आई सी एम आर – राष्ट्रीय विषाणु विज्ञान संस्थान
स्वास्थ्य अनुसंधान विभाग
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार
ICMR - NATIONAL INSTITUTE OF VIROLOGY
Department of Health Research
Ministry of Health & Family Welfare, Govt. of India

Ref: Pur/PP 3475 /e-file 295897/26-27

Date: 26-10-2026

Advertisement Tender Enquiry

We are interested in Procurement of Products as per details given below:

Please go through the attached **Terms and Conditions** and submit the quotation immediately addressing to **the Administrative Officer (Stores & Purchase), ICMR-National Institute of Virology, 20-A, Dr. Ambedkar Road, Pune 411 001.**

S.No.	Full description with complete specification	Qty
1	job work, Renovation of Stock Room Please refer enclosed Scope of work	1 Job

The above requirement is uploaded on CPP Portal (ePublishing) for open information to offer the genuine quote on the proprietary nature of the Product/Services.

Bidders are requested to quote the revised rates of GST as applicable issued by Department of Revenue, Ministry of Finance, Government of India.

The quotation super scribed as "PP 3475/2026-27- Job Work, Renovation of Stock Room" addressed to the Director, ICMR-National Institute of Virology, 20-A, Dr. Ambedkar Road, Post box-11, Pune – 411 001 (Attention: Administrative Officer-Stores) should be either dropped at the Admin Department at NIV or sent through by Speed post / courier (with signature & seal in company letter head) latest by 12/11 /2026 till 3. 00P.M

Due Date to submit the offer/quotation: 12/11/2026 3:00 P.M.

Thanking you,

26/11/2026. 18/11/2026

Sincerely,

Administrative Officer (Stores & Purchase)

Bidders may refer to OM No. P-45021/2/2017-PP(BE-II)-Part(4) Vol.II dated 08th July 2025 for requirements vis-à-vis 'Make in India' policy

a) Eligibility: The Bidder must be a Manufacturer or its authorized Agent.

b) One Bid per Bidder: A firm shall submit only one bid either individually or as a partner of a joint venture. A firm that submits either individually or, as a member of a joint venture, more than one bid will cause all the proposals with the firms' participation to be disqualified.

c) ICMR reserves the right to cancel the bid in part or full without assigning any reason and liability on the buyer. On such cancellation the decision of the DG, ICMR will be binding and final on the subject.

d) You are requested to kindly submit your detailed quote inclusive of all breakups with discounts and all applicable taxes, duties etc., and complete address of your OEM.

e) The price quoted should be upto **ICMR- National Institute of Virology (**consignee location) inclusive of packing and forwarding charges, freight and insurance. In case of local suppliers the prices quoted should be on "Free delivery basis" at ICMR-NIV Stores. No other charges except those mentioned clearly in the quotation will be paid.

f) Prices shall be quoted in Indian Rupees only.

g) Signed / E-sign & scanned quotes through email are acceptable.

h) For hazardous chemical/item, all precautionary measure as per regulation from the point of transportation/ handling/ storage/ safety/ health/ environment to be undertaken/ specified before dispatch. During dispatch, proper symbol for the hazard/ MSDS/ Batch No./ date of manufacturing/ Gross Weight/ Net Weight/ shelf Life etc are to be written/ printed/ pasted on the body of the packing.

i) **Payment Terms:** 100% payment shall be made after receipt of complete goods/Equipment in good condition, acceptance and successful installation of goods/Equipment. This payment is subject to recoveries, if any, either on account of statutory deduction/ taxes/ Liquidated Damages, if any and non-rectification of defects/ deficiencies not attended by the Supplier or otherwise.

j) Delivery Time: Maximum within 3 weeks. However, please indicate the delivery period clearly in the Quote.

k) Penalty Clause: Any delay in dispatching the material may attract penalty @ 0.5% per week subject to a maximum of 10% of the total value of order.

l) Insurance: The supplier shall make all necessary arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.

m) Address of Consignee (Place of Work) : Watch and Ward, ICMR-NIV, Camp Road, Pune- 411001

n) Validity of the quotation: Minimum 180 days validity from the date of quote to be provided.

o) GST will be applicable as per the latest GoI notification.

p) If the material is perishable in nature, sufficient dry ice/gel should be added, so that sustainability of the material remains for at least 10 days.

q) Bidder is requested to give undertaking Certificate regarding land border "I/ We have read the clause issued by Government of India regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/ We certify that the bidder is not from such a country or, if from such a country, have been registered with the Competent Authority"

Signature of the Bidder with seal

UNDERTAKING FOR REASONABLE PRICE -ANNEXURE-I

This is to Certify that we have offered the possible reasonable prices vide our Quote No. _____ dated _____ in response to ICMR-NIV Enquiry No. _____, Dated _____ and we further undertake that we will not offer less than the offered rates during the validity period to any other State / Central / PSU / Autonomous Bodies / Universities / R&D Institutes / Pharmaceutical Laboratories / Public Limited Companies.

Place:

Date:

Sign. of Bidder with Seal

SCOPE OF WORK WITH TECHNICAL SPECIFICATIONS

1. Dismantling of Existing Partition

The existing internal partition, including aluminium/wooden framework, panels, glazing, doors and associated fixtures, wherever identified for removal, shall be carefully dismantled without causing damage to the existing building structure and services.

The dismantled materials shall be removed from the work area and stacked/disposed of at a location as directed by the Engineering Section. The affected floor, walls and ceiling shall be properly made good after dismantling, including filling of holes, removal of anchors and minor plaster/putty repairs.

Specification: Dismantling shall be carried out carefully using appropriate tools and methods. All debris shall be removed from site and the area shall be cleaned before commencement of subsequent works.

2. Levelling and Mirror Polishing of Existing Green Kota Stone Flooring

The existing green Kota stone flooring shall be thoroughly cleaned and prepared for renovation. The floor shall be mechanically ground/levelled to remove unevenness, stains and surface imperfections.

Minor cracks, joints, holes and imperfections shall be filled with suitable matching material. The entire flooring shall thereafter be machine polished in successive stages to achieve a smooth, uniform and mirror-polished finish.

Specification:

- Existing Kota stone shall be retained wherever structurally sound.
- Grinding shall be carried out using suitable floor polishing machinery.
- Joints and minor surface defects shall be properly filled.
- Final polishing shall provide a smooth, even and uniform finish.
- Floor shall be thoroughly cleaned after polishing and handed over free from dust, slurry and construction debris.

3. Aluminium Partition Cabin for Administrative Officer

A separate cabin shall be provided for the Administrative Officer as indicated in the proposed layout.

The partition shall consist of powder-coated aluminium sections of approved make and suitable thickness, fixed securely to the existing floor/ceiling/walls. The partition shall incorporate clear/tinted toughened or suitable safety glass/panel as approved by the Engineering Section.

A suitable aluminium-framed glazed door shall be provided complete with hinges, handles, locking arrangement, door closer wherever required and all necessary hardware.

Specification:

- Aluminium sections shall be of approved quality and suitable for office partitioning.
- Aluminium shall have an approved powder-coated finish.
- Glass shall be of suitable thickness and safety grade as approved.
- All joints shall be neat, rigid and properly sealed.
- Partition shall be plumb, level and securely anchored.
- Door shall operate smoothly and shall be provided with good-quality hardware.
- Final cabin dimensions shall be as per approved working layout and site conditions.

4. Administrative Officer's Furniture

One complete modular working table shall be provided for the Administrative Officer.

The table shall be made from high-quality pre-laminated engineered wood/particle board/MDF of suitable thickness with PVC edge banding, cable-management provision and adequate leg/support arrangement.

A suitable storage unit shall also be provided for the Administrative Officer, comprising shelves/drawers/shutters as required.

Specification:

- Board shall be of approved make and suitable thickness.
- External surfaces shall have approved decorative laminate finish.
- All exposed edges shall be provided with PVC edge banding.
- Hardware, hinges, handles and drawer channels shall be of good quality.
- Electrical/cable management provisions shall be incorporated into the table.

- Furniture shall be firmly installed and free from sharp edges and defects.

5. Modular Workstations for Section Officers and UDC Staff

Modular office workstations shall be provided for 2 Section Officers and 12 UDC staff, as per the approved seating layout.

The workstations shall comprise worktops, modesty panels, supporting framework/side panels and suitable storage/pedestal provisions. Cable-management channels/grommets shall be incorporated to facilitate concealed and organised electrical connections.

Specification:

- Worktops shall be of suitable thickness pre-laminated board with PVC edge banding.
- Workstations shall be modular and suitable for continuous office use.
- Worktops shall be firmly supported and level.
- Provision shall be made for electrical and data cable management.
- All exposed edges shall be properly finished.
- Storage pedestals, where provided, shall have drawers/shutters with suitable locking arrangement.
- Layout and dimensions shall conform to the approved furniture layout and available circulation space.

6. Wall-Mounted Storage Cabinets

Wall-mounted storage cabinets shall be provided for the Section Officers and UDC staff at suitable locations indicated in the approved layout.

The cabinets shall be constructed from pre-laminated engineered board with shelves, shutters and necessary hardware.

Specification:

- Cabinets shall be of modular construction.
- Board shall be of suitable thickness and approved quality.
- Shutters shall be provided with hinges and handles of good quality.
- Shelves shall be adequately supported for office records/files.
- Cabinets shall be securely anchored to the wall.
- All exposed edges shall be finished with matching PVC edge banding.

- Final dimensions shall be confirmed at site to avoid obstruction to windows, electrical points and circulation.

7. Electrical Works

The complete electrical installation shall be modified/provided to suit the proposed seating and furniture arrangement.

Electrical points shall be provided for workstations, lighting, ceiling fans, air-conditioning and general power requirements.

All wiring shall be properly routed through concealed/surface conduits or suitable cable-management systems. Modular switches and sockets shall be provided at convenient locations.

Specification:

- Copper conductor wires/cables of approved make and appropriate size shall be used.
- Wiring shall be through suitable PVC conduit/trunking or approved modular furniture raceways.
- Modular switches and sockets shall be of approved make.
- Separate circuits shall be provided for lighting, fans, workstations and AC loads as appropriate.
- Appropriate MCB/RCCB protection shall be provided.
- Existing distribution board shall be modified/upgraded wherever required.
- Proper earthing shall be ensured.
- All connections shall be properly terminated and ferruled/identified.
- Electrical points shall be coordinated with the final furniture layout.
- Electrical installation shall be tested before commissioning.

8. LED Lighting

Energy-efficient LED light fittings shall be provided at suitable locations to ensure adequate and uniform illumination throughout the office.

Specification:

- LED fittings shall be of approved make and suitable wattage.
- Fittings shall be properly aligned and securely fixed.

- Lighting layout shall avoid glare and provide uniform illumination over work areas.
- Existing usable fittings may be retained/repositioned wherever technically suitable, subject to approval of the Engineering Section.

9. Ceiling Fans

Ceiling fans shall be provided/repositioned at suitable locations to ensure adequate air circulation in the office.

Specification:

- Fans shall be of approved make and suitable size/capacity.
- Regulators shall be provided for individual fan control.
- Existing fans in serviceable condition may be reused wherever feasible.
- Electrical connections shall be properly concealed and terminated.

10. Air-Conditioning Electrical Provisions

Dedicated electrical power points shall be provided for the proposed air-conditioning units at suitable locations.

The work shall include suitable power wiring, conduit, isolator/MCB, switches and termination up to the designated AC point.

Specification:

- AC circuits shall be suitably sized according to the connected load.
- Separate protection shall be provided for each AC circuit as required.
- Suitable isolator and MCB protection shall be provided.
- AC equipment itself shall not form part of this renovation work unless separately approved.
- Final location and electrical load shall be confirmed before execution.

11. Internal Luster Painting

All internal walls and ceiling surfaces affected by the renovation shall be properly prepared and painted.

Surface preparation shall include cleaning, scraping of loose paint, filling of minor cracks/holes, application of putty wherever required, sanding and application of suitable primer followed by approved luster paint.

Specification:

- Surfaces shall be dry, clean and free from dust, grease and loose material.
- Minor cracks and imperfections shall be repaired before painting.
- Suitable primer shall be applied wherever required.
- Minimum two finishing coats of approved luster paint shall be applied.
- Final finish shall be smooth, uniform and free from brush marks, patches and shade variation.
- Colour/shade shall be selected with approval of the competent authority.

12. Making Good and Miscellaneous Civil Works

All surfaces disturbed during dismantling, electrical work, partition installation and furniture installation shall be properly made good.

This shall include minor plaster repairs, filling of holes, patch repairs, removal of construction debris and cleaning of the complete work area.

Specification: The completed work shall match the surrounding existing construction as far as practicable. No exposed wiring, loose material, sharp projections or unfinished surfaces shall be left after completion.

13. Testing, Cleaning and Handover

On completion of the renovation, the contractor/agency shall thoroughly clean the entire office area, furniture, flooring, partitions, electrical fittings and storage units.

All electrical circuits shall be tested for continuity, insulation, polarity, earthing and proper operation before handing over.

The renovated room shall be handed over in a complete, clean, safe and ready-to-use condition.

General Requirements

1. Visit and check the site before submitting the quote

2. All materials shall be of approved make, new, unused and of good quality.
3. Materials and finishes shall be submitted for approval before installation wherever required.
4. All dimensions shall be verified at site before fabrication or execution.
5. Furniture, partition and electrical layouts shall be coordinated to avoid clashes with existing windows, doors, structural elements and services.
6. Work shall be carried out without damaging existing building services and installations.
7. The agency shall protect existing furniture, equipment, walls, flooring and other assets during execution.
8. Any damage caused during execution shall be repaired/replaced at the agency's cost.
9. All works shall be executed as per the approved drawings, applicable specifications and directions of the Engineering Section.
10. The final quantities shall be based on actual site measurements.
11. All debris generated during the work shall be removed and the site shall be kept clean and safe throughout execution.
12. The completed installation shall be inspected and approved by the Engineering Section before final handover.
13. The payment will be done after satisfactory completion from Engineer in charge.

PRELIMINARY BILL OF QUANTITIES (BOQ) without rates

Renovation of Existing Stock Room for Administrative Office

Room Size: 10.42 m × 8.17 m

Approximate Floor Area: 85.13 m²

Proposed Occupancy: 1 Administrative Officer + 2 Section Officers + 12 UDC Staff

Note: Quantities are preliminary and shall be verified at site before preparation of the final estimate. Rates are indicative budgeting rates and shall be replaced by applicable CPWD DSR/market/approved rates, as applicable.

A. CIVIL, DISMANTLING & FLOORING WORKS

Sl. No.	Description of Item	Unit	Qty.
A1	Dismantling of existing internal partition including aluminium/wooden framework, panels, glazing, doors, fixtures, removal of debris, stacking of serviceable material and disposal of unserviceable material as directed, including making good affected surfaces	m²	60.00
A2	Levelling/grinding and mirror polishing of existing green Kota stone flooring including cleaning, mechanical grinding, filling of minor joints/holes/imperfections, successive polishing and final cleaning	m²	85.13
A3	Internal lustre/emulsion painting to walls and ceiling including scraping/cleaning, surface preparation, minor putty repairs, primer wherever required and two finishing coats of approved paint	m²	350.00
A4	Minor plaster/putty repairs to walls and ceiling after dismantling of partition and electrical works, including filling, sanding and making ready for painting	m²	30.00

B. ALUMINIUM PARTITION & CABIN WORKS

Sl. No.	Description of Item	Unit	Qty.
B1	Providing and fixing aluminium-framed glazed partition for Administrative Officer cabin using approved extruded aluminium	m²	30.00

	sections, powder-coated/anodised finish, safety glass, glazing beads, gaskets, screws, anchors, sealant and all necessary accessories, complete		
B2	Providing and fixing aluminium-framed glazed door for Administrative Officer cabin including aluminium frame, glazed shutter, safety glass, hinges, handle, lock, door closer, stopper and all necessary hardware, complete	No.	1

C. MODULAR FURNITURE & STORAGE

C1. Administrative Officer

Sl. No.	Description of Item	Unit	Qty.
C1.1	Providing and fixing modular/executive working table for Administrative Officer, made from minimum 18–25 mm pre-laminated engineered board/MDF/particle board, PVC edge banding, suitable supporting structure, cable-management provision and approved finish, complete	No.	1
C1.2	Providing and fixing storage unit for Administrative Officer with shelves, shutters/drawers, pre-laminated board construction, PVC edge banding, hinges, handles, locks and all necessary hardware, complete	No.	1

C2. Section Officers & UDC Staff

Sl. No.	Description of Item	Unit	Qty.
C2.1	Providing and fixing modular office workstation/table for Section Officers and UDC staff comprising worktop, modesty panel, supporting framework/side panels, cable management, electrical raceway provision and pedestal/storage provision, complete	No.	14
C2.2	Providing and fixing wall-mounted storage cabinets for Section Officers and UDC staff, approximately 450 mm deep, constructed	Rmt	18.00

	from minimum 18 mm pre-laminated board with shelves, shutters, PVC edge banding, hinges, handles, locks and suitable wall anchoring/fixing, complete		

D. ELECTRICAL WORKS

Sl. No.	Description of Item	Unit	Qty.
D1	Providing and fixing LED light fitting complete with LED driver, mounting accessories, connection and testing	No.	10
D2	Providing and fixing ceiling fan complete with motor, blades, canopy, down rod, regulator, wiring connection and installation	No.	6
D3	Providing electrical power point for each workstation including FR/FRLS copper wiring, suitable PVC conduit/trunking, modular switch/socket, earthing connection, termination and testing	Set	16
D4	Providing dedicated AC power point including suitably sized copper wiring, conduit/trunking, MCB/isolator, termination, earthing and testing; AC equipment excluded	Point	4
D5	Providing general 6A/16A power point including copper wiring, conduit, modular switch/socket, earthing, termination and testing	Point	8
D6	Modification/provision of existing distribution board including suitable MCBs/RCCB/RCBO, neutral and earth bars, sub-circuit wiring, identification labels, earthing connections and necessary accessories	L.S.	1
D7	Testing, commissioning, circuit identification/labelling, insulation testing, polarity testing, earthing verification and balancing of electrical installation	L.S.	1

E. TECHNICAL NOTES FOR BOQ

1. Civil Works

The existing green Kota flooring shall be retained wherever suitable. The item includes complete grinding, levelling, polishing and cleaning necessary to obtain a uniform finished surface.

2. Aluminium Partition

The exact dimensions of the Administrative Officer's cabin shall be as per the approved seating layout and site conditions. The rate shall include all aluminium sections, glass, glazing beads, gaskets, fixing accessories, sealant and labour.

3. Furniture

The furniture shall be modular in nature and shall be fabricated only after approval of the detailed shop drawing/sample by the Engineering Section.

4. Workstations

The BOQ considers 14 workstations comprising:

- 2 Section Officers; and
- 12 UDC staff.

The Administrative Officer's table is separately provided under C1.

5. Storage

The quantity of 18 running metres of wall-mounted storage is provisional. The final length, height, depth and internal shelf arrangement shall be finalised after site measurement and approval of the furniture layout.

6. Electrical

The electrical points shall be coordinated with the final furniture layout. Wiring shall be FR/FRLS copper conductor of suitable size through approved conduit/trunking/cable-management system.

7. AC

Three dedicated AC power points have been provisionally considered. The supply and installation of AC units, copper refrigerant piping, drain piping and outdoor units are not included in this BOQ.

8. Existing Electrical Fixtures

Where existing fans, lights, switches or other electrical installations are found serviceable, the Engineering Section may decide to reuse/reposition them, and corresponding quantities may be reduced from the final BOQ.

9. Rates

The rates indicated above are preliminary rates for administrative approval/budgetary assessment. The final estimate shall be prepared using applicable CPWD DSR/market rates/approved rates and applicable taxes.

10. Final Measurement

All quantities shall be subject to actual site measurement and certification by the Engineer-in-Charge.

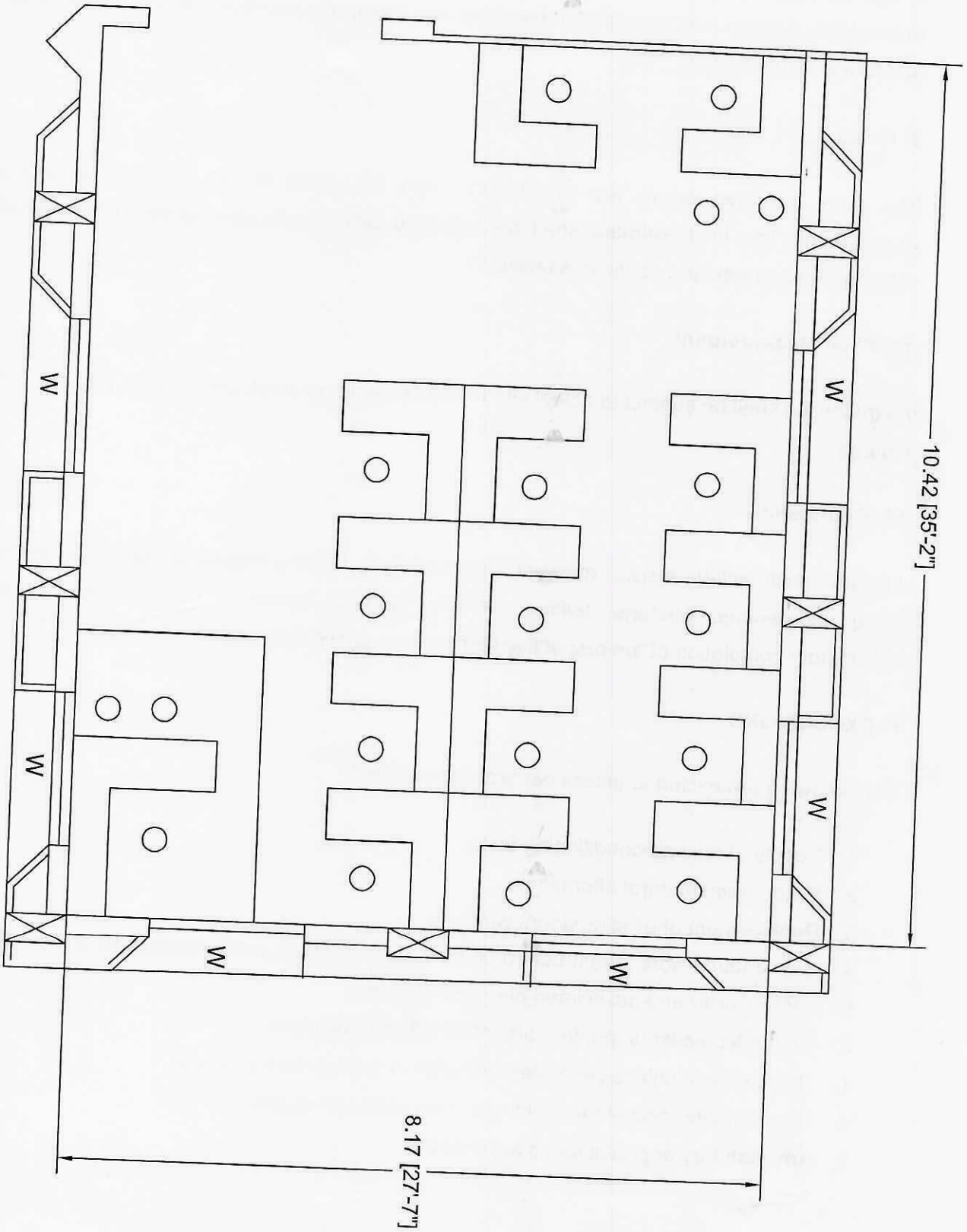
11. Completion

All rates shall include labour, material, transportation, loading/unloading, tools and plants, fixing accessories, wastage, testing, cleaning and all incidental works necessary for satisfactory completion of the respective item, unless specifically stated otherwise.

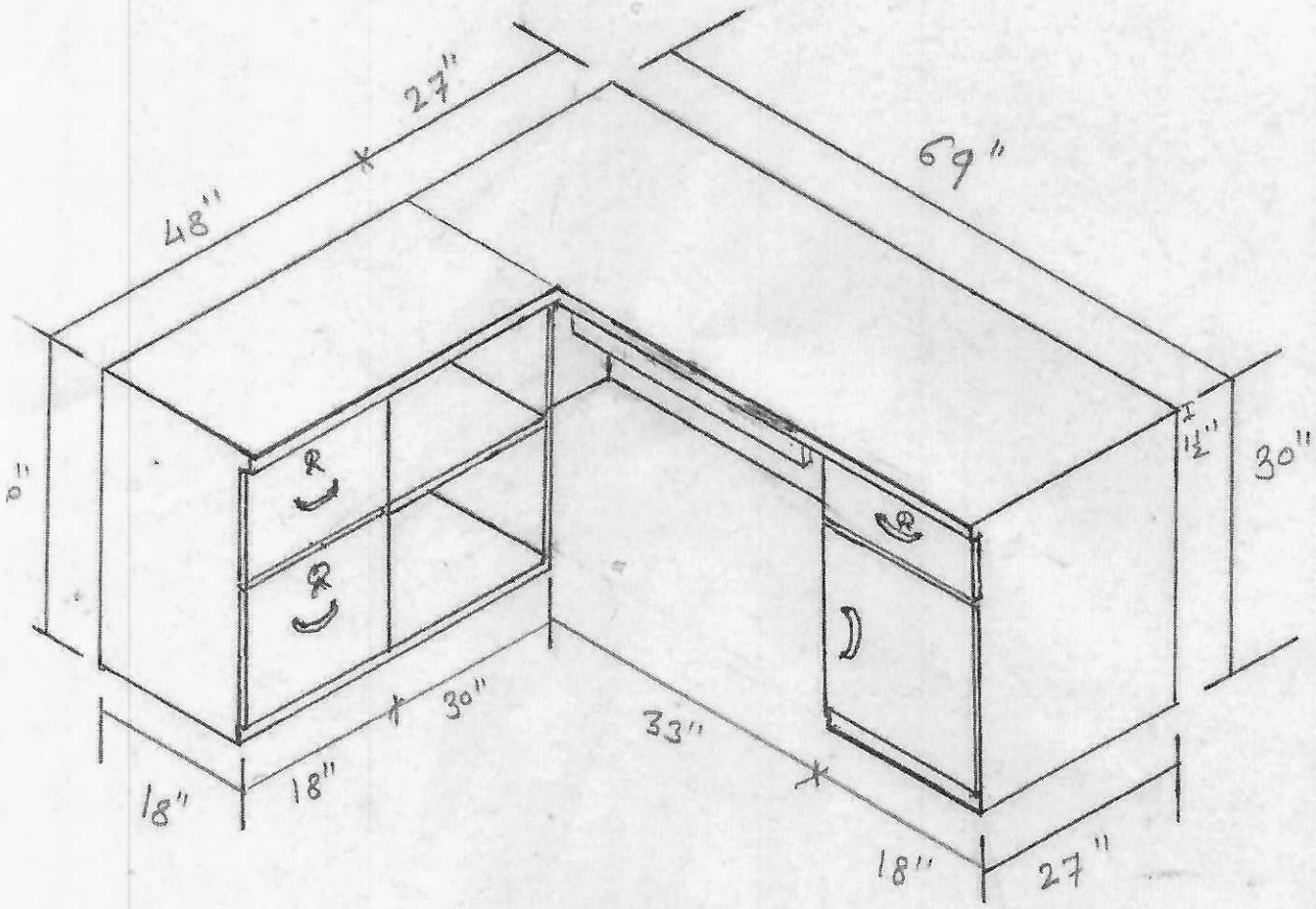
F. EXCLUSIONS

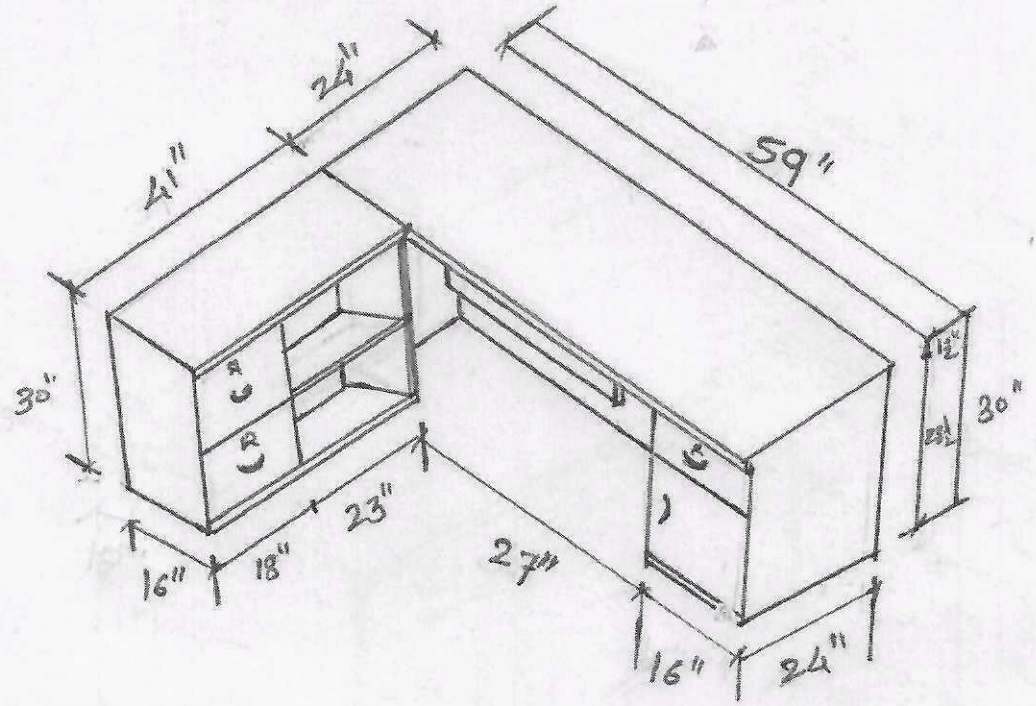
The following are excluded unless separately approved:

1. Supply of new air-conditioning units.
2. Major civil/structural alterations.
3. Replacement of existing doors/windows.
4. New data/network infrastructure beyond basic furniture cable-management provision.
5. UPS/inverter and associated electrical systems.
6. Computer systems, printers and other office equipment.
7. Office chairs, unless separately included in the furniture proposal.
8. Major modification of the building's main electrical supply.
9. Any statutory approval/fee, if applicable.



o. ICMR-NIV/ES/Minorwork/3621 (Computer No. 295897)
rated from eOffice by Amruta Bakare, AO(AB)-NIV, ADMININISTRATIVE OFFICER, NIV on 24/10/2026 12:14 pm


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