

**04/37/2022/NCM&HKA (e47401)**  
Government of India, Ministry of Textiles  
O/o the Development Commissioner for Handicrafts  
National Crafts Museum & Hastkala Academy  
(Formerly National Handicrafts & Handloom Museum)

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Pragati Maidan, New Delhi-01  
Dated : 09<sup>th</sup> May 2026

**NOTICE INVITING QUOTATIONS (NIQ)**

**Subject:** Invitation of Quotations for Minor Civil and Electrical Works for Creation of Office Space

Sealed quotations are invited from **experienced and reputed agencies/firms** having adequate experience in civil and electrical works for carrying out **minor civil and electrical works** for creation of office space at this Museum.

**1. Scope of Work**

**A. Civil Works:**

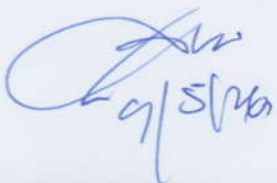
- Workstation setup in a room (approx. 12' x 11') with seating arrangements for 4 persons, including tables, side table, and chairs. (rough drawing attached for reference but small modification according to the area with the interest of organisation allowed.
- Provision of overhead almirahs (3' x 3' x 16") – Qty: 10 with locking facility.
- Making wall opening (18" x 15") and installation/shifting of Wi-Fi booster.
- Replacement of existing door with 10 mm toughened glass door complete with fittings, frame, lock, and accessories.
- Supply of accessories, miscellaneous items, and basic office fixtures as required.
- All associated installation and finishing works.

**B. Electrical Works:**

- Complete wiring with switches and 3-pin socket outlets for each workstation.
- Wiring provision for air conditioners.
- Supply and installation of 1.5 Ton 5 Star Split ACs of reputed make (Hitachi/Blue Star/LG/Samsung or equivalent).
- Supply of accessories, fittings, and all incidental works required for completion.

**2. Eligibility Criteria, Terms & Conditions**

- The firm/agency should have **prior experience** in similar civil and electrical works in Government Departments/PSUs/reputed organizations.
- Copies of **work orders/completion certificates** for similar works must be enclosed.
- The firm should have valid **GST registration**.
- The materials used should be of **standard quality and approved make**.
- Payment will be made **after satisfactory completion** of work.
- The department reserves the right to **accept or reject any or all quotations** without assigning any reason.
- The work is of urgent nature, and the selected agency must commence work immediately upon award.

  
9/5/26

- Time required for completion (preferably within 10–15 days)


#### 4. Submission of Quotations

- Quotations must be submitted in a **sealed cover** superscribed as:  
"Quotation for Minor Civil & Electrical Works for Office Space Creation"  
Financial bid / quotation amount includes all taxes and it should not be More than Rs. 5 Lakhs (upper sealing)
- Quotation must be accompanied with following documents :
  - (a) First page of this letter, duly signed and affixed with the bidder's rubber stamp, confirming acceptance of the scope of work and terms & conditions.
  - (b) copies of **work orders/completion certificates** for similar works duly signed by bidder must be enclosed.
- Tender Box, Office of Sr Director National crafts Museum & Hastkala academy, Bhairon Marg, Pragati Maidan, - 110001

#### 5. Last Date of Submission

The sealed quotations should reach this office **within 7 days** from the date of issue of this notice. Bids to be opened subsequent working day under video coverage. Hence, bidder presence is not mandatary. However, they may witness at their own interest.

This also refers Rule 139 (v) of GFR 2017 read with Para 3.13 of Manual of work services, 2025

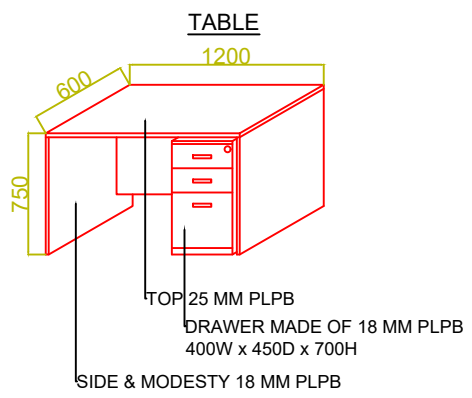
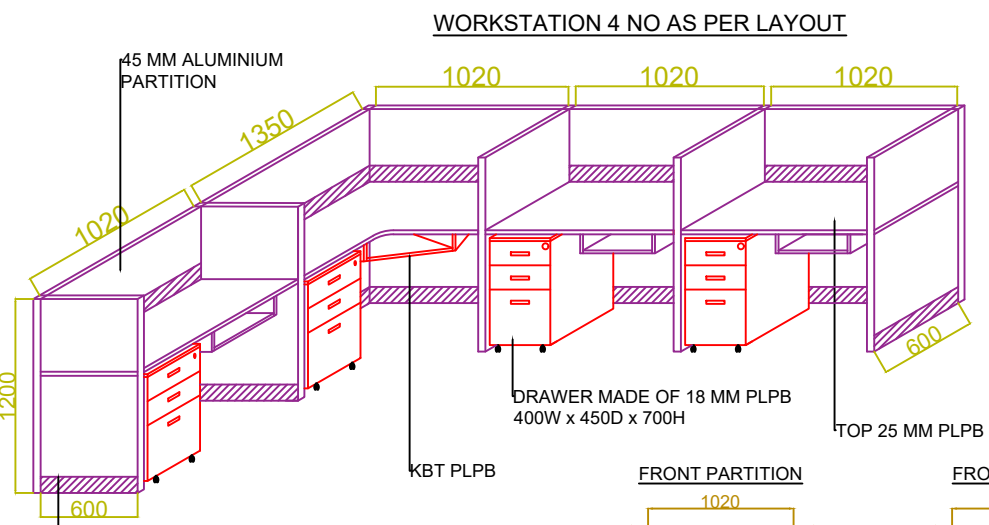
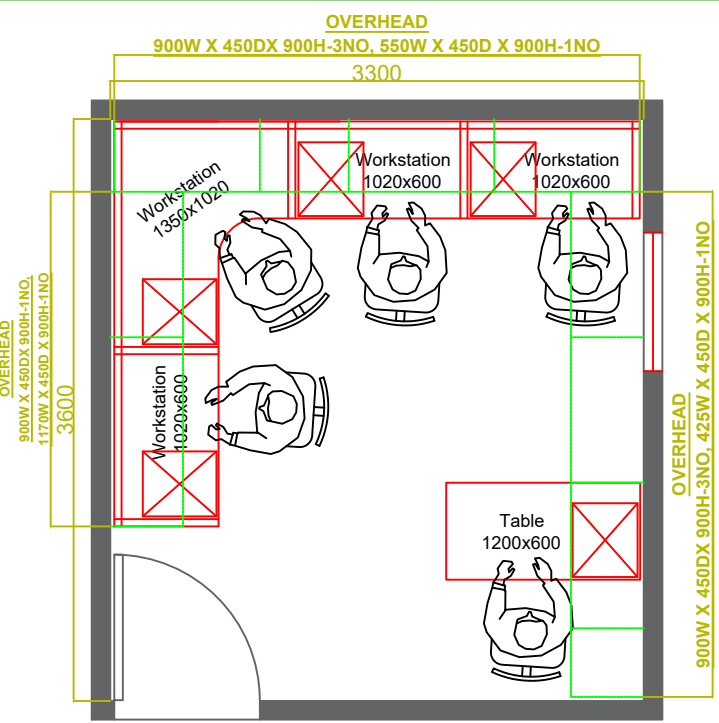
  
( D. Ramakrishna Rao )  
Admin officer

#### Distribution / To

- 1.Sh. Vikash Jha , i/c Website of NCM&HKA with a request to upload on website under vikash.jha@silvertouch.com heading --Tender
2. Notice Board
3. Whatsapp Group of regd contractor/Vendors
4. MO/User Section with a request to monitor the work and provide satisfactory report.

Copy to on e mail :-

Sr Director for info wrt Note # 15 dt 02 May 26 of e-47401  
DDO/Accounts Section, Tender / LPC committee members



EACH SEATING 2 SETS OF 2 SOCKET & 2 SWITCH 16 AMP WITH COMPLETE WIRING

