

IITDh/IPS/2026-27/LPC/26
8th May 2026

Invitation for Quotation

Name of the Work: Supplying and fixing mirror on wall (Full height) with 19mm and 12mm thick ply panel including MS framing to have level finish including all accessories for dance club at 3rd floor, Mess.

Location: Permanent Campus IIT Dharwad

With reference to the aforementioned work, quotations are hereby invited for the said work. Interested vendors with experience in said works can submit their quotes (*as per Annexure-I*) on their official letterhead, duly attested, **in a sealed envelope via post / courier** to the following address:

To,
IPS Office (NE-113),
First Floor Admin Block,
Indian Institute of Technology Dharwad,
Permanent Campus, Chikmalligwad.
Dharwad-580011.

Revised Deadline for submission: 22nd May 2026 up to 1300 hours

NOTE:

- **Any quotes received after 1300 hours on 22nd May 2026 will not be accepted.**
- **Name of the Work / LPC number and Firm name should be mandatorily written on the sealed cover.**

Sd/-
Executive Engineer
Indian Institute of Technology Dharwad

Annexure -1

Supplying and fixing mirror on wall (Full height) with 19mm and 12mm thick ply panel including MS framing to have level finish including all accessories for dance club at 3 rd floor, Mess					
Sl. No.	Description	Unit	Qty.	Rate per unit(₹)	Amount (₹)
1	Supply and Fixing good quality Plywood back panel with 19mm and 12mm thick on the surface of the wall with firmly with necessary NF screws, fevicol, adhesive tape, and solution, Teakwood Frame and MS frame, other necessary material complete etc.to have single level finish.	sq.mtr	27.27		
2	Supply and Fixing good quality mirror of 6mm with wood outer Border frame with smooth finish and properly/Firmly fixing the Mirror with material	sq.mtr	27.27		
Subtotal ₹					
GST ₹					
Total ₹					

(Contractors Sign and Seal)

Standard Operating Procedures:

Procedures for Execution of Work, Billing, and Grievance Redressal

This document outlines the standard procedures to be followed by contractors after the award of work, including execution protocols, billing processes, and grievance redressal mechanisms.

1. Procedure on Post Award of Work:

- The Contractor shall initially contact the Indenter to obtain a clear understanding of the scope of work and site conditions. The contact details of the Indenter will be provided in the email of work order issuance.
- In case of any deviation from the approved scope of work, the Contractor shall submit a written communication via email to ips.works@iitdh.ac.in, with a copy marked to the Engineer-in-Charge and aee.ips@iitdh.ac.in, clearly detailing the deviation.
- If there is no deviation from the approved scope, the Contractor may commence execution of the work.
- For any technical queries or clarifications, the Contractor may contact the concerned Engineer-in-charge for necessary guidance and resolution.

2. Material Inspection cum Receipt form:

- Upon mobilization of materials to the site, the Contractor shall obtain signatures from the Indenter, Engineer-in-Charge, and Assistant Executive Engineer (AEE) confirming compliance with the approved make list.
- The prescribed format for this purpose is enclosed as **Form-1**.
- Where applicable, the Contractor shall provide the Material Test Certificate (MTC) for relevant materials at no additional cost to the Institute.

3. Milestones:

- After completion of 30% of Work the contractor has to call for Inspection from Indenter, Engineer in Charge for the work along with AEE and jointly record the inspection report.
- After completion of 60% of Work the contractor has to call for Inspection for the Vendor and Engineer in Charge for the work along with AEE and jointly record the inspection report.
- After completion of 100% of Work the contractor has to call for Inspection for the Vendor and Engineer in Charge for the work along with AEE and jointly record the inspection report.
- A minimum of 04 photographs has to be attached by the Contractor for billing of every stage milestone. (30%, 60% & 100%)

4. Completion of Work:

- Upon completion of the work, the Contractor shall inform the Indenter and arrange for a joint inspection of the Measurement Sheet. The Indenter and Contractor shall jointly verify and sign the Measurement Sheet.
- After verification report issued by the Indenter, the Measurement Sheet shall be submitted to the Engineer-in-Charge and AEE for further verification.
- After the Verification Report is duly signed by the Indenter, the Contractor shall submit the signed Verification Report, original invoice, abstract, photographs and Measurement Sheet to the concerned office.
- All invoices must be submitted exclusively through ips.bills@iitdh.ac.in. All further communication related to billing shall be conducted strictly through this email channel. No other mode of communication shall be entertained.

5. Completion Certificate with dates:

- Upon completion of the work, the Contractor shall obtain signatures from the Indenter, Engineer-in-Charge, and AEE on **Form-2** as a Completion Certificate, clearly indicating the date of completion.
- While submission of bills to this office the Contractor must fill in the checklist attached as Form 3.

- 5% of the invoice amount** is deducted from the payment as Retention amount and will be paid back to the vendor after the Defect liability period of 6 months.

Note: Strict adherence to this Standard Operating Procedure is mandatory for all Contractors.

Completion Certificate

Name of the Work:

Indent Number:

Name of the Contractor:

Location of Work:

S. no	Description	Dates	Remarks
1	Date of Material Mobilization		
2	Date of Start of Work		
3	Date of 1 st Milestone Approximately 30% completion inspection		
4	Date of 2 nd Milestone Approximately 60% completion inspection		
5	Date of 3 rd Milestone Approximately 100% completion inspection		
6	Date of Completion of Work		
7	Date of Joint Measurement with Indenter & Contractor		
8	Date of Joint Measurement with Engineer-in-Charge and AEE		
9	Date of Bill Submission by Contractor to IPS Office		

Indenter

Contractor

Engineer-in-Charge

AEE

Checklist for Submission of bill

Name of the Work:

Name of the Contractor:

Location of Work:

Tender id:

S. no	Description	YES / NO
1	Material Inspection Report - Form 1	
2	Completion Certificate - Form 2	
3	Measurement Sheet	
4	Abstract	
5	Invoice	
6	Verification Report	
7	Representative Photographs at each milestone	
8	Other Documents (if any)	

Sign and Seal of the Contractor

LIST OF PREFERRED MAKES

FOR CIVIL:

S. No	Material / Item	Preferred Make
1	Cement (Grey)	ISI marking confirming to point 2 and 5 below.
2	Cement (White)	Birla/J.K./Ultratech.
3	T.M.T. steel	ISI marked confirming to point 4 above
4	Structural steel	SAIL/TATA/VIZAG/Kamadhenu/Appollo
5	Ready mix concrete	ACC/Ultratech/RMC/India RMC/Nuvoco
6	Precast Concrete product	Siporex Ind, B.G. Shikre & co, Supreme Concrete Minato Blocks-Kolhapur / R N Shetty
7	Ceramic Tiles	Kajaria-flooring/H.R. Johnson/Nitco/Somani
8	Concrete cover Block	Raj Cover blocks/Astra concrete products / as directed by EiC
9	Steel grey granite	As approved by Architect
10	ABD paint	Asian paints/Nerolac/ICI/Berger.
11	Texture paint - External	NITCO-Ruff &Tuff/ Asian paint-roughTex-Vertical scratch/Berger.
12	Enamel paint	Asian paint/ICI/Nerolac/Berger.
13	Glass for windows	Saint Goblin/Modi/Triveni/Shree Vallabh/I.A.G./ Float Glass India Ltd/Asahi.
14	Aluminum, section for Doors, windows & wall spans	Indal/Jindal/Hindalco.
15	Steel doors, windows and pressed steel door frame	Multiwyn, R.l.vala & sons, Modem Fabricators, Calcutta, Tec home, Nishan Solid door frame, welcome door, Behar Bobbin & Engg Works, Anjali Enterprises, Sunbeam, Abaqs System, Ankur Ind. Kolkata. Mahalaxmi Engg. Works.
16	Anodized aluminum fittings for doors / window	Crown/ALANS/Classic/Bharat/Argent/Shalimar / with ISI mark approved by EiC
17	PVC/FRP doors and frame	Deep doors, Fibroplast / Fenesta
18	Integral Compound Water proofing	Pidilite, Roff,Fosroc, Asian Paints / Cico
19	White cement-based putty for concrete/ plastered surface	Wall care putty of Birla white, Plasto shine wall putty of Wall Plast Products pvt. Ltd.
20	Floor spring & floor lock	Dorma/Sevax/Casma / Godrej / Ozone / Enox / Hardwyn
21	Mild steel Butt Hinges/Piano hinges	Jolly/Garg/ AMIT/ ASI Supreme / with ISI mark approved by EiC
31	Door hardware	As specified in the item

32	Waterproof cement paint	Snowcem/Asian Paint/Berger / ACC / Fixit
33	Nuts Bolts/screw	Kundan/Puja/Atul
34	Mineral Fiber Ceiling	Lloyed/Nittobo/Armstrong
36	Fastener	Fisher/Hilti/Hettich
37	Ready mix plaster	Ultratech/J Kumar Plast/ K95(Krishna) / Sound Build care Pvt. Ltd./M/s Premier floor to roof material pvt. Ltd. M/s Wall Plast Products
38	AAC block	Ultratech/Ascolite/ Aerocon/Birla/Connecc
39	Vitrified tiles	RAK/H.r. Jhonson/Nitco/ Somani/ Kajaria
40	Any item not covered above	As approved by Competent Authority at IIT Dharwad (item to be used after written approval)

Note:

1. Unless otherwise specified, the brand/make of the material as specified in the item nomenclature or in the particular specifications or in the list of preferred makes in the bid, shall be used in the work
2. Engineer in Charge reserves the right to Add/Delete any material makes in the list of preferred makes.