

**राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान**  
**NATIONAL INSTITUTE OF OPEN SCHOOLING**  
(An autonomous Institution under Ministry of Education, Govt. of India)  
A-24/25, Institutional Area, Sector-62, NOIDA – 201309  
Website: [www.nios.ac.in](http://www.nios.ac.in)

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**File No.: F.42-1(7.3)/NIOS/Admn./Mtce**

**Date: 26/09/2025**

## **NOTICE INVITING TENDER (LIMITED TENDER ENQUIRY)**

Sealed quotations are invited from eligible and experienced contractors/firms for the following work:

### **1. Name of Work:**

**Supply and Installation of Glass and Aluminium Partitions at Chairperson Block, NIOS, Sector-62, NOIDA**

### **2. Location of Work:**

Chairperson Block, National Institute of Open Schooling,  
A-24/25, Sector-62, NOIDA – 201309 (U.P.)

### **3. Completion Time:**

**15 (Fifteen) Days** from the date of issue of Work Order.

### **4. Estimated Cost:**

**Rs. 2,42,855/-** (Rupees Two Lakh Forty-Two Thousand Eight Hundred Fifty-Five only), inclusive of all applicable taxes.

### **5. Tender Issue and Submission:**

| <b>Particulars</b>              | <b>Details</b>                                                        |
|---------------------------------|-----------------------------------------------------------------------|
| Tender Publishing Date          | 26.09.2025                                                            |
| Last Date & Time for Submission | 16.10.2025 up to 14:00 hrs                                            |
| Tender Opening Date & Time      | Same day at 15:00 hrs                                                 |
| Place of Submission & Opening   | Room No. 204, Maintenance Section, NIOS HQ, A-24/25, Sector-62, Noida |

## **6. Eligibility Criteria:**

- a. Valid PAN and GST registration
- b. Experience of having successfully completed at least two similar works in Govt./PSUs/Autonomous bodies in the last five years
- c. Submission of company profile and relevant work orders/performance certificates

## **7. Scope of Work:**

Includes:

- 7.1 Aluminium framing and ACP paneling
- 7.2 Glazing with 5 mm float glass
- 7.3 Toughened glass partitions and door shutters (12 mm thick)
- 7.4 Supply and installation of accessories such as floor springs, pull handles, locks, sealing strips, etc.
- 7.5 Finishing and edge polishing for safety and aesthetics

**Detailed scope and specifications** are enclosed as **Annexure-A**.

## **8. Terms & Conditions:**

- 8.1 The bidder must quote a consolidated price inclusive of all materials, labour, transportation, taxes, and installation.
- 8.2 No advance payment shall be made. Payment will be made only after satisfactory completion and certification by Engineer-in-Charge.
- 8.3 The work shall be completed within the stipulated time.
- 8.4 The contractor shall ensure use of ISI-marked or approved quality materials.
- 8.5 NIOS reserves the right to accept or reject any or all quotations without assigning any reason.
- 8.6 Damage to NIOS property during execution shall be rectified by the contractor at their own cost.

## **9. Submission Documents (As per Annexure B):**

- 9.1 Signed and stamped copy of this NIT
- 9.2 Quotation on firm's letterhead with unit rates and total cost
- 9.3 Copy of PAN card and GST registration
- 9.4 List of similar works executed with copies of work orders
- 9.5 Declaration of acceptance of terms & conditions

**Sd/-**  
**(Assistant Director (Mtce.))**  
National Institute of Open Schooling  
A-24/25, Sector-62, NOIDA – 201309

## Annexure A

### Detailed scope and specifications

| S.No. | Description of Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Unit | Qty |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----|
| 1     | Providing and fixing aluminium work for partitioning using powder-coated aluminium (minimum 50 micron), built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS:733 & IS:1285, fixed with dash fasteners, with necessary EPDM rubber / neoprene gaskets, mitred joints, snap beadings, cleat angles, stainless steel screws, etc., as per instructions of Engineer-in-Charge. (Note: Glazing, panelling, and dash fasteners paid separately.) | kg   | 150 |
| 2     | Providing and fixing glazing in aluminium partition with float glass panes of 5 mm thickness (weight not less than 12.5 kg/sqm), including cutting, fixing, glazing clips, rubber gaskets, sealant, etc.                                                                                                                                                                                                                                                                                              | sqm  | 20  |
| 3     | Providing and fixing Aluminium Composite Panel (ACP), 3mm thick                                                                                                                                                                                                                                                                                                                                                                                                                                       | sqm  | 10  |
| 4     | Providing and fixing Dash fasteners , foam tapes, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                | sqm  | 24  |
| 5     | Providing and fixing 12 mm thick frameless toughened glass partition as per site requirement and manufacture, including fixing arrangement and making necessary holes etc. for fixing required door fittings, all complete as per direction of Engineer-in-charge (fittings shall be paid separately).                                                                                                                                                                                                | sqm  | 3   |
| 6     | Providing and fixing 12 mm thick frameless toughened glass door shutter of approved brand and manufacture, including providing and fixing top & bottom pivot & double acting hydraulic floor spring type fixing arrangement and making necessary holes etc. for fixing required door fittings, all complete as per direction of Engineer-in-charge (Door handle, lock and stopper etc.to be paid separately).                                                                                         | sqm  | 8   |
| 7     | Providing and fixing Floor spring (ISI MARK) as per approved brand (Godrej, Ozone and Dorma)                                                                                                                                                                                                                                                                                                                                                                                                          | no.  | 2   |
| 8     | Providing and fixing Pull Handle Square Shaped of TGD I S CTC 350 mm (Dorma SAP Code: 9125532) L - 375 mm, 25 x 25 mm, 50 mm Projection, with suitable Back to Back fixing accessories, SS 304, Finish - Satin                                                                                                                                                                                                                                                                                        | PAIR | 2   |
| 9     | Providing and fixing lock set (Godrej, Ozone and Dorma)                                                                                                                                                                                                                                                                                                                                                                                                                                               | no.  | 2   |
| 10    | Providing and fixing Door Bottom Sealing Strip                                                                                                                                                                                                                                                                                                                                                                                                                                                        | RM   | 6   |

## Annexure B

### Covering Letter (On Company Letterhead)

**To**

The Secretary  
National Institute of Open Schooling  
A-24/25, Sector-62, Noida – 201309

**Subject:** Submission of Quotation for Limited Tender – Glass and Aluminium Partition Work at Chairperson Block, NIOS

Sir,

With reference to your Limited Tender Notice No. F.42-1(7.3)/NIOS/Admn./Mtce dated 26/09/2025, we are pleased to submit our quotation for the above-mentioned work. We hereby agree to execute the work as per the terms and specifications laid down in the NIT and Annexure A.

Please find enclosed the following documents:

1. Signed copy of NIT and acceptance of terms and conditions
2. Quotation with item-wise and total cost
3. PAN and GST registration copies
4. List of similar works executed along with work orders
5. Company profile
6. Declaration of acceptance of all terms and conditions

We request you to kindly consider our offer.

Thanking you,

Yours faithfully,

**(Authorized Signatory)**

Name:  
Designation:  
Firm's Name:  
Contact No.:  
Date:

## Price Quotation Format (On Letterhead)

**Subject:** Quotation for Supply and Installation of Glass and Aluminium Partitions at Chairperson Block, NIOS

| S.No | Description of Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Unit | Qty | Rate | Total |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----|------|-------|
| 1    | Providing and fixing aluminium work for partitioning using powder-coated aluminium (minimum 50 micron), built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS:733 & IS:1285, fixed with dash fasteners, with necessary EPDM rubber / neoprene gaskets, mitred joints, snap beadings, cleat angles, stainless steel screws, etc., as per instructions of Engineer-in-Charge. (Note: Glazing, panelling, and dash fasteners paid separately.) | kg   | 150 |      |       |
| 2    | Providing and fixing glazing in aluminium partition with float glass panes of 5 mm thickness (weight not less than 12.5 kg/sqm), including cutting, fixing, glazing clips, rubber gaskets, sealant, etc.                                                                                                                                                                                                                                                                                              | sqm  | 20  |      |       |
| 3    | Providing and fixing Aluminium Composite Panel (ACP), 3mm thick                                                                                                                                                                                                                                                                                                                                                                                                                                       | sqm  | 10  |      |       |
| 4    | Providing and fixing Dash fasteners , foam tapes, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                | sqm  | 24  |      |       |
| 5    | Providing and fixing 12 mm thick frameless toughened glass partition as per site requirement and manufacture, including fixing arrangement and making necessary holes etc. for fixing required door fittings, all complete as per direction of Engineer-in-charge (fittings shall be paid separately).                                                                                                                                                                                                | sqm  | 3   |      |       |
| 6    | Providing and fixing 12 mm thick frameless toughened glass door shutter of approved brand and manufacture, including providing and fixing top & bottom pivot & double acting hydraulic floor spring type fixing arrangement and making necessary holes etc. for fixing required door fittings, all complete as per direction of Engineer-in-charge (Door handle, lock and stopper etc.to be paid separately).                                                                                         | sqm  | 8   |      |       |
| 7    | Providing and fixing Floor spring (ISI MARK) as per approved brand (Godrej, Ozone and Dorma)                                                                                                                                                                                                                                                                                                                                                                                                          | no.  | 2   |      |       |

|    |                                                                                                                                                                                                               |       |   |       |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---|-------|--|
| 8  | Providing and fixing Pull Handle Square Shaped of TGDI S CTC 350 mm (Dorma SAP Code: 9125532) L - 375 mm, 25 x 25 mm, 50 mm Projection, with suitable Back to Back fixing accessories, SS 304, Finish - Satin | PAI R | 2 |       |  |
| 9  | Providing and fixing lock set (Godrej, Ozone and Dorma)                                                                                                                                                       | no.   | 2 |       |  |
| 10 | Providing and fixing Door Bottom Sealing Strip                                                                                                                                                                | RM    | 6 |       |  |
|    |                                                                                                                                                                                                               |       |   | Total |  |

**Total Amount (including all applicable taxes): ₹**\_\_\_\_\_

**Amount in Words:** Rupees \_\_\_\_\_ only.

We certify that the rates quoted are inclusive of all taxes, transportation, and installation charges, and are valid for 30 days from the date of submission.

**Authorized Signatory**  
(Signature & Seal)

# **Declaration of Acceptance of Terms & Conditions**

## **Declaration**

I/We have read and understood the terms and conditions mentioned in the NIT issued by National Institute of Open Schooling for the supply and installation of glass and aluminium partitions at Chairperson Block. I/We hereby declare that all the terms and conditions of the tender are acceptable to us without any deviation.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Authorized Signatory**  
(Signature & Seal)

## List of Similar Works Executed (Past Experience)

| Sl. No. | Client Name | Description of Work | Work Order No. & Date | Completion Date | Value (₹) | Status |
|---------|-------------|---------------------|-----------------------|-----------------|-----------|--------|
| 1       |             |                     |                       |                 |           |        |
| 2       |             |                     |                       |                 |           |        |

**Note:** Enclose copies of work orders or completion certificates for each listed project.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Authorized Signatory**  
(Signature & Seal)

## Company Profile (Basic Details)

**Company Name:**

**Registered Address:**

**Year of Establishment:**

**Type of Firm (Proprietorship/Partnership/Pvt Ltd etc.):**

**Authorized Contact Person:**

**Phone:**

**Email:**

**GST No.:**

**PAN No.:**

**Bank Details (for payment):**

- Bank Name:
- Account No.:
- IFSC Code:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Authorized Signatory**  
(Signature & Seal)

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