

Re: Invitation to Tender for supply & installation of PVC panelling and false ceiling,**Painting & Polishing Job(s) in 5th Floor of Hostel Block of the Institute**

On behalf of the Institute, you are hereby submit the quotation pertaining to above mentioned subject, as per the complete details enumerated below:-

Sl. No.	Particular	Area 5th Floor (Hostel Block)
1.	Provision of supply & fixing of PVC Panelling (same material/color as already fixed) including all Material & Labour charges etc.	(Four) rooms & one Wall of drawing Room (2)
2.	Provision of supply & fixing of False Ceiling work including all Material & labour charges etc.	(Four) rooms.
3.	Plastic paint with Material and labour charges.	Drawing room(2), Kitchen(2) and store Room (2)
4.	Polishing of door & window including of Material & labour charges.	(four) rooms, Drawing room (2), Kitchen(2) and store Room (2)

Party may be visit the site (area) for the above captioned job and submit the rates by hand, by registered post or by e-mail to the undersigned. The General Terms & Conditions of the Tender is enclosed as **ANNEXURE-A**.

All queries in relation to above must be submitted by e-mail to tanejas94@yahoo.in as soon as possible and in any event not later than 5 working days before the latest time for receipt of tenders i.e. 5th June, 2018.

(Sunil Taneja)

Administrative Officer (I/c)

0120-4017024

GENERAL TERMS & CONDITIONS

1. The tenders should be submitted in sealed cover marked "Tender for Repairing of Hostel Block." along with terms & conditions.
2. The tender is to be submitted with complete information/ document etc. to avoid unwanted correspondence after opening the quotations.
3. Tenderers must note that the tender once submitted will not be altered for whatsoever reasons and should not have any scope of ambiguity, cutting or overwriting.
4. Price quoted in the tender should be as per sq. ft. and including all material & labour charges. It should also be clearly quote taxes etc, if any.
5. The tender should remain valid for a period of at least One year from the date of acceptance.
6. The authorized representative with proper authority letter from the Firms will only be allowed to attend the Tender Opening on 07.06.2018 (1500 hrs.) in the office of Joint Director (Administration)
7. The Tenderer is required to perform the jobs within 7 working days after awarding the Order by the Institute, failing which the order may be cancelled without being prejudice to the expenditure incurred by the firm.
8. Competent Authority has reserve the right to cancel the tender without giving any clarifications and may deduct 10% to 15% of cost if unable to perform the job within prescribed time.
9. Payment will be made within 15 days from the date of final inspection.
10. TDS will be deducted as per rule.
11. Please give the details of your Bank account as given below for receiving the Bill payment through NEFT/RTGS.
 - a. Account Holder's Name:
 - b. Name of the Bank:
 - c. Bank Account Number:
 - d. IFSC Code:
 - e. Branch Name:
 - f. GST Number:

