

Dear Sir,

Kindly submit your quotation in a **sealed envelope Superscripted “Renovation of VM LAB at FDDI, Noida”** for the proposed renovation works involving **civil, electrical and interior works in the VM Lab at FDDI, A-10/A, Sector-24, Noida.**

You are requested to carefully go through the **scope of work and terms & conditions** mentioned below before submitting your quotation.

The relevant documents may be **downloaded from the FDDI website (www.fddiindia.com)** or **collected from the office of the Manager (E&M), FDDI, Noida, during working hours, up to one working day prior to the last date for submission of offers i.e 29.9.2026 (Tuesday)**

The quotation should be submitted in accordance with the prescribed terms and conditions and within the stipulated date and time.

TERMS AND CONDITIONS

1. Site Inspection:

The contractor/firm shall inspect the site and fully understand the scope, nature and site conditions of the work before submitting the quotation. No claim on account of lack of knowledge of site conditions, measurements, access, existing installations or work requirements shall be entertained at a later stage.

2. Scope of Work:

The work comprises **civil, electrical, interior and carpeting works** and all related/incidental works necessary for proper and satisfactory completion of the assigned work, as per the specifications and directions of FDDI.

3. Quoted Rates:

The quoted rates shall be inclusive of all costs towards materials, labour, transportation, loading/unloading, tools & tackles, installation, cutting, fixing, shifting, disposal of debris/waste and all other incidental expenses required for

satisfactory completion of the work. **GST shall be included/charged as applicable under prevailing Government rules.**

4. GST Registration:

The bidder shall submit a valid **GST Registration Certificate/GSTIN**, wherever applicable, along with the quotation along with the offer on Company's Letter head.

5. Relevant Experience:

The bidder shall have prior experience in execution of **similar civil/electrical/interior works, including carpeting or allied works**. Details of similar works executed, along with copies of work orders/completion certificates, may be submitted with the quotation.

6. Award of Work:

FDDI shall not be bound to award the work solely on the basis of the lowest quoted rate (L1). The work shall be awarded after considering the bidder's experience, technical suitability, quality of materials/workmanship, past performance, compliance with the terms and conditions and other relevant factors, in accordance with applicable rules/procedures.

7. Right to Accept/Reject:

FDDI reserves the right to accept or reject any or all quotations, wholly or partly, in accordance with applicable rules and procedures, without assigning any reason.

8. Samples and Material Approval:

Wherever applicable, samples of carpeting, flooring, laminates, electrical fittings, interior materials, colours, shades, hardware and other visible/finish items shall be submitted for approval before procurement. Materials shall be procured/used only after approval by the concerned official/Engineer-in-Charge in consultation with Executive Director (Noida)

9. Quality of Materials and Workmanship:

All materials shall be new, of good quality and conform to the approved specifications/standards. Workmanship shall be of acceptable professional standard. Any defective, damaged, substandard or rejected material/work shall be replaced/rectified by the contractor at his own cost.

10. **Coordination of Works:**

The contractor shall ensure proper coordination between **civil, electrical, interior and carpeting works** so that the execution of one activity does not damage or adversely affect another. All necessary cutting, chasing, fixing, making good and finishing required for completion of the work shall be carried out properly.

11. **Protection of Existing Property:**

The contractor shall take all necessary precautions to protect existing walls, flooring, furniture, electrical installations, fixtures, equipment, doors, windows and other Institute property. Any damage caused during execution due to negligence or improper working shall be repaired/replaced by the contractor at his own cost.

12. **Cleanliness and Office Décor:**

The contractor shall maintain proper **cleanliness, neatness and office décor/aesthetics** throughout the execution of the work. The work area shall be kept orderly and shall not unnecessarily obstruct the functioning of the Institute. All debris, waste, packing material and surplus material shall be removed from the site on completion of the work.

13. **Safety:**

The contractor shall ensure all necessary safety precautions during execution, particularly while carrying out electrical, cutting, drilling, carpentry/interior and other potentially hazardous activities. The contractor shall be responsible for the safety of his workers/personnel.

14. **Electrical Work:**

All electrical work shall be carried out by competent/skilled personnel and in

accordance with applicable electrical safety requirements. Existing electrical installations shall not be disturbed unnecessarily, and proper testing shall be carried out before handing over the work.

15. Working Hours and Coordination:

The contractor shall carry out the work during the working hours permitted by FDDI. Work outside normal working hours, wherever required, shall be undertaken only with prior permission of the competent authority. The contractor shall ensure that academic and administrative activities of FDDI are not unnecessarily disturbed.

16. Completion Period:

The entire work shall be completed within **25 days from the date of issue/release of the work order**, unless otherwise approved in writing by the competent authority.

17. Inspection and Verification:

The work shall be subject to inspection and verification by the concerned official/Engineer-in-Charge. The contractor shall promptly rectify any deficiency or defect pointed out during inspection.

18. Payment:

Payment shall be made **after 15 days of successful completion of the work**, subject to satisfactory completion, inspection and verification/certification by the concerned official/Engineer-in-Charge and submission of a proper invoice and required documents.

19. No Extra Claim:

No additional claim for transportation, labour, tools, minor incidental works, wastage or other expenses necessary for satisfactory completion of the work shall be entertained unless specifically approved in writing by the competent authority.

20. Manpower and Tools:

The contractor shall arrange all required manpower, skilled workers, tools, equipment, machinery and other resources necessary for timely and satisfactory completion of the work.

21. Disposal of Debris:

The contractor shall remove all debris, dismantled material, waste and packing material generated during execution and dispose of the same at an appropriate place (outside campus) as per applicable rules and instructions of FDDI. Penalty of Rs 5000/- will be imposed on the contractor if the debris is not cleared within one day of completion of job.

22. No Subletting:

The contractor shall not sublet or transfer the awarded work, wholly or partly, to any other agency/person without prior written approval of FDDI.

23. Statutory Compliance:

The contractor shall comply with all applicable statutory requirements, labour laws, safety provisions and other Government regulations in respect of the personnel deployed for the work.

24. Defects/Rectification:

Any defect or deficiency attributable to poor workmanship or defective material noticed during inspection or within the applicable defect liability/warranty period, wherever specified, shall be rectified/replaced by the contractor at his own cost.

25. Completion and Handover:

On completion of the work, the contractor shall hand over the site in a clean, neat and satisfactory condition. The work shall be considered complete only after inspection and satisfactory certification by the concerned official/Engineer-in-Charge.

26. Acceptance of Terms:

Submission of the quotation shall be deemed to constitute acceptance by the bidder of all the above terms and conditions.

27. Applicable Rules:

The procurement and execution of the work shall be governed by the applicable **Government of India/FDDI rules, regulations and procurement procedures**, as amended from time to time.

28. The sealed bids shall be submitted at the **Reception, FDDI, A-10/A, Sector-24, Noida**, on or before **1:00pm on 30.09.2026**.

The sealed bids shall be opened on the **same day at 2:00 pm** in the presence of the members of the duly constituted committee and the bidders/their authorized representatives who wish to be present.

Bids received after the stipulated date and time shall not be considered.

I/We hereby confirm that I/We have carefully read and understood the **scope of work, terms and conditions, and prescribed procedures** and undertake to comply with all the same in letter and spirit.

Signature and stamp of Bidder