

Tender No. CSUJ/Admn/Store/2025-26/03  
**CENTRAL SANSKRIT UNIVERSITY**  
(Under Ministry of Education, Govt. of India)  
Jaipur Campus,  
**Trivani Nagar Gopalpura bye Pass Jaipur**  
**(Raj.) 302018**

**TENDER DOCUMENT FOR**  
**Preparation & Fitting of Aluminums partition and Doors with Glass works**  
**For ITEP Classes at Central Sanskrit University, Jaipur Campus**

**CENTRAL SANSKRIT UNIVERSITY**  
**Jaipur Campus,**  
**Trivani Nagar Gopalpura bye Pass Jaipur (Raj.)-302018**

**Tender No. CSUJ/Admn/Store/2025-26**

**To,**  
All Interested & Eligible Bidders.

**Sub: Preparation & Fitting of Aluminums partition and Doors with Glass works For ITEP Classes at Central Sanskrit University, Jaipur Campus.**

Sir,

Sealed bids are invited from interested and eligible firms for the work of **Preparation, Fitting & Servicing of Aluminum Partitions and Doors with Glass Works for ITEP Classes at Central Sanskrit University, Jaipur Campus**. The work shall be completed within a period of **10 days** from the date of issue of the work order, in accordance with the terms and conditions stipulated in this tender document and as detailed in Annexure-A. The selected firm shall be required to comply with all conditions specified herein and any mutually agreed terms during the execution of the work.

In case your firm is interested in the above-mentioned work, you are requested to submit your **Technical Bid** and **Financial Bid** in the prescribed format as provided in Annexure-A under a two-bid system.

The Technical Bid and Financial Bid shall be submitted in two separate sealed envelopes, clearly superscribed as "Technical Bid" and "Financial Bid" respectively. Both sealed envelopes shall then be placed inside one larger sealed envelope, duly superscribed as:

**"Tender for Preparation & Fitting & Servicing of Aluminum Partition and Doors with Glass Works for ITEP Classes at Central Sanskrit University, Jaipur Campus."**

- Tender Fee: ₹500/- (Rupees Five Hundred Only) – Non-refundable. The Tender Fee shall be paid at the campus through online transaction.**
- Earnest Money Deposit (EMD): ₹8,000/- (Rupees Eight Thousand Only). The EMD shall be submitted in favour of the Director, Central Sanskrit University, Jaipur in the form of a Demand Draft (DD) or Banker's Cheque.**

Both **Tender Fee** and **EMD** must be submitted along with the tender in the prescribed manner.

The sealed tender must be dropped in the Tender Box located at the Reception Office, Central Sanskrit University, Jaipur Campus, on or before **05.03.2026 up to 12:30 PM**.

The bids received within the stipulated time shall be opened on **05.03.2026 at 3:00 PM** in the Office of the Director, Central Sanskrit University, Jaipur Campus, in the presence of bidders who wish to be present.

The selection of the firm (L1) shall be made based on the recommendations of the Tender Opening/Evaluation Committee of the University. The University reserves the right to accept or reject any quotation/estimate, wholly or partially, without assigning any reason thereof.

Detailed information/terms and conditions for the purpose can either be obtained from Director Office, Central Sanskrit University, Jaipur Campus, or may be downloaded from the official website of this University i.e., [https://sanskrit.nic.in/tenders\\_notifications.php](https://sanskrit.nic.in/tenders_notifications.php) and CPP Portal.

Interested firms full filling the requirements prescribed in this tender document are requested to quote their competitive lowest prices as per the requirements given in the attached schedules.

**Yours faithfully,**

**[Prof. Lok Manya Mishra]**  
**Director, Jaipur Campus**

Copy to:

1. Technical Assistant to upload the complete tender document on Campus website.
2. Local News paper.

## Special conditions

- The tender must be submitted in a properly sealed envelope duly super scribed as: **“Tender for Preparation & Fitting of Aluminum Partition and Doors with Glass Works for ITEP Classes at CSU Jaipur Campus.”**
- The rates quoted must be **F.O.R. destination at Central Sanskrit University, Jaipur Campus.**
- The undersigned reserves the right to accept or reject the lowest tender or any other tender, in whole or in part, without assigning any reason whatsoever.
- All applicable GST and other taxes/charges as per Government of India rules shall be borne by the supplier/contractor.
- Self-attested copies of valid **GST Registration Certificate** and **PAN Card** must be enclosed with the tender document.
- All materials to be used for execution of the work shall be clearly specified and described in Annexure- A.”
- Interested bidders are advised to visit and inspect the work site before submitting their tender.
- The quantities and work area mentioned are tentative. Payment shall be made based on the actual work executed at the approved rates.
- The quoted rates must be inclusive of all materials, labour charges, fitting, servicing, transportation, and any other incidental expenses.
- The work shall be completed within 10 (Ten) days from the date of issuance of the Work Order. In case of delay beyond the stipulated period, a penalty in the form of Liquidated Damages may be imposed at the rate of 1% of the total work order value per day of delay, subject to a maximum of 10% of the total work order value. The decision of the Competent Authority shall be final and binding in this regard.
- The firm shall not commence any work before the issue of the Work Order. The Earnest Money Deposit (EMD) submitted with the tender shall be forfeited if the firm starts work prior to receiving the official Work Order or fails to comply with any of the terms and conditions of the tender.
- The successful bidder shall be required to deposit **₹1,000/- (Rupees One Thousand Only)** towards **Stamp Duty/Agreement Charges** at the time of execution of the agreement. The work shall commence only after submission of the stamp duty and signing of the formal agreement.
- No advance payment shall be made under any circumstances for the work awarded under this tender. Payment shall be released only after satisfactory completion of the work and submission of the required bills/documents, duly certified by the competent authority.

Signature & seal of Tenderer

**Annexure 'A'**

**Name of work : Preparation, Fitting & Servicing of Aluminums partition and Doors with Glass works For ITEP Classes at Central Sanskrit University, Jaipur Campus.**

The following are the specifications/ details of proposed works:-

S. No.	Description of items/works	Unit/Quantity
1.	<ul style="list-style-type: none"> <li>• Providing and fixing aluminum work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminum sections shall be smooth, rust free, straight, mitered and jointed mechanically wherever required including cleat angle, Aluminum snap beading for glazing / paneling, C.P. brass / stainless steel screws, all complete as per the directions of Engineer-in-charge.</li> <li>• Providing and fixing 12 mm thick prelaminated particle board flat pressed three layer or graded wood particle board conforming to IS: 12823 Grade I Type II, in paneling fixed in aluminum doors, windows shutters and partition frames with C.P. brass / stainless steel screws etc..</li> <li>• With float glass panes of 4.0 mm thickness (weight not less than 10kg/sqm)</li> <li>• For fixed portion</li> <li>• Powder coated aluminum (minimum thickness of powder coating 50 micron)</li> </ul> <p>Partition Details :-</p> <p>a. size-I = 25 * 9 (Avg) Feet (Total- 225 Feet)</p> <p>b. size-II = 28 * 9 Feet (Total- 252 Feet)</p> <p>c. size-III = 32 * 9 Feet (Total- 288 Feet)</p> <p><b>Note: Section Should be size of 4"X 1.25"</b></p>	765.00 SQ. FT.
2.	<ul style="list-style-type: none"> <li>• Door Details:-</li> <li>• size( 4 * 8) 2Nos = (Total-64 Feet)</li> </ul> <p><b>Note: Section Should be size of 3.5"X 1.25"</b></p>	64 feet
3.	<ul style="list-style-type: none"> <li>• "Supply and installation of branded door closer (heavy-duty type), oil-leak proof, complete with all necessary fittings and accessories, along with high-quality metal/aluminum door lock.</li> </ul>	02 Pieces.

Director

**Price Format:-**

S. No.	Description of items/works	Unit/Quantity	Price per item	GST	Total Price
1.	<ul style="list-style-type: none"> <li>Providing and fixing aluminum work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminum sections shall be smooth, rust free, straight, mitered and jointed mechanically wherever required including cleat angle, Aluminum snap beading for glazing / paneling, C.P. brass / stainless steel screws, all complete as per the directions of Engineer-in-charge.</li> <li>Providing and fixing 12 mm thick prelaminated particle board flat pressed three layer or graded wood particle board conforming to IS: 12823 Grade I Type II, in paneling fixed in aluminum doors, windows shutters and partition frames with C.P. brass / stainless steel screws etc..</li> <li>With float glass panes of 4.0 mm thickness (weight not less than 10kg/sqm)</li> <li>For fixed portion</li> <li>Powder coated aluminum (minimum thickness of powder coating 50 micron)</li> </ul> <p>Partition Details :-</p> <p>d. size-I = 25 * 9 (Avg) Feet (Total- 225 Feet)</p> <p>e. size-II = 28 * 9 (Avg) Feet (Total- 252 Feet)</p> <p>f. size-III = 32 * 9 (Avg) Feet (Total- 288 Feet)</p> <p><b>Note: Aluminum Size Section Should be size of 4"X 1.25" &amp; the section should be Ivory Colour</b></p>	765 sqft			
2.	<p><b>Door Details:-</b></p> <ul style="list-style-type: none"> <li>size( 4 * 8) 2 Nos = (Total-64 Feet)</li> </ul> <p><b>Note: Section Should be size of 3.5"X 1.25" the section should be powder coated with Ivory Colour</b></p>	64 Sqft			
3.	<ul style="list-style-type: none"> <li>Supply and installation of branded door closer (heavy-duty type), oil-leak proof, complete with all necessary fittings and accessories, along with high-quality metal/aluminum door lock.</li> </ul>	02 Pieces			
	<b>Total Amount</b>				
	<b>Total amount in Words</b>				

**"I/We have read and understood all the terms and conditions of the tender document and hereby agree to abide by and comply with the same. I/We confirm that the rates quoted above are inclusive of all applicable charges and have been duly filled in by me/us."**

Signature & seal of Tenderer