

IUCAA

**INTER-UNIVERSITY CENTRE FOR ASTRONOMY
AND ASTROPHYSICS, PUNE
MAHARASHTRA – 411007**

**NOTICE INVITING QUOTATION
FOR “OFFICER CABIN MODIFICATION AT
IUCAA, PUNE”**

Sign and Stamp of the bidder as acceptance

TECHNICAL BID FORM

(To be filled by Bidder)

(Note: Items marked with * must be mentioned compulsorily along with documentary proof)

1	Bidder's Name (firm/company Name) and Address*	
2	Company Registration / Shop Act License No. and Validity Period/Date *	
3	The Bidder must have Three years of continuous experience in the field of providing such services (Providing and Fixing of aluminium partition) in Central Govt. establishment/ Autonomous bodies of GOI/Corporation of GOI/Reputed Public or Private Organizations (Provide detailed proof by attachment) *	
4	Nature of Business & Establishment Year	
5	Telephone Nos. * <i>Mobile No.</i> <i>Fax Nos.</i>	
6	Contact Person Name Designation Mobile* <i>E-mail</i>	
7	NSIC / MSME Registration Certificate (valid certificate to be attached if any) *	
8	PAN Details * PAN No. (Photocopy to be attached)	
9	GST/Professional Tax details * Reg no. GST (Copy to be attached) Reg. No. Profession Tax (Copy to be attached)	
10	Financial capacity over last 3 years Income tax return FY 2023-2024 FY 2024-2025 FY 2025-2026	
11	The bidder should have completed the similar type of works during the last 3 years in any Institutional, Government Sector, or reputed Private Organization, meeting one of the following criteria: * One similar work is worth at least Rs 2.5 Lakhs.	

Sign and Stamp of the bidder as acceptance

	a) Name & address of the project	
	Type of Work	
	Start date	
	Completion date	
	Final Bill Value	
	Scope of work	
	<i>Client contact details (Name, tele, fax, e-mail).</i>	
12	List along with details of any arbitration cases / legal disputes on Current/ previous projects – (Mention name of project, reason for dispute, party filing the suit and its current status)	
13	Address of Office	

The bidder shall Fill the Technical bid form completely.

Sign and Stamp of the bidder as acceptance

TERMS & CONDITIONS

1) **Eligibility Criteria:**

- a) The bidder must have three years continuous experience in the field of providing such services in Govt. establishment/ Autonomous bodies of GoI/Corporation of GoI/Reputed Public or Institutional Organizations, Private Organizations (Provide detailed proof like work orders as attachments).
- b) The Financial capacity of last three financial year should be mention.
- c) The bidder should have completed the following work in the last 3 financial years in any Institutional or Government sector or private reputed body:
One similar work at least Rs 2.5 Lakhs value.
- d) Company Registration/ valid Shop Act License is mandatory

Related work orders and completion certificate shall be compulsorily provided along with the bid otherwise the bid will be liable to be rejected.

2) **Evaluation Criteria:**

Packet 1 – Technical Documents

- a) All technical documents must be enclosed in one sealed packet as per clause - 1
- b) The packet should be clearly marked “Technical Documents” along with the Company/Bidder Name.
- c) This packet will be opened first for **Technical Evaluation**.

Packet 2 – Financial Bid

- d) The financial offer must be enclosed in a separate sealed packet.
- e) This packet should contain only the quoted rate in the BOQ format provided by IUCAA.
- f) It will be opened only for bidders who are found technically qualified.

Submission Requirement

- g) Both packets (Technical and Financial) must be placed together inside a single outer packet, properly sealed and superscribed with the tender details.
- h) The outer packet ensures that both bids are received simultaneously and remain confidential until evaluation stages.

3) The technical bids forwarded by the bidders will be evaluated by the buyer:

- a) with reference to the technical specifications of the equipment/ items/ services and terms & conditions as mentioned in the bid.
- b) The eligibility criteria as mentioned above point no. 01.

The compliance of above points will clear the technical evaluation.

4) **Financial Evaluation** - The **Financial Bid** is opened exclusively for technically qualified bidders.

5) **Pre-Bid Meeting**- Pre-Bid Meeting shall be convened on **07/09/2026** at the designated

Sign and Stamp of the bidder as acceptance

venue. Clarifications regarding the scope of work, technical specifications, and contractual terms will be addressed during this meeting. Any addenda or modifications arising from discussions shall be formally issued in writing and shall form part of the tender documents. Any queries related to pre-bid points to be addressed to the Tender Inviting Authority (estate.tenders@iucaa.in) in writing on or before 06/09/2026.

- 6) **Warranty period:** 6 Months.
- 7) The Agency must visit site before quoting the NIQ to understand the Scope of work.
- 8) **Time period of completion:** 15 days (Fifteen) from the date of placing the confirmed Work Order.
- 9) All the works mentioned must be executed as per IS standards and as per the instructions of the engineer-in-charge.
- 10) **Retention Amount** - 5 % amount from the final bill will be kept as retention amount and will be refunded back after defect liability period which is 6 months from the date of certification of the final bill.
- 11) **Submission of bids:**
 - a) **All bidders/ agencies need to submit their quotation in hard copy in a sealed envelope to IUCAA office by suitable means on or before 15/09/2026 at 1500 hrs.**
 - b) Quotations received after the time and date will not be accepted. Any delays, postal delays, etc. will not be entertained.
 - c) The agencies must quote for all items in the BoQ and the bid shall be submitted in the same original BoQ format (as issued by the IUCAA) super scribing the name of the work addressed to **“Estate Manager, IUCAA Pune, Post Bag 4 Ganeshkhind, Savitribai Phule Pune University Campus, Pune 411 007, Maharashtra”.**
 - d) **Quotations will be opened on the same day i.e. on date 15/09/2026 at 1530 hrs.**
 - e) The offer of the firm should be commercially clear indicating acceptance of all terms and conditions without assigning any reasons. Unacceptance of terms and conditions or partial acceptance will result in disqualification.
- 12) **Content of tender enquiry documents:** The relevant details required for construction & services, the terms, conditions and procedure for tendering, tender evaluation, placement of contract, the applicable contract terms and, also, the standard formats to be used for this purpose are incorporated in the above-mentioned documents. The interested bidders are expected to examine all such details etc. to proceed further.
- 13) **Amendments to tender enquiry documents:**
 - a) At any time prior to the deadline for submission of tenders, IUCAA may, for any reason it deems fit, modify the tender enquiry documents by issuing suitable amendment(s) to it. All such amendments shall form part of this tender document and shall be binding on all the bidders.
 - b) In order to provide reasonable time to the prospective bidders to take necessary

Sign and Stamp of the bidder as acceptance

action in preparing their tenders as per the amendments, IUCAA may, at its discretion extend the deadline for the submission of tenders and other allied time frames, which are linked with that deadline.

- 14) **Interpretation of the clauses in the tender document/contract document:** In case of any ambiguity in or dispute arising out of or related to (including the interpretation of any of the clauses in this tender document/work order/contract), decision of the Director, IUCAA or his nominee shall be final and binding on all parties.
- 15) **Tender currencies:** The bidder shall quote only in Indian Rupees.
- 16) **Taxes:** GST shall be paid as per prevailing rates.
- 17) **Documents establishing good's conformity to tender enquiry document:**
 - a) The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender, fully conform to the goods and services specified by the procuring entity in the tender documents. For this purpose, the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the procuring entity in the tender documents to establish technical responsiveness of the goods and services offered in its tender. In case, there is any variation and/or deviation between the goods & services prescribed by the procuring entity and that offered by the bidder, the bidder shall list out the same in a chart form without ambiguity and provide the same along with its tender.
 - b) If a bidder furnishes wrong and/or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender will be liable to be ignored and rejected in addition to other remedies available to the procuring entity in this regard.
- 18) **Tender (bid) validity:** The Bids shall remain valid for acceptance for a period of **90 days** from the date of tender opening prescribed in the tender document. Any bid valid for a shorter period shall be treated as unresponsive and rejected summarily.
- 19) **Assistance to bidders:** Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority (estate.tenders@iucaa.in) for a tender or the relevant contract person indicated in the tender. **The contact number for the IUCAA helpdesk is 020-25604334/between 0930 hrs. to 1700 hrs.**
- 20) **Withdrawal of tender:** No tender shall be allowed to be withdrawn after the deadline for submission of tender and before expiry of the tender validity period. If a bidder withdraws the tender during this period, IUCAA shall take necessary action.
- 21) **Tender opening:**
 - a) IUCAA will open the tenders at the specified date and time and at the specified place as indicated. In case the specified date of tender opening falls on declared holiday or closed day for the purchaser, the tenders will be opened at the appointed time and place on the next working day.
 - b) The bids shall be scrutinized and evaluated by the competent authority/

Sign and Stamp of the bidder as acceptance

committee with reference to parameters prescribed in the tender document. IUCAA reserves the right to select the vendor on the basis of past performance and experience of the firm. The decision of IUCAA shall be final and representation of any kind shall not be entertained on the above. IUCAA shall have no obligation to convey reason for rejection of any bid.

22) **Preliminary Scrutiny of Tenders:**

- a) The tenders will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender enquiry document. The tenders, which do not meet the basic requirements, are liable to be treated as unresponsive and shall be ignored.
- b) The following are some of the important aspects, for which a tender may be treated to be unresponsive and shall be ignored;
 - i) Tender is unsigned and incomplete.
 - ii) Tender is submitted without necessary supporting papers.
 - iii) Tender validity is shorter than the required period.
 - iv) Bidder has not agreed to essential condition(s) specially incorporated in the tender enquiry.
 - v) Tender is conditional tender.

23) **Minor Informality/ Irregularity/ Non-Conformity:**

- a) If during the preliminary examination, IUCAA finds any minor informality or irregularity or non-conformity in a tender, IUCAA may waive the same, provided it does not constitute any material deviation or financial impact and, also, does not prejudice or affect the ranking order of the bidders. In case, if IUCAA conveys its observation on such 'minor' issues to the bidder by asking the bidder to respond by a specified date, and the bidder does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, such tender will be liable to be ignored.
- b) If IUCAA observed, that contractor had inadvertently missed out to submit some documents asked in the technical bid form, then IUCAA may ask contractor to submit the same. IUCAA may convey its observation on such 'minor' issues to the bidder by registered/speed post/email/fax etc. asking the bidder to respond by a specified date. If the bidder does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, such tender shall be liable to be rejected/ignored.

24) **Notification of Award:** IUCAA will notify the successful bidder that its tender has been accepted. The notification of award shall constitute the conclusion of the contract. IUCAA will inform the successful bidder in due course by e-mail.

25) **Issue of Contract:** After notification of award, IUCAA will send the duly executed contract/work order to the successful bidder by email, registered post, speed post, (or) other appropriate means. The successful bidder shall return a copy of the order, duly signed and dated, to IUCAA either in person/ by registered post/ speed post/ courier within seven (7) days of receipt from the date of receipt of Work Order. Failing this, IUCAA may treat the contract as repudiated.

26) **Taxes and Duties, Fees etc.:** Bidder shall be entirely responsible for payment of all taxes, duties, fees, levies, applicable cess etc. during the contract period and it will also

Sign and Stamp of the bidder as acceptance

reflect in billing.

- 27) **ESI, PF & other regulatory rules & laws:** The Contractor shall cover all workers and staff engaged in the work under the ESI and PF schemes and shall strictly comply with all applicable local laws and statutes relating to employment. The Contractor shall also submit all necessary statutory reports and records as required by law. It shall be the sole responsibility of the bidder/contractor to ensure compliance with all statutory requirements relating to labour insurance, safety, and welfare. The contractor shall obtain and maintain valid insurance policies covering all labour engaged in the works.
- 28) **Payment:**
- a) The payment will be made as per the exact measurement basis.
 - b) **No advance will be paid to the contractor.** The payment will be made within 30 days after satisfactory completion of the all work indicated in the tender. All payments shall be made through RTGS/NEFT/LC.
 - c) GST will be paid as per prevailing rates & TDS, Labour, Cess & other taxes will be recovered as per prevailing rates of Income tax act.
- 29) **Termination and Penalty/Liquidated Damage (LD):** It shall be the primary responsibility of the contractor that work contract is executed as per terms and conditions stipulated under this contract to the complete satisfaction of IUCAA. If the completion of project is delayed beyond stipulated time period, then the penalty shall be applicable at the rate of 1000 per day of incomplete project cost, up-to maximum of 5% of the work order value. In extreme cases, IUCAA may issue show cause notice to Agency giving 15 (fifteen) days for improvement, failing which the work contract shall be liable to be terminated along with forfeiture of the performance guarantee. Decision of IUCAA in this regard shall be treated as final and binding on the Agency. If the Agency refuses to carry out the work under this contract at any stage before the expiry of the period of contract, the work contract shall be liable to be terminated by IUCAA without giving any notice along with forfeiture of the performance guarantee. In such situations IUCAA may get the work done from any other person/firm at the risk and cost of the Agency till new contract is awarded or 60 days period whichever is earlier. An expenditure so incurred by IUCAA shall be deducted from the payments due to the Agency.
- 30) **Termination for insolvency:** If the bidder is declared by any competent authority/court as bankrupt or otherwise insolvent, the contract shall be deemed to be terminated from the date of such declaration however, such termination will not prejudice or affect the rights and remedies which have accrued and/ or will accrue thereafter to IUCAA.
- 31) **Termination for convenience:** IUCAA reserves the right to terminate the contract, in whole or in part, by serving written notice to the contractor at any time during the contract. The notice shall specify that the termination is for the convenience of IUCAA. The notice shall also indicate inter alia, the extent to which the bidder's performance under the contract is terminated, and the date with effect from which such termination will become effective.
- a) The goods and services which are complete and ready in terms of the contract for delivery and performance within thirty days after the bidder's receipt of the notice of termination may be accepted by IUCAA following the contract terms, conditions and prices. For the remaining goods and services, IUCAA may decide:

Sign and Stamp of the bidder as acceptance

- i. to get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or
 - ii. to cancel the remaining portion of the goods and services and compensate the bidder by paying an agreed amount for the cost incurred by the bidder towards the remaining portion of the goods and services.
 - b) IUCAA, reserves the right to terminate the said contract at any time on the ground of ineffective services rendered by the agency. IUCAA will be the sole judge to determine the facts.
- 32) **Settlement of Disputes:**
- a) Any dispute arising out of the terms of this contract or in the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of IUCAA and the Agency or their authorized representatives. The Director of IUCAA will be the final authority in resolving such disputes.
 - b) In the event of a dispute or difference which cannot be resolved by mediation, the same shall be referred to an Arbitration Tribunal consisting of three members. Either party shall give notice to the other regarding its decision to refer the matter to arbitration. Within 30 days of such notice, one Arbitrator shall be nominated by each party and the Umpire Arbitrator shall be nominated by agreement between the parties to this agreement. The venue of the arbitration will be Pune. Subject to the aforesaid, the Arbitration and Conciliation Act, 1996 with amendments and the rules there under and any statutory modification thereof for the time being in force shall apply to the Arbitration proceedings.
- 33) **Governing language:** The contract shall be written in English language following the provision as contained in tender document. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in English language.
- 34) **Applicable Law:** The contract shall be interpreted in accordance with the laws of India.
- 35) **Contacting IUCAA Authorities:** No bidder shall contact any of the IUCAA authorities on any matter relating to their bid, from the time of the opening of the bids to the time the contract is awarded.
- 36) **Committee duly constituted by IUCAA reserves the right to accept any bid and to reject any or all bids:** A committee duly constituted by IUCAA reserves the right to reject, accept or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for its actions and decisions. IUCAA also reserves the right to accept any bid in part or split the contract between two or more bidders.
- 37) **Extra Items-** Any extra item required for execution of the work shall be mandatory for the bidder to provide. Payment for such extra items shall be made as per the prevailing PWD Schedule of Rates or by evaluating current market rates, whichever is applicable. In addition, a 10% contractor's profit shall be admissible over for current market rates items.

Sign and Stamp of the bidder as acceptance

38) **Quality of Workmanship:**

- a) All the equipment supplied and materials used shall be new and best of their respective kinds and shall comply with the latest revision of relevant Indian/International standards. They shall also comply with all statutory requirements of Government of India and Maharashtra state.
- b) The contractor shall submit necessary testing and inspection certificates for the materials under contractor's scope of supply.
- c) Quality of workmanship shall be in accordance with proven engineering practices. Any defects / deficiencies pointed out by Employer / consultant during or after commissioning shall be made good as directed without any extra cost to Employer.

LIST OF PREFERRED MAKES

Sr. No	Name	Preferred makes
1	Glass	Modigurd or Saint-Gobain.
2	Paint, Primer	Asian paints, Jotun, Berger, Nerolack
3	Vanishing Blinds	Vista or equivalent.
4	Laminated wooden floor	Armstrong, Century Laminates, Royale Touché, Kronotex, Quick-Step, Pergo or equivalent
5	Floor Spring unit	Ozone, Godrej.

Sign and Stamp of the bidder as acceptance

Note

Officer Cabin Modification At IUCAA, Pune

1. Agency has to visit the exact location of the work place and inspect the exact condition and understand the work before quoting the rates.
2. Agency has to quote their rates in the given format only. The quoted rates should be inclusive of all material, labour, wastage and all.
3. Given quantities in the Bill of Quantities are approximate. Quantity may increase or decrease. Payment will be made on actual unit basis only.
4. Agency has to carry out the work as per the specification given in the specification sheet, details and as per instructions of our Estate Department from time to time.
5. Agency has to clean the working area day to day after completion of every day's work.
6. Water and Electricity will be provided free of cost at IUCAA site.
7. No advance shall be paid. Final bill will be prepared after the completion of the entire work.
8. Retention Amount - 5 % amount from the final bill will be kept as retention amount and will be refunded back after defect liability period which is 6 months from the date of certification of the final bill.
9. Agency has to complete the work within 15 days of time from the date of issue of work order / purchase order.
10. If the work gets delayed beyond the stipulated period, liquidated damages at the rate of Rs. 1,000/- per day delay, subject to a maximum of 5% shall be recovered from the bill.
11. Agency has to take exact measurements of material required at site before starting the work. Given measurements in the BOQ and drawings are approximate. Agency has to quote the rates considering wastage.
12. No space will be provided for labor camp.
13. Please note that any formalities regarding the labour license, insurance etc. are entirely your responsibility.
14. Any damages during the work will be recovered from the bill amount.
15. Please confirm the availability of the specified material before quoting the rates.
16. Extra Items- Any extra item required for execution of the work shall be mandatory for the bidder to provide. Payment for such extra items shall be made as per the prevailing PWD Schedule of Rates or by evaluating current market rates, whichever is applicable. In addition, a 10% contractor's profit shall be admissible over and above the evaluated rates. The bidder shall not refuse execution of extra items, and such items shall be treated as integral to the contract scope.

Sign and Stamp of the bidder as acceptance

BILL OF QUANTITY (BOQ)

Name: Officer Cabin Modification At IUCAA, Pune.

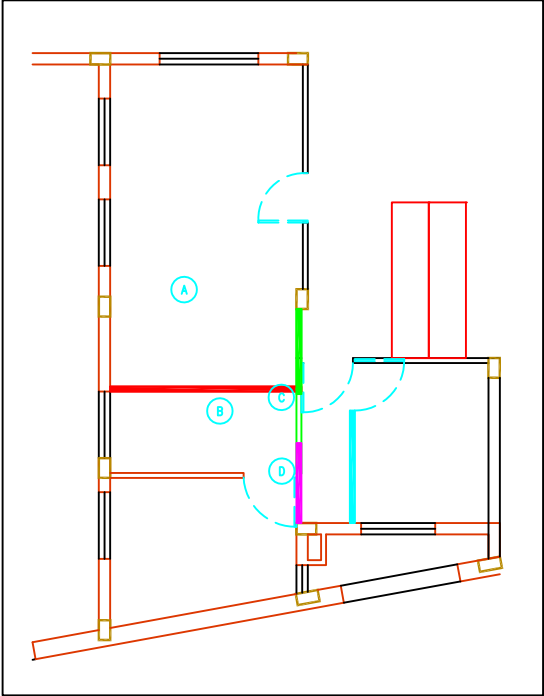
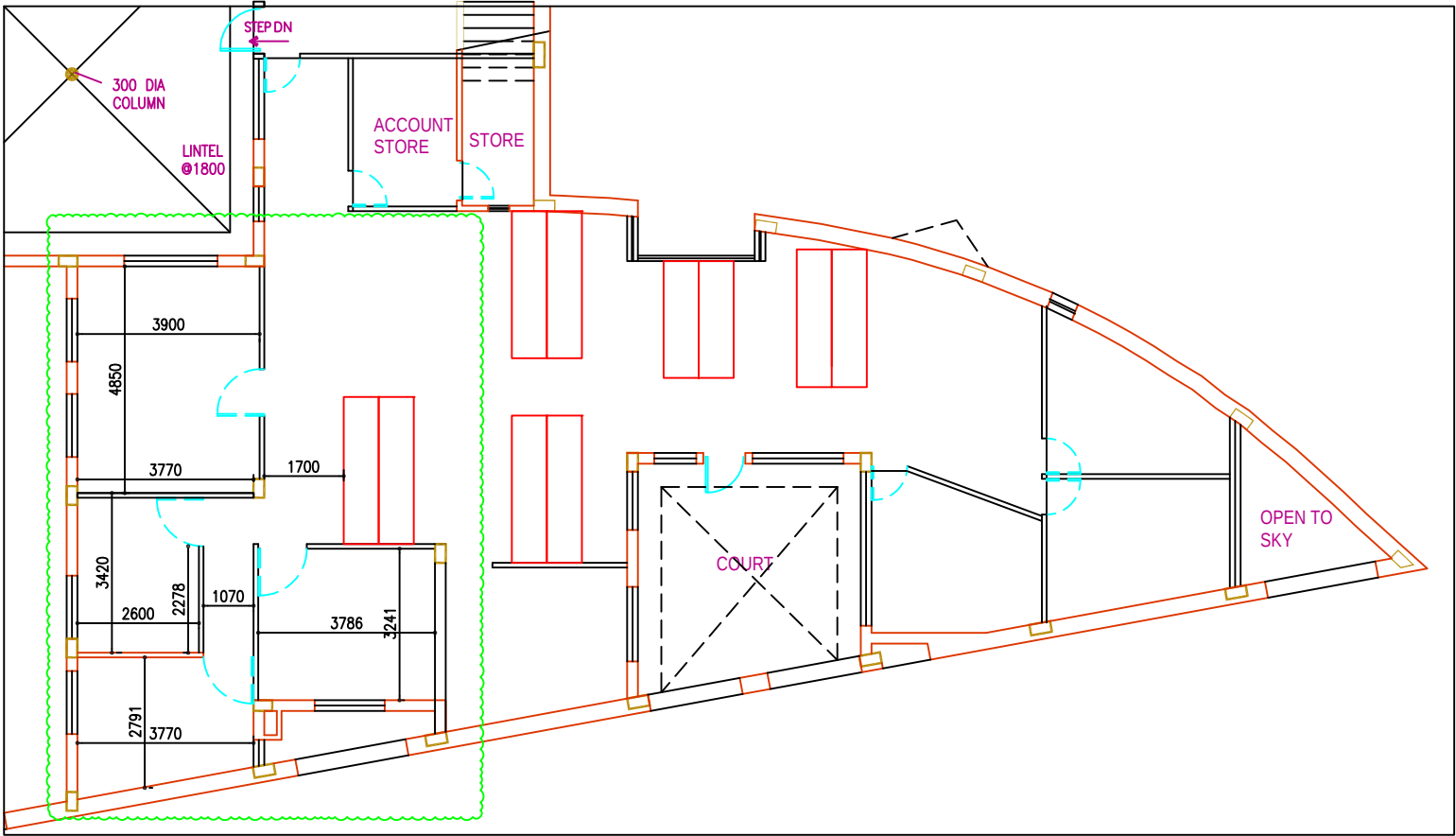
Sr. No.	Description	Quantity	Unit	Unit Rate	Total
1	Removal of Existing Aluminium glass Partition Including Door.	32.0	Sqm		
2	Removal of Existing plywood Support Box hanging to slab.	9.3	Sqm		
3	Fixing of Existing glass aluminium partition to new location with Doors including all door Hardware material with floor spring unit and top pivot.	32.0	Sqm		
4	Providing and Fixing new fixed glass aluminium partition of size (4.4 x 0.55), (3.3 x 0.55) and (3.8 x 0.55) should touch the bottom of slab and support the partition to stay steady. 5 mm thick clear glass of Modigurd or Saint-Gobain fixed in same as old section size - 100mm x 45mm x 16-gauge thick powder coating same colour with EPDM gasket.	7.0	Sqm		
5	Providing and Fixing aluminium section of size - 100mm x 45mm x 16-gauge thick powder coating for new partition as required. this rate includes only material rate (See this item align with item No - 3 (This section is required for fixing of old partition to new location).	16.5	Rmt		
6	Providing and Fixing aluminium section of size - 15 x 15 mm thick U- Channel section powder coating.	28.6	Rmt		
7	Supply and Fixing a Gypsum sheets on partition wall with screws inside the SAO cabin of size (3.8 x 3), (2.6 x 3) and (3.3 x 3) it should be look like plain partition wall including filling the joints with fiberglass mesh tape, one coat primer and two coats of paint (Asian paints Royale Luxury Emulsion)	19.8	Sqm		

Sign and Stamp of the bidder as acceptance

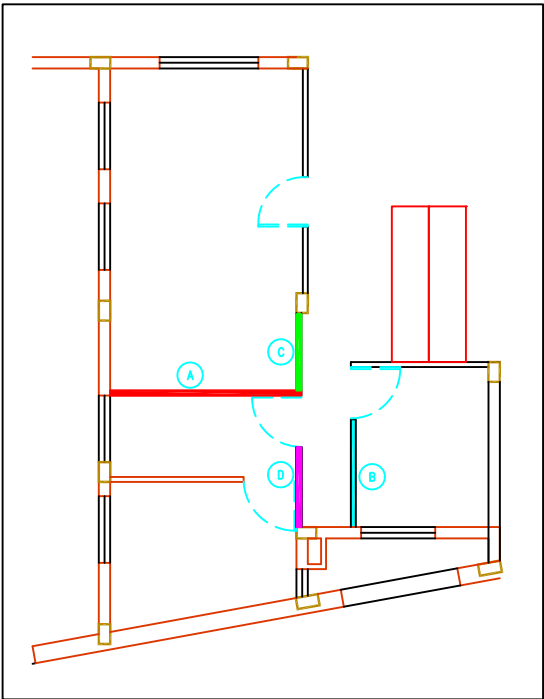
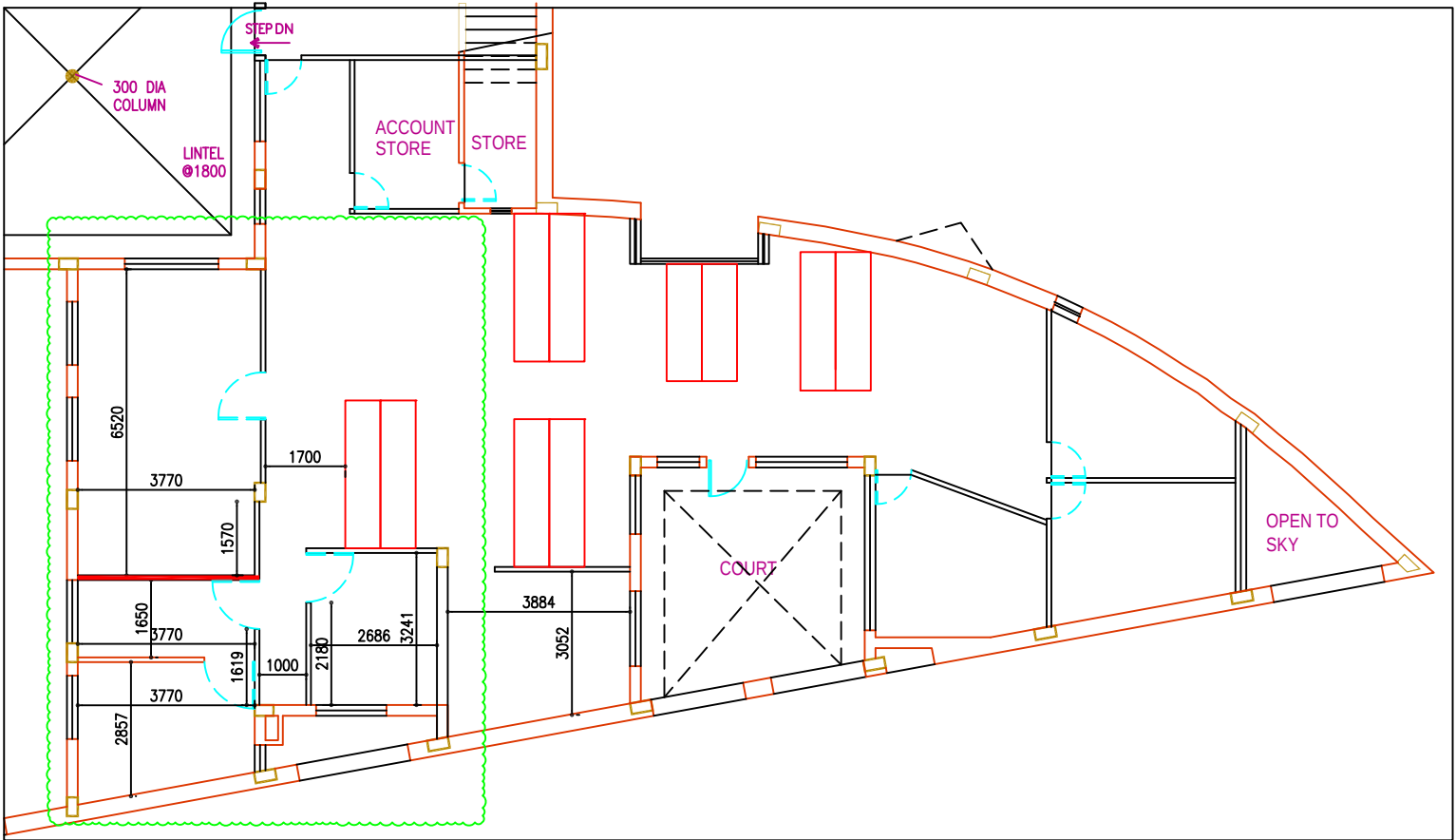
8	Providing and Fixing Vanishing Blinds - Vertical (Vista)	12.1	Sqm		
9	Providing and fixing aluminium honeycomb grill	1.9	Sqm		
10	Providing and fixing laminated wooden floor matching old shed fixed at SAO cabin - 1230 x 195 x 12 mm (Armstrong, Kronotex, Quick-Step, Pergo or equivalent)	28.3	Sqm		
11	Providing and fixing Frosted film on glass	10.5	Sqm		
12	Providing and fixing 5 mm thick clear glass Modigurd or Saint-Gobain for partition	5.0	Sqm		
13	Providing and fixing Floor Spring unit (Ozone, Godrej)	1.0	Nos		
	Amount				
	GST				
	Total Amount				

Note: Amount quoted above shall be inclusive transportation, statutory, labour fee, etc. Nothing extra shall be payable.

Sign and Stamp of the bidder as acceptance



EXISTING LAYOUT



PROPOSED LAYOUT



IUCAA

INTER-UNIVERSITY CENTRE
FOR ASTRONOMY AND ASTROPHYSICS
MEGHNAD SAHA ROAD, PUNE UNIVERSITY CAMPUS.
PUNE 411 007.

TOTAL:-	Officer Cabin Modification At IUCAA, Pune	DRN. BY	Y.T.	DATE 24-08-2026.
		CHD. BY		