members duly powder coated with minimum coating of 15 micron in approved colour with 5/6 mm thick Modi float glass. Rates should be inclusive of providing & fixing of 5mm thick Modi float clear glass. Rate should also include the cost of sliding locks (Godrej make) sliding wheels handles and other necessary hardware and their fixing for completing the work in all respect as per the approval of the Engineer	432 Sqft		
5.	P/f of heavy duty floor spring in toughened glass doors	1 No.		

6.	Providing and applying of Heritage paint on walls	162 Sqft.		
7.	P/f of sun control film on partitions and doors on glass partitions and windows	477 Sqft.		
8.	P/f of roller blinds on On windows.	7.00 Sqm		
9.	P/f light fixtures of approved make and design of 2'x2' size for false ceiling	6 nos.		
10.	Labour charges for fabrication of GI sheet roofing with framed structure ( Old material supplied by the Corporation shall be used)	238 sqft.		
			Total ( Rs.)	

**Total (Rs.) in words -----**  
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**Signature of bidder with stamp**