File No: - CUK/ENGG/P-19/ADDL-WORK/24

केरल केंद्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF KERALA

(Established by an Act of Parliament, 2009)

PERIYA, KASARAGOD-671325

ENGINEERING DEPARTMENT

SPOT QUOTATION DOCUMENT FOR

PROVIDING AND FIXING WORKSTATIONS FOR REGISTRAR OFFICE AT CUK, PERIYA JULY – 2026

SPOT QUOTATION NO. CUK/ENGG/SQ/006/2026-27

Bid Submission Closing Date: 15.00 Hrs. on 30.07.2026
Bid Opening Date : 16:00 Hrs. on 31.07.2026

केरल केंद्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF KERALA

(संसद के अधिनियम, वर्ष 2009 द्वारा स्थापित / Established under the Act of Parliament in 2009)
तेजस्विनि हिलस, पेरिये डाक, कासरगोड-671325, केरल / Tejaswini Hills, Periye P.O.
KASARAGOD-671 325, KERALA
दूरभाष/ Phone: 0467 -2309495, वेबसाइट/ Website:- cukerala.ac.in,ई-मेल / E mail:- registrar@cukerala.ac.in

Engineering Department,
Central University of Kerala
Tejaswani hills, Periye P.O,
Kasaragod– 671325

NOTICE INVITING QUOTATION

Sealed Quotations are invited from the eligible firms/contractors for the following work at Central University of Kerala, Periya Campus.

S. No.	NIQ No	Name of work & Location	Estimated Cost	Time of Completion	Last date & time of submission of quotation	Time & date of opening of quotation
1	2	3	4	5	6	7
1	SPOT QUOTATION NO: - CUK/ENGG/SQ/006/2026-27	PROVIDING AND FIXING WORKSTATIONS FOR REGISTRAR OFFICE AT CUK,PERIYA	Rs.1,15,000/-	30days	15.00 hrs on 30.07.2026	16:00 Hrs. on 31.07.2026

22/7/26

REGISTRAR

Details of the Contractor

Sl.No.	Particulars	
1	Name of the Firm	
2	Name of the Contractor	
3	Contractor Details	
(a)	Mobile	
(b)	E-Mail id	
4	Name of the Bank	
5	Name of the Branch	
6	Account No. (prefix with zeros, if any as given on the cheque book/pass book) {please attach cancelled cheque}	
7	IFSC Code of the Branch	
8	MICR Code	
9	PAN No.	
10	GST No.	

Signature of the Contractor

(With Stamp)

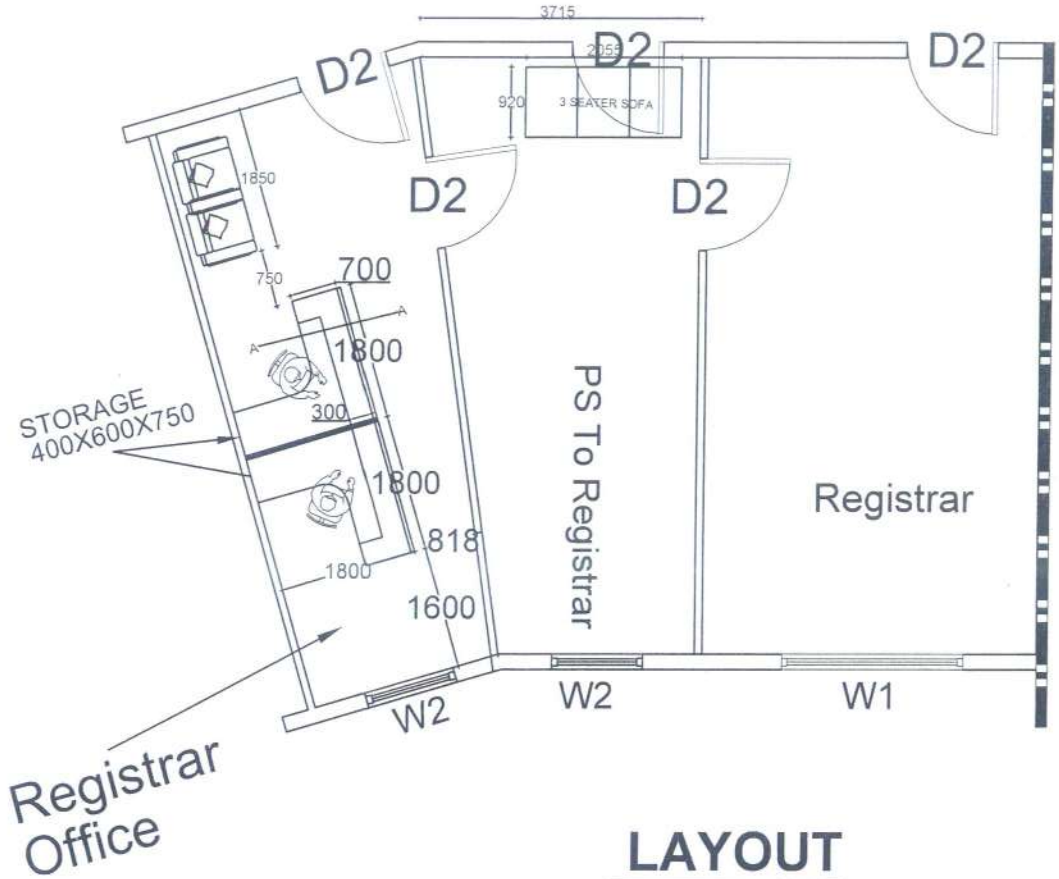
BILL OF QUANTITIES

NAME OF WORK: - PROVIDING AND FIXING WORKSTATIONS FOR REGISTRAR OFFICE AT CUK, PERIYA

SI No	DSR - ITEM CODE	Description	Quantity	Unit	Rate	Amount	Remarks
1	NSR	Providing, making and fixing two seater office Cubicles (3.6m(L)x1.80m(B)x1.25 m(H), Table top Finish width 600mm, Counter top width 300mm with 16 mm and 18mm thick BWP plywood and 1mm thick mica, including necessary minimum storage size 450mm(L)x750mm(H) (3Nos) complete with all necessary fittings and fixtures such as hinges, screws, edge banding, telescopic drawer channels, adhesives, etc. The work shall be executed as per the direction of the Engineer-in-Charge. Rate shall include the cost and conveyance of all materials, labour charges, taxes etc complete.	1.00	Job			
		Grand Total Amount			**Rs**		

Signature of Contractor
With seal
Date:

Registrar



LAYOUT

GENERAL NOTES

1. ALL LINEAR DIMENSIONS ARE IN MILLIMETERS
2. ALL DIMENSIONS SHOULD BE CROSS CHECKED AND ANY DISCREPANCY IS FOUND ON THIS DRAWING SHOULD BE BROUGHT TO OUR NOTICE & GOT RECONCILED BEFORE EXCECUTION.
3. ONLY WRITTEN DIMENSIONS ARE TO BE FOLLOWED.
4. DO NOT DUPLICATE ANY PART OF THIS DRAWING WITH OUT OUR WRITTEN PERMISSION

REVISION		
RD		

PRELIMINARY ISSUES ARE NOT TO BE USED FOR CONSTRUCTION/FABRICATION

PROJECT: CENTRAL UNIVERSITY OF KERALA PROJECTS

CLIENT: CENTRAL UNIVERSITY OF KERALA

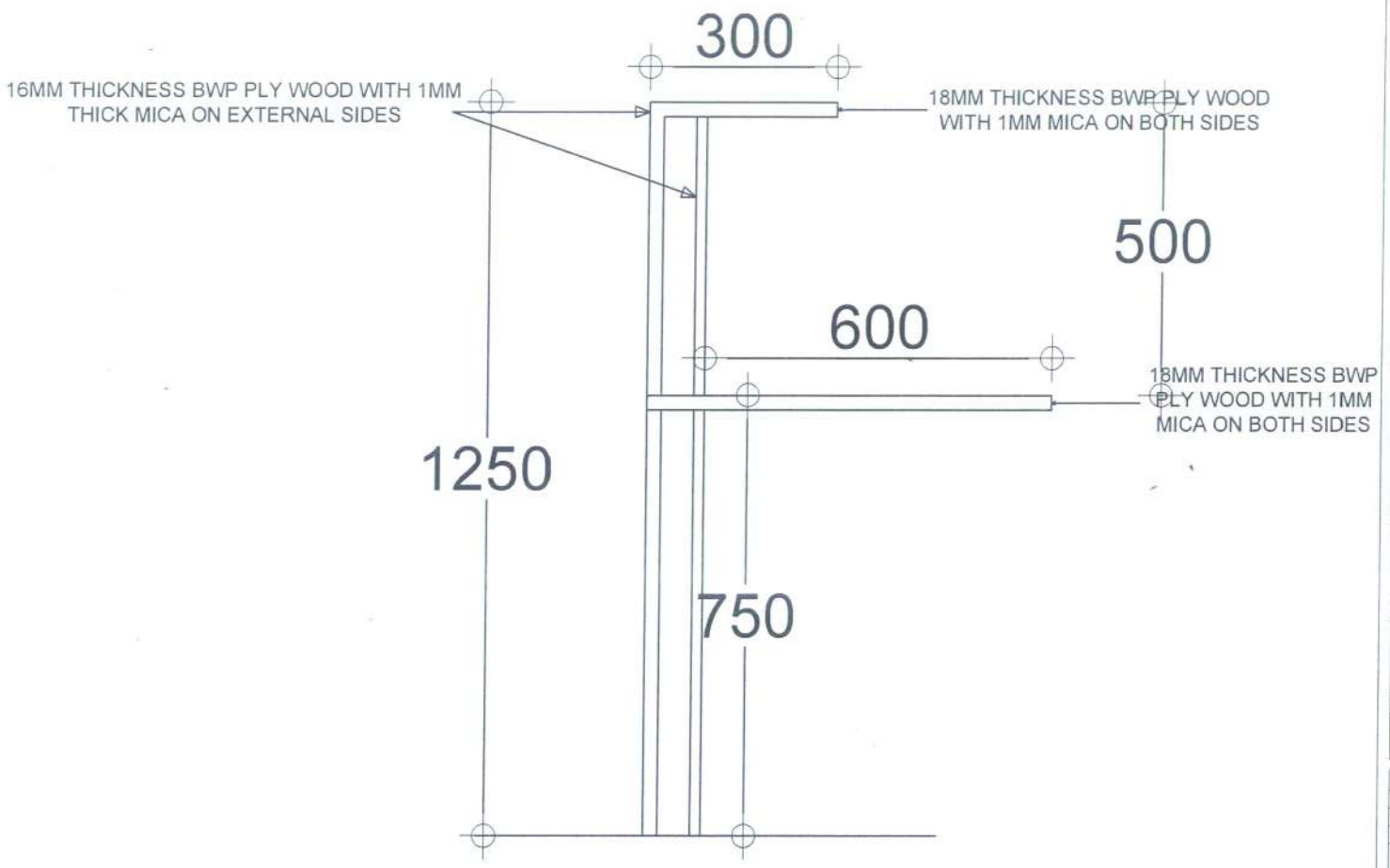
TITLE: REGISTRAR OFFICE CABIN LAYOUT

DRAWN BY	SHANIL P (J.E)
CHECKED BY	
APPROVED BY	

DATE		DRG.NO.	WD 1
SCALE	SHEET NO 1	JOB NO.	

CENTRAL UNIVERSITY OF KERALA

शनिल.पी / Shanil.P
कनिष्ठ अभियंता (सीविल)
Junior Engineer (Civil)
केरल केंद्रीय विश्वविद्यालय
Central University of Kerala
कासरगोड / Kasaragod



SECTION-AA

शनिल.पी / Shanil.P
कनिष्ठ अभियंता (सीविल)
Junior Engineer (Civil)
केरल केंद्रीय विश्वविद्यालय
Central University of Kerala
कासरगोड / Kasaragod

22/5/26

GENERAL NOTES

1. ALL LINEAR DIMENSIONS ARE IN MILLIMETERS
2. ALL DIMENSIONS SHOULD BE CROSS CHECKED AND ANY DISCREPANCY IS FOUND ON THIS DRAWING SHOULD BE BROUGHT TO OUR NOTICE & GOT RECONCILED BEFORE EXECUTION.
3. ONLY WRITTEN DIMENSIONS ARE TO BE FOLLOWED.
4. DO NOT DUPLICATE ANY PART OF THIS DRAWING WITH OUT OUR WRITTEN PERMISSION

A3

REVISION

R0			

PRELIMINARY ISSUES ARE NOT TO BE USED FOR CONSTRUCTION/FABRICATION

PROJECT
CENTRAL UNIVERSITY OF KERALA PROJECTS

CLIENT
CENTRAL UNIVERSITY OF KERALA

TITLE
REGISTRAR OFFIÇE CABIN SECTION

DRAWN BY			SHANIL P (J.E)
CHECKED BY			
APPROVED BY			
DATE		DRG.NO.	WD 1
SCALE	SHEET NO 1	JOB NO.	

CENTRAL UNIVERSITY OF KERALA

केरल केंद्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF KERALA
PERIYA, KASARAGOD-671325

TERMS &CONDITIONS

NAME OF WORK: - PROVIDING AND FIXING WORKSTATIONS FOR REGISTRAR OFFICE AT CUK, PERIYA

1. All quantities in the schedule are provisional and likely to vary (either reduce or increase) however payments will be made at the quoted rate for actual quantity provided as ascertained by joint measurements after completion of works in all respects.

2. The rate quoted by the contractor should include all materials required for the job including scaffolding, labour, equipment's etc. needed as well as for necessary civil works like making holes grouting, cement, sand, and for patch work and making good the damages. No extra payment will be paid by University for the same.

3. Unless otherwise stated all measurements shall be of net finished size only. All waste, extra quantities etc. necessary for the completion of work shall be allowed in his rates.

4. The rate quoted should be including all taxes like income tax, GST, duties, transportation of materials etc. and no claim will be entertained by University in this regard.

5. The work should be started immediately after receipt of the work order or after taking possession of the site whichever is later and completed in all respects within **30 days**. In case of failure to complete without any valid reasons, contractor is liable for penalty of 1% per week of the delay, subject to a maximum of 10% of the total value of accepted contract amount (or) actual executed amount, whichever is more, as decided by the Registrar, Central University of Kerala whose decision is final and binding on the contract.

6. The rates should be firm throughout the currency of the contract and no increase will be considered by the Central University of Kerala.

7. In case of any dispute, the decision of Registrar, whose decision is final and binding on the contractor.

8. The premises are presently occupied by and hence the contractor has to do the work so as to cause the least inconvenience to the occupants and take all precautions to avoid damage to University property. If any damage occurs, the same shall be made good by the contractor at his own expenses and necessary permission has to be obtained in advance.

9. For items not specified in the tender, the contractor should execute the same under written instructions from the Registrar and submit his rates with rate analysis based on present market rate. The Registrar shall then pay to the contractor for such items at rate, which is reasonable according to him and his decision on such item shall be final and without any dispute.

10. After the work is completed the contractor shall have to leave premises clean and tidy

11. The contractor should fill in "Rate" column in the schedule of quantities legibly in ink, both in FIGURES and WORDS. Rate mentioned in words shall be prefixed and suffixed 'Rupees" and 'Only' respectively. If, on check, there any difference between the rates given by the contractor in words and figures, or in amount worked out by them, the following procedure shall be followed for ascertaining accuracy.

22/1/26.

If the rate in words and in figures, the rate which corresponds to the amount approved by the contractor shall be taken for consideration

In case amount is not worked out, or not tallying with rate written, either in words or figures, the approved rate in words shall take for consideration

In case rate quoted by the contractor in both figures and words tally, but the amount is not worked out correctly, the rate quoted by the contractor shall be taken for consideration, but not the amount.

12. The tenders are requested to inspect the premises before quoting/ submitting the tender. The tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Employer in any circumstances.

13. University shall recover the income tax, GST or any other statutory taxes if levied in by the Government.

14. In case of any variation or discrepancy is found between the description in the schedule of quantities and that in the specifications the schedule of quantities will take precedence over the specifications. However, the contractor shall immediately bring such discrepancy if any to the notice of the concerned before proceeding with such item and obtain their decision thereon.

15. The contractor may when authorized and shall when directed to carry out some additional works which were originally not included in the schedule. While fixing the rate for these items 15% shall be allowed on cost of materials and labor to cover all supervision, overheads and profits.

16. No Materials will be supplied by the employer unless otherwise it is specified in the tender.

17. **Computerized Measurement Book:** The contractor shall submit his running and final bills in a computerized form in the same format as the existing conventional bills, with the entire page's machine numbered, and with all the entries made as per the existing procedure. The contractor shall submit as many copies of the computerized bills as may be required for the purpose of reference and record in the various offices of the department. The bill shall be carried forward from the previous running account bill as per the existing procedure.

18. The Contractor should submit the last & final bill along with a "**NO CLAIM CERTIFICATE**" in the prescribed format.

19. The work should be approved in process and at each stage; the approval of the Registrar or his representative shall be obtained in writing.

CONTRACTOR

REGISTRAR