

**Government of India**  
**Ministry of Science and Technology**  
**Department of Science and Technology**  
**General Administration Section**

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Technology Bhawan, New Mehrauli Road,  
New Delhi, Website: [www.dst.gov.in](http://www.dst.gov.in)

**NOTICE INVITING QUOTATIONS (NIQ)**

**NIQ No. D-13023/3/2025-GA (E-54745)**

**Dated the 04<sup>th</sup> December 2025**

To,

All interested & eligible contractors

**Subject:** Notice Inviting Quotations (NIQ) for Urgent Minor Civil Works – reg.

Dear Madams/ Sirs,

For and on behalf of the President of India, **sealed quotations (percentage-rate basis)** are invited from **experienced and eligible contractors/firms** for execution of the following **urgent minor civil works** in the Department of Science & Technology (DST), New Delhi.

Sr. No.	Particulars	Description
1	Name of Work	<b>Urgent Minor Civil Works in DST</b> , including: <ul style="list-style-type: none"> <li>i. Replacement of damaged wooden flooring with vitrified floor tiles in staff cabins of O/o Secretary, DST, Room No. 404, New Block-1, Technology Bhawan, New Mehrauli Road, New Delhi-110016</li> <li>ii. Aluminium partition with pre-laminated particle board in Room No. 1A, Old Block, Technology Bhawan, New Mehrauli Road, New Delhi-110016</li> <li>iii. Granite and allied civil works in Vigyan Sadan Guest House, Sector-10, RK Puram, New Delhi-110022</li> </ul>
2	Estimated Cost & Scope of Work	<b>₹ 4,87,063/-</b> (Rupees Four Lakh Eighty-Seven Thousand and Sixty-Three only) <i>(Inclusive of all taxes, duties, materials, labour, transportation, etc.)</i> The <b>Schedule of Quantities (SoQ)</b> is enclosed as <b>Annexure-I</b> . Quantities are indicative. <b>Payment shall be made based on actual execution of work.</b>
3	Completion Period	The work shall be completed <b>within 15 days</b> from the date of issue of the <b>Work Order</b> or handing over of site, whichever is later.
4	Authorities	<ul style="list-style-type: none"> <li>i. <b>Quotation Accepting Authority:</b> Competent Authority of DST as per delegation of powers.</li> <li>ii. <b>Officer-in-Charge:</b> Under Secretary (GA), DST or authorized representative</li> </ul>
5	Eligibility & Documents	The contractor shall submit duly signed and stamped copies of the following documents along with the quotation: <ul style="list-style-type: none"> <li>i. Quotation on firm's letterhead, duly signed and stamped – strictly as per format in <b>Annexure-I</b>. Format of quotation <b>shall not be altered</b> under any</li> </ul>

Signature of the contractor with stamp



		<p>circumstances, otherwise the quotation will be <b>liable to be rejected</b> at the sole discretion of the Department.</p> <p>ii. Firm's PAN Card.</p> <p>iii. Firm's GST (Goods &amp; Service Tax) registration Certificate of <b>Delhi</b>.</p> <p>iv. Valid Enlistment Order of the Contractor of <b>Buildings &amp; Roads Category of appropriate class</b> in CPWD (Central Public Works Department).</p> <p>v. Self-attested Undertaking on firm's letterhead for Non-Blacklisting: Contractors are required to submit self-attested undertaking on firm's letterhead. The undertaking must include the following text: <b>"I/We hereby undertake and confirm that our firm has not been blacklisted or debarred by any Ministry or Department of the Central Government, any State or Union Territory (UT) Government, or any offices, organizations, or Public Sector Undertakings (PSUs) under the administrative control of the Central, State, or UT Governments during the last five (5) years of operations. Furthermore, no such blacklisting or debarment is in effect as on the date of submission of this quotation. If at any stage, such information comes to the notice of the Department, I/We understand that our firm shall be debarred from participating in any future tenders of the Department of Science and Technology (DST) permanently. Additionally, if such information is discovered before the commencement of work or during its execution, the Officer-in-Charge shall have full authority to cancel the award of work without making any payment for the executed work."</b> Please note that if the undertaking is found to be deficient in any manner, it shall be deemed invalid, and the corresponding quotation will be <b>summarily rejected</b> without any further correspondence.</p> <p>Non-submission of mandatory documents in proper manner shall render the quotation as incomplete/ invalid and <b>liable to rejection</b> without entertaining any representation in this regard.</p>
6	Submission of Quotations	<p>i. <b>Mode:</b> Sealed cover <i>OR</i> E-mail (scanned, signed, and stamped PDF)</p> <p>ii. <b>Last Date &amp; Time:</b> 06.12.2025 by 14:00 hrs</p> <p>iii. <b>Address / E-mail:</b> Under Secretary (GA), Room No. 329, 3<sup>rd</sup> floor, New Block-1, Technology Bhawan, Department of Science &amp; Technology, New Mehrauli Road, New Delhi-110016.</p> <p>iv. <b>E-mail:</b> <a href="mailto:sanjay.kerketta@gov.in">sanjay.kerketta@gov.in</a></p> <p>The envelope / e-mail should be clearly superscribed as:  <b>"NIQ No. D-13023/3/2025-GA (E-54745) dated the 03<sup>rd</sup> December 2025: Quotation for Urgent Minor Civil Works in DST"</b></p> <p>Late quotations shall <b>not be considered</b>.</p>
7	Validity of Quotations	The quotation shall remain valid for <b>45 days</b> from the last date of submission.
8	Evaluation of Quotations and Award of Work	<p>i. Quotations will be evaluated on <b>Lowest Responsive (L1) basis</b>.</p> <p>ii. Rates must be <b>reasonable and inclusive of all costs</b>.</p> <p>iii. DST reserves the right to <b>accept or reject any or all quotations</b>, wholly or partially, without assigning any reason</p>

Signature of the contractor with stamp





9	Specifications & Rates	<p>i. Work shall be carried out strictly in accordance with CPWD Specifications 2019 (Vol. I &amp; II) for civil works, modified &amp; corrected up to the last date of submission of quotation and as per the instructions of Officer-in-charge. For the items which are not covered under CPWD specifications, the B.I.S. specifications shall apply. In this regard the decision of Officer-in-charge shall be final.\</p> <p>ii. Rates in quotation are based on CPWD DSR (Delhi Schedule of Rates) (Civil) 2023 along with DAR (Analysis of Rates for Delhi) (Civil) 2023 with correction slips up to last date of submission of quotation and market rates. Contractor shall quote as <b>percentage above/below</b> the estimated amount in Annexure-I (quotation format).</p>
10	Work site	<p>i. Locations: (i) Technology Bhawan, Department of Science &amp; Technology, New Mehrauli Road, New Delhi-110016 and (ii) Vigyan Sadan Transit Hostel, Department of Science &amp; Technology, Sector-10, RK Puram, New Delhi-110022.</p> <p>ii. Interested contractors may inspect the site on any working day prior to the last date of submission, with prior intimation to the undersigned or Shri Paritam Soni, Section Officer, GA Section, DST (Intercom No. 14079, email: <a href="mailto:soni.paritam@gov.in">soni.paritam@gov.in</a>). No claim for change in the bid price or terms &amp; conditions of the contract shall be entertained on the ground that the conditions are different than what were contemplated.</p> <p>iii. <b>The contractor shall be responsible for arranging and maintaining at his own cost all materials, tools &amp; plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the NIQ document.</b></p>
11	Rates to be quoted	<p>i. Contractors shall quote their rates as a <b>single percentage above or below</b> the total estimated amount indicated in <b>Annexure-I</b> of this NIQ.</p> <p>ii. The quoted rates shall be <b>inclusive of all applicable taxes, duties, cartage, royalties, labour, and incidental charges</b>, complete.</p> <p>iii. The quoted percentage and the resultant amount shall be indicated <b>both in figures and in words</b>, in <b>Indian Rupees (INR)</b> and <b>up to two decimal places</b> only.</p> <p>iv. Quotations not indicating any percentage above/below, or quoting '<b>NIL</b>', shall be treated as <b>non-responsive and rejected</b>.</p> <p>v. Rates shall be quoted on a <b>firm and fixed price basis</b>.</p> <p>vi. <b>No request for escalation or enhancement of rates</b> shall be entertained under any circumstances. Quotations containing variable rates or conditions relating to revision of prices shall be <b>rejected outright</b>.</p>
12	Defect Liability Period	<p>The contractor shall warrant that all work executed shall be free from defects in materials and workmanship for a period of <b>six (6) months</b> from the date of completion of the work. Any defect or damage noticed during this period, including defects not apparent at the time of completion, shall be <b>rectified or replaced by the contractor at his own cost</b>. The decision of the <b>Officer-in-Charge/Department</b> regarding the nature of rectification or replacement shall be <b>final and binding</b>.</p>

Signature of the contractor with stamp



13	Deviation of work	<p>i. The <b>Officer-in-Charge</b> may, during execution of the work, order variations, additions (extra items), or omissions, as considered necessary. Such deviations shall be carried out by the contractor <b>only on written instructions</b> of the Officer-in-Charge, and any adjustment to the contract amount shall be determined based on <b>actual execution and agreed methodology</b>.</p> <p>ii. Variations in quantities shall be permissible <b>up to a maximum of 10%</b> of the original scope of work. Where the anticipated variation is likely to <b>exceed 10%</b>, the contractor shall <b>bring the same to the notice of the Competent Authority</b> and obtain prior approval before execution. No payment shall be made for deviations beyond 10% executed <b>without prior approval</b> of the Department.</p> <p>iii. Payment for deviated quantities, including extra or substitute items, shall be made <b>at the agreed rates</b>.</p>
14	Work Completion	The work shall be deemed to be completed only after all components of the work have been executed satisfactorily. The decision of the <b>Officer-in-Charge</b> in this regard shall be <b>final and binding</b> on the contractor. The contractor shall intimate completion of the work and submit the <b>detailed measurement sheets of BoQ items</b> for scrutiny and certification by the Officer-in-Charge.
15	Payments Terms	<p>i. Payment shall be released <b>after satisfactory completion of the work</b> and handing over of the site to the Department.</p> <p>ii. The quantities indicated in <b>Annexure-I</b> are tentative. Payment shall be made <b>only on the basis of actual quantities executed</b>. No advance payment shall be made under any circumstances.</p> <p>iii. <b>GST, Income Tax, and other statutory deductions</b>, as applicable, shall be <b>recovered at source</b> from the contractor's bills at the time of payment.</p>
16	Liquidated Damages	In the event of delay in completion of the work beyond the stipulated completion period, the contractor shall be liable to pay <b>liquidated damages at the rate of 0.5% of the contract value per week of delay</b> , subject to a <b>maximum of 10% of the total contract value</b> . However, extension of time may be granted for delays attributable to <b>change in scope of work, force majeure events, or delays caused by or on account of the Department</b> , as determined by the Competent Authority.
17	Terms & conditions	<p>i. <b>Quality &amp; Specifications:</b> All materials and workmanship shall strictly conform to <b>CPWD specifications</b>. Material samples shall be got approved by the <b>Officer-in-Charge/Inspecting Officer</b> prior to procurement. CPWD-approved brands shall be used; equivalent brands may be permitted only when approved brands are unavailable and subject to prior approval.</p> <p>ii. <b>Clarifications:</b> Any clarification regarding interpretation of the NIQ shall be sought <b>before the last date of submission</b> from the undersigned or Shri Paritam Soni, Section Officer (GA), DST. Requests for extension of the submission date shall not be entertained.</p> <p>iii. <b>Utilities:</b> The contractor shall make arrangements for <b>water, power, tools, plants, and labour</b> at own cost. Where Government water is used, <b>1% water charges</b> shall be recovered from the gross bill. In the event of power non-availability, the contractor shall arrange alternative power, including generators.</p>

Signature of the contractor with stamp





		<p>iv. <b>Security &amp; Access Restrictions:</b> The premises are <b>security-sensitive</b>. Restrictions on <b>working hours, movement of personnel/vehicles, and material entry</b> may be imposed. The contractor shall comply with all such restrictions without claiming additional compensation.</p> <p>v. <b>Statutory &amp; Labour Compliance:</b> The work shall be executed in compliance with all applicable <b>labour laws, safety regulations, statutory provisions, and local bye-laws</b>, including (but not limited to) the Minimum Wages Act and Workmen's Compensation Act.</p> <p>vi. <b>Waste Management &amp; Housekeeping:</b> All debris, malba, and waste generated shall be <b>removed daily</b>, stacked at designated locations, and the site kept clean. Disposal to authorized dumping sites shall be completed within <b>seven (7) days</b> of accumulation of a full truckload. In case of non-removal/disposal in the specified period, a penalty of Rupees One Thousand per day shall be recovered from the contractor.</p> <p>vii. <b>Temporary Structures:</b> Construction of <b>temporary huts or structures</b> at site shall not be permitted. Any such structure found shall be removed without notice at the contractor's risk and cost.</p> <p>viii. <b>Safety &amp; Liability:</b> The contractor shall ensure <b>adequate safety measures</b> for workers and occupants. The Department shall not be responsible for any accident, injury, or death of contractor's personnel. All consequences arising from negligence shall rest with the contractor.</p> <p>ix. <b>Damage to Government Property:</b> Any damage caused to Government property during execution shall be <b>made good at the contractor's cost</b> to the satisfaction of the Officer-in-Charge, failing which the Department may get the same rectified and recover the cost from the contractor.</p> <p>x. <b>Workmanship &amp; Layout Approval:</b> Inferior workmanship or materials shall not be accepted and shall be rectified at the contractor's cost. Required <b>drawings, sketches, or layouts</b> shall be submitted and approved before commencement of work, and execution shall strictly follow approved layouts.</p> <p>xi. <b>Site Clearance &amp; Passes:</b> The site shall be <b>cleared and handed over in clean condition</b> after completion of work. The contractor shall be responsible for obtaining all <b>entry passes, security clearances, and police verification</b> of personnel and materials as required. No extra payment shall be admissible.</p>
18	Purchaser's right	The Competent Authority, on behalf of the President of India, <b>does not bind itself to accept the lowest or any quotation</b> and reserves the right to accept the work in whole or in part.

2. This NIQ is being issued under **quotation mode for small-value and urgent works**, in accordance with applicable Government procurement provisions.

Yours faithfully,

  
(Sanjay Kerketta)

Under Secretary to the Government of India

Signature of the contractor with stamp

Annexure-I**Quotation**

Name of work: NIQ No. D-13023/3/2025-GA (E-54745) dated 04.12.2025- Quotation for Urgent Minor Civil Works in DST

To

Under Secretary (GA)  
Department of Science & Technology  
Technology Bhawan, New Mehrauli Road  
New Delhi-110016

Sr. No.	DSR(Civil) 2023 Code	Item details	Unit	Qty.	Unit Rate (in Rs.)	Total (in Rs.)
1		Dismantling tile work in floors and roofs laid in cement mortar including stacking material within 50 metres lead.				
1.1	15.23.1	For thickness of tiles 10 mm to 25 mm	sqm	50.00	73.40	3670.00
2		Providing and laying vitrified floor tiles in different sizes (thickness to be specified by the manufacturer) with water absorption less than 0.08% and conforming to IS: 15622, of approved make, in all colours and shades, laid on 20 mm thick cement mortar 1:4 (1 cement : 4 coarse sand), jointing with grey cement slurry @ 3.3 kg/ sqm including grouting the joints with white cement and matching pigments etc., complete.				
2.1	11.41.2	Size of Tile 600x600 mm	sqm	50.00	1553.45	77672.50
3	11.42	Deduct for not using 20 mm thick cement mortar 1:4 (1 cement : 4 coarse sand) bedding in laying of floor tiles and jointing with grey cement slurry @ 3.3 kg/ sqm	sqm	50.00	-850.10	-42505.00
4	11.43	Fixing glazed/ Ceramic/ Vitrified floor tiles with cement based high polymer modified quick-set tile adhesive (Water based) conforming to IS: 15477, in average 3mm thickness	sqm	50.00	753.25	37662.50
5		Providing and fixing 18 mm thick gang saw cut, mirror polished, premoulded and prepolished, machine cut for kitchen platforms, vanity counters, window sills, facias and similar locations of required size, approved shade, colour and texture laid over 20 mm thick base cement mortar 1:4 (1 cement : 4 coarse sand), joints treated with white cement, mixed with matching pigment, epoxy touch ups, including rubbing, curing, moulding and polishing of edges to give high gloss finish etc. complete at all levels.				
5.1		Granite stone slab of colour black, Cherry/Ruby red				
5.1.1	8.2.2.1	Area of slab upto 0.50 sqm	sqm	15.00	5413.50	81202.50
6		Brick work with common burnt clay F.P.S. (non modular) bricks of class designation 7.5 in superstructure above plinth level up to floor V level in all shapes and sizes in				
6.1	6.4.1	Cement mortar 1:4 (1 cement : 4 coarse sand)	cum	6.00	9344.35	56066.10
7	2.25	Filling available excavated earth (excluding rock) in trenches, plinth, sides of foundations etc. in layers not exceeding 20cm in depth, consolidating each deposited layer by ramming and watering, lead up to 50 and for all lift.	cum	10.00	196.00	1960.00

*[Handwritten Signature]*

Signature of the contractor with stamp



8		Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing / paneling, C.P. brass / stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. (Glazing, paneling and dash fasteners to be paid for separately)				
8.1	21.1.1.2	Anodised aluminium (anodised transparent or dyed to required shade according to IS: 1868, Minimum anodic coating of grade AC 15)	kg	50.00	495.05	24752.50
9		Providing and fixing in wall lining flat pressed three layer (medium density) particle board or graded wood Pre-laminated one side decorative lamination and other side balancing lamination Grade I, Type II, IS : 12823 marked, including priming coat on unexposed arrangement and screws etc. complete :				
9.1	8.26.1	12 mm thick	sqm	25.00	1430.20	35755.00
		Sub-total "A" (Items 1 to 9 above)				276236.10
		<b>Modify estimate cost after using correction factor on DSR 2023 on account of GST @ 0.973= Total DSR Items "B" (Items No. 1 to 9)</b>				<b>268777.73</b>
10	DSR based	Granite work gang saw cut (polished and machine cut) of thickness 18mm for wall lining (veneer work), backing filled with a grout of average 12 mm thick in cement mortar 1:3 (1 cement: 3 coarse sand), including pointing with white cement mortar 1:2 (1 white cement : 2 marble dust) with an admixture of pigment to match the granite shade etc. all complete as per direction of Engineer-in-charge. (To be secured to the backing by means of cramps, which shall be paid for separately).	sqm	35.00	5742.55	200989.25
11	DSR based	Disposal of building rubbish / malba / similar unserviceable, dismantled or waste materials by mechanical means including loading, unloading to C & D waste management site near Jahangir Puri Safai Karamchari Quarters at Burari plant or Shastri Park or Mundaka, New Delhi beyond 50m initial lead, for all leads including all lifts. The processing fee of C & D Management at prescribed rates shall be submitted by the agency along with each running/ final bill and the same shall be reimbursed by the department on the production of original cash receipts.	MT	5.00	622.00	3110.00
		Sub-total DSR based Items "C" (Items 10 to 11 above)				204099.25
		Sub-total "D" (B+C)				472876.98
		Add Cost Index @ 3% on "D"				14186.31
		Total with Cost Index "E"				487063.28
		Contractor to quote percentage (Above/ Below) here _____ & mention quoted percentage amount "F" ('-ve if quoted 'below')				
		Total after applying quoted %age (GST inclusive) (up to 2 decimal places only) – "E" + "F"				
		In figures: _____				
		In words: _____				

Signature of the contractor with stamp

