

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

NOTICE INVITING TENDER (LIMITED TENDER ENQUIRY)

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

1. Name of Work:

Provision of Learners' Support Centre (LSC) at First Floor, NIOS Headquarters, NOIDA

2. Location of Work:

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:

₹1,89,626/- (*Rupees One Lakh Eighty Nine Thousand Six Hundred Twenty Six only*), inclusive of all applicable taxes.

5. Tender Issue and Submission:

Particulars	Details
Tender Publishing Date	14 .10.2025
Last Date & Time for Submission	27.10.2025 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 of Rs 01 Lakhs 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:

- Civil and interior finishing (distempering, covering of expansion joints, etc.)
- Electrical installation (wiring, DB, switches, accessories, etc.)
- Installation of existing workstations
- Supply and fixing of ceiling fans.
- Providing and fixing window blinds (roller type, premium fabric).

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 of work and certification by NIOS.
- 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.
- 8.7 If required, the bidders can visit the site before quoting the rate from 15.10.2025 to 24.10.2025 between 2PM to 4PM.
- 8.8 In case contractor is failed to complete the work within stipulated timeline, he will liable to pay penalty @Rs 1000 per day for delay period.

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/-

(Deputy Director(Admn.))

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	Supply and Installation of ceiling fans (Orient / Usha/ Havells)	nos	3
2	Installation of existing Workstations	no.s	18
3	Distempering with 1st quality acrylic distemper (ready mixed) having VOC content less than 50 gram/litre, of approved manufacturer and of required shade and colour all complete to achieve even shade and colour : (two or more coats) over and including preparation of surface complete.	m ²	200
4	Covering of expansion Joint by crack seal in Room (Dimension of room 9.80m x 9.56m)	Lumsum	1
5	Wall mounted electrical wiring including cables, conduits, labour, DB, earthing, switches, minor accessories including networking in Room (Dimension of room 9.80m x 9.56m)	lumpsum	1
6	Providing and fixing of Window blinds (roller type, premium fabric)	nos	2

Annexure B

Covering Letter

To

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

Subject: Submission of Quotation for Limited Tender – Proposal for Provision of Learners' Support Centre (LSC) at First Floor, NIOS HQ

Sir,

With reference to your Limited Tender Notice No. F.42-1(7.4)/NIOS/Admn./Mtce dated 14/10/2025, 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

Subject: Quotation for Provision of Learners' Support Centre (LSC) at First Floor, NIOS HQ.

S.No.	Description of Item	Unit	Qty	Rate	Total
1	Supply and Installation of ceiling fans (Orient / Usha/ Havells)	nos	3		
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4	Covering of expansion Joint by crack seal in Room (Dimension of room 9.80m x 9.56m)	Lumsum	1		
5	Wall mounted electrical wiring including cables, conduits, labour, DB, earthing, switches, minor accessories including networking in Room (Dimension of room 9.80m x 9.56m)	lumpsum	1		
6	Providing and fixing of Window blinds (roller type, premium fabric)	nos	2		
				Total	

Total Amount (including all applicable taxes): ₹ _____

Amount in Words: Rupees _____ only.

We certify that the rates quoted are inclusive of all taxes (GST 18%) , 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 **Provision of Learners' Support Centre (LSC) at First Floor, NIOS HQ**. 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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