

Indira Gandhi Rashtriya Manav Sangrahalaya  
Post Bag No. 2, Shyamla Hills,  
Bhopal – 462002

F. No.: 10-03/24-Const.  
Date: 06/05/2026

To,  
M/s,

Subject: Quotation enquiry for Waterproofing and Structural Repairs of the Terrace of the Guest House at IGRMS Campus.

Sir,

1. The work mentioned on the next pages is proposed to be carried out by this department. If you are in a position to execute this work, you are requested to submit your rates for the same in a sealed envelope.
2. The last date for submission of rates in a sealed envelope is **11/05/2026**. Rates received after the prescribed date will not be accepted.
3. (If differ) Complete details of the nature of work, specifications, category, etc., must be clearly specified in your letter.
4. The rate should be quoted per unit. Wherever net product price, sales tax, or any other surcharge is charged additionally, the same should be specifically mentioned in the rates. The rates shall be inclusive of freight, transportation, loading and unloading charges for delivering the material up to the site within the museum premises. No additional payment shall be made on this account.
5. The Director, Indira Gandhi Rashtriya Manav Sangrahalaya, reserves the right to reject any or all rates without assigning any reason and may accept rates other than the lowest.
6. The quantities mentioned are tentative. At the time of placing the order, the quantities may be increased or decreased as per actual requirements.
7. The total sum of the quoted rates (Grand Total Amount) shall be considered as the final amount, and the lowest tender will be determined on that basis only.
8. The rates should be sent in a sealed envelope addressed to the undersigned, quoting Office Ref No. **F.10-03/24-Const**, dated **06/05/2026**. The envelope must clearly bear the inscription: "Waterproofing and Structural Repairs of the Terrace of the Guest House at IGRMS Campus."
9. The contractor shall provide minimum 5years of warranty for adequate durability of the work.



10. The contractor shall provide experience certificates for waterproofing work carried out in government departments over the past 7 years.
11. The contractor shall provide registration certificate of PWD, CPWD, MES or any other Govt. department (if any).
12. The work site may be inspected during office hours.

Yours sincerely,

  
(Dr. P. Shankara Rao)  
Administrative Officer

Description of work to be carried out

| Item No. | Description   | Qty.     | Unit  | Rate | Amt. |
|----------|---|----------|-------|------|------|
| 1.       | Dismantling of planter and making the surface smooth.             | Lump sum |       |      |      |
| 2.       | Repairing of loose coba /uneven surface with 12 mm thick plaster. | Lump sum |       |      |      |
| 3.       | Waterproofing of roof (with minimum three layers of P.U. coating) | 12500    | Sq ft |      |      |
|          | Total   |          |       |      |      |
|          | Add GST if any  |          |       |      |      |
|          | Total estimated cost in figures Rs.                               |          |       |      |      |
|          | Total estimated cost in words Rs.                                 |          |       |      |      |

**Terms & Condition: -**

1. The rates shall include all leads, lifts and transportation charges. The contractor shall be responsible to pay all the taxes as required and nothing shall be reimbursed by the department.
2. During execution of work, the required co-ordination is necessary with the departmental Security Staff for the safety of the IGRMS.
3. The payment will be made after actual measurement of work and satisfactory complete of work.
4. In case of any dispute, the decision of the Director, IGRMS, Bhopal shall be final and binding on the agency.
5. Time allowed for completion of work is 60 days from date of work order or the execution of the agreement (whichever is later).
6. The contractor shall provide 5years of warranty for adequate durability of the work.
7. The working space and electrical connection & water supply will be provided free of cost in IGRMS campus for facilitating early completion of works.
8. Clearing of debris should be done in co-ordination with site in charge.

**Banking details: -**

|                |  |  |
|----------------|--|--|
| Account number |  |  |
| PAN number     |  |  |
| Name of Bank   |  |  |
| IFSC           |  |  |

Signature of contractor

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