



भारतीय
सांस्कृतिक
सम्बन्ध
परिषद्

INDIAN
COUNCIL FOR
CULTURAL
RELATIONS

Reference Number/Tender ID - ICCR/WQ/2025/003

Date: 31.10.2025

Subject: Invitation for Quotations – Renovation Work of Room

Indian Council for Cultural Relations (ICCR), is pleased to invite competitive quotations from reputed and experienced contractors for the renovation work of room within our premises located at Azad Bhavan IP Estate New Delhi 110002.

1. Scope of Work:

The scope of work broadly includes, but is not limited to, the following:

S. No.	Particulars	Qty.
1	Providing & Fixing UPVC Windows as per specification	195 sqft
2	Removing of Iron grill	1 Job
3	White Wash Paint with putty	450 sqft
4	Repair of one side wall	1 Job

Preparation:

Shifting of movable furniture/items within the rooms to ensure clear access for painting (to be done by the contractor with due care).

Removal of iron grills, preparation of surfaces (walls, ceilings, doors, windows, etc.) by removing loose plaster, dust, dirt, grease, and any existing flaking paint.

Minor crack filling and patching with suitable material to ensure a smooth surface.

Application of an appropriate primer coat as required, especially for new plaster or significantly affected areas.

Post-Work Cleanup:

Thorough cleaning of the work area, including removal of paint spills, debris, and restoration of furniture to its original position.

Air Conditioners to be removed & re-installed and should be in running condition on onset at summers in 2026.

आजाद भवन, इन्द्रप्रस्थ इस्टेट, नई दिल्ली-110002
AZAD BHAVAN, INDRAPRASTHA ESTATE, NEW DELHI-110 002

दूरभाष/Tel. : 23379309, 23379310 फ़ैक्स/Fax : 23378639, 23378647, 23370732, 23378783

23379509 • वेबसाइट/Website : www.iccr.gov.in

Disposal of all waste material from the site.

2. Bill of Quantities (BoQ) / Measurement Details:

The approximate areas to be covered are as follows. Bidders are strongly advised to conduct a site visit to verify measurements and assess the scope of work accurately.

S. No.	Item Description	Area/Unit	Rate per Sqft	Amount	GST	Total Amount in Rs.
1	Providing & Fixing UPVC Windows as per specification	195 sqft				
2	Removing of Iron grill	1 Job				
3	White Wash Paint with putty	450 sqft				
4	Repair of one side wall	1 Job				
Total						

Note: Payments will be made based on actual measurements of work completed and verified by our representative.

3. Materials Specification:

All materials (like whitewash/paint, UPVC framing etc.) shall be of good Brand/Quality Standard with ISI marked, premium quality].

The contractor shall provide samples of proposed materials and shades for approval before commencement of work.

4. Terms and Conditions:

Site Visit: Interested bidders are highly recommended to visit the site to understand the exact scope of work and conditions. Please contact Mohit Bajpai at 9987308205 to schedule a site visit during working hours [Monday-Friday, 10:00 AM - 6:00 PM].

Quotation Validity: Quotations should be valid for a minimum period of 60 days from the submission deadline.

Completion Period: The work must be completed within Seven (07) calendar days from the date of work order issuance.

Payment Terms: upon satisfactory completion and verification within 15 days of invoice submission.

Warranty: The contractor shall provide a warranty of 1 year for the workmanship and materials from the date of completion.

Safety: The contractor is responsible for ensuring the safety of their workers and adhering to all applicable safety regulations during the execution of work. All necessary safety equipment must be provided and used by the workers.

Damage: Any damage caused to existing property, fixtures, or fittings during the work shall be the sole responsibility of the contractor to repair or replace at their own cost.

Supervision: The contractor shall deploy competent and experienced supervisors to oversee the work.

Right to Reject: The Council reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Arbitration: Any dispute arising out of this contract shall be subject to the jurisdiction of New Delhi courts.

5. Submission of Quotations:

Please submit your most competitive quotation in a sealed envelope, clearly super-scribed "Quotation for Renovation Work of Room," to the following address:

**Indian Council for Cultural Relations
Azad Bhavan HQ, IP Estate
New Delhi-110002
Kind Attn: Director Admin**

The deadline for submission of quotations is **07.11.2025, 5:00 PM**. Quotations received after the stipulated date and time will not be considered.

For any clarifications, please contact **Mohit Bajpai** at **9987308205** or **esttsection.iccr@gov.in**

We look forward to receiving your competitive offer.

Sincerely

Director (Admn)