

INSTITUTE OF HOME ECONOMICS
(UNIVERSITY OF DELHI)

Ref. No. IHE/2026-27/Admin/012

07/04/2026

INVITING QUOTATION NOTICE FOR ACCESSIBILITY AUDIT

Institute of Home Economics invites offline quotations from reputed service providers for providing ACCESSIBILITY AUDIT at Institute of Home Economics, University of Delhi as per details provided below. The Quotations must be submitted in the prescribed format (Format Attached) to The Director, Institute of Home Economics, F-4, Hauz Khas Enclave, New Delhi-110016 either by speed post or by hand on or before the last date mentioned in the schedule given below. Quotations received after the last date of submission will not be considered. Incomplete bids or late bid submissions are liable to be ignored and rejected. The envelope containing the quotation should be superscripted as "Quotations for Accessibility Audit"

1. One of the targets under the objective of enhancing the proportion of accessible buildings under the nation-wide Accessible India Campaign is to conduct accessibility audit of the buildings and converting them into fully accessible buildings. Access audits are an important means of ensuring the accessibility

IMPORTANT INFORMATION AND DATES

S.No.	Description	Details
1	Quotation Submission Start Date and time	08.04.2026 from 09.00 A.M.
2	Quotation Submission Last Date and time	20.04.2026 till 04.00 P.M.

Definitions and Abbreviations

"IHE/Institute/College" shall mean the Institute of Home Economics;

"Authority" shall mean the Competent Authority of the Institute of Home Economics;

"Bidder/Contractor" shall mean any entity that has submitted a Quotation.

"Quotation/Bid" means the following document issued by IHE to the prospective Bidders for "Accessibility Audit at Institute of Home Economics (University of Delhi), F-4, Hauz Khas Enclave, New Delhi-110016. Any Corrigendum(s) / Amendment(s) / Clarification(s) to the TENDER issued by IHE subsequent to the issue of the TENDER shall be an integral part of the TENDER document.

"Service Provider/Contractor" means the selected bidder with which the IHE shall sign the Contract for providing services under this Quotation.



"Scope of Work" (SoW) means the objectives, the activities, the tasks to be performed and the respective responsibilities of IHE and the Service Provider under the Project. It also includes the SLA, as is mentioned in detail, as mentioned in this Quotation.

"Selected Bidder/Contractor" shall mean the Bidder(s) who signs the Contract with the Owner for providing services under this QUOTATION;

2. All the buildings of the Institute are proposed to be audited for accessibility in the Institute of Home Economics as per the attached term and conditions.

The terms and conditions of allocations are given as under: -

- I. The bidders shall submit bid for all the buildings and open area in the college.
- II. A partial bid submitted for some of the buildings/infrastructure will not be considered and will be summarily rejected without any further correspondence.
- III. The bid must be made keeping in mind that are being considered as single units. For example, the Institute may include multiple buildings within the premises. In such cases, the bid is to be made for the entire complex as one unit.
- IV. The bid is to be made for the entire building/infrastructure as a single unit irrespective of floors/blocks it may have and not as a separate floor/block.
- V. After submission of cost estimation, if the organization is selected, it will not be allowed to withdraw from the access audit by stating some reasons. In such case, the organization will be black-listed.
- VI. The access audit has to be completed and report is to be submitted within 30 days from the date of work order. The first 10 days will be for liaisoning and coordination concerned department. The report shall have to be submitted within balance 20 days.
- VII. The report shall have to be given separately in relation of each building Infrastructure.
- VIII. The payment shall be released within 30 days of completion & submission of access audit report of each building/infrastructure separately and its acceptance by the competent authority.
- IX. 20% of the bid amount will be deducted for submission of access audit report beyond 7 days later than the deadline and 40% of the bid amount will be deducted, if report is submitted more than 14 days late without any valid reason in written. The Access Auditor would be blacklisted if the access audit report is not submitted within 30 days.
- X. The Institute reserves the right to reject any bid without assigning any reasons and no further correspondence shall be entertained.

Special Terms and Conditions: The entire work shall be completed within a maximum period of 30 days from the date of work order.

Proposals being submitted in the English language on the requirements specified by Institute of Home Economics, University of Delhi

Following submission of the proposals and their final evaluation, the Institute reserves the right to retain unsuccessful proposals. It is the responsibility of the bidder to identify any information of a confidential or proprietary nature contained in its proposal so that it may be handled accordingly. However, the Institute cannot guarantee confidentiality.

Scope of work

Conducting access audit of the identified college buildings at Institute of Home Economics, University of Delhi. It may include all buildings of the College, pathways connecting all buildings, college entry gates, parking places and playgrounds etc. Providing a comprehensive report consisting sample drawings and 3D renderings for recommendations.

The Institute comprises two main buildings, divided into Block A and Block B. Block A is a four-storey structure, while Block B consists of four floors along with a basement.

The selected bidder shall provide a Comprehensive Accessibility Audit and Gap Analysis Report, identifying existing barriers and recommending potential improvements. The report shall include recommendations based on Universal Design principles and shall be compliant with the National Building Code of India and the Rights of Persons with Disabilities (RPwD) Act, 2016.

Documents to be submitted by bidders for technical bid (Eligibility Criteria)

- Registration certificate of the company
- Bidder must have its registered office in Delhi and shall submit a self – attested proof of the same.
- Copy of PAN and GST certificate
- Tender acceptance certificate (to be printed on letter head)
- Proforma of Technical Bid (Annexure I)
- Adhaar Card of the company's owner
- Financial Bid (Annexure II)
- Self-declaration of non-blacklisting certificate (Annexure III)
- Empanelled organizations for conducting access audit with Department of Empowerment of Persons with Disabilities
- Organization to have an in-house team of architects and civil engineer along with cross-disability specialists and person with disabilities. Their resume should be submitted along with the bid.

Failure to submit these documents in the technical bid will render the bidder liable for disqualification from the opening of the financial bid.

Evaluation of Financial bid

1. The financial bids shall indicate the cost estimate bid of access audit for Institute of Home Economics, University of Delhi. 2. Conditional Bid shall be liable to be rejected.
3. If there is discrepancy between the price/Information quoted in words and figures, the price/information in words would be treated as final.

Payments

The payment shall be released within 30 days of completion & submission of access audit report of each building/infrastructure separately and its acceptance by the competent authority.



Prof. Radhika Bakhshi

Director

Dr. Fatah J.

Tahira Kaur

ANNEXURE "1"

PRICE BID FORM

To,
The Director,
Institute of Home Economics, New Delhi.

Dear Madam,

I/We have thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected outright.

I/We hereby offer to supply at the following rate

S. No.	Particular	Price/Unit Exclusive of GST (INR)	GST/ Other Taxes	Price/ Unit Inclusive of GST (INR)	Total Cost Inclusive of GST (INR)
1.	Accessibility Audit				

Name of Firm/Company/Agency:

GSTIN No.:

Bank Name: -

Bank Account No.:

IFSC Code: -

Branch Name:

Phone No.

Date:

Place:

Email:

(Signature of Authorized Person)

(Name)

Seal



Annexure – “2”

NON-BLACK LISTING DECLARATION (on letter head of company)

Format of undertaking, to be furnished on company letter head with regard to blacklisting/non-debarment, by any organisation/ Institute/Govt Agency/College etc

To,
The Director,
Institute of Home Economics,
F-4 Hauz Khas Enclave,
New Delhi-110016

We hereby confirm and declare that we, M/s -----, are not blacklisted/ Deregistered/ debarred by IITD/any Government department/ Public Sector Undertaking/ Private Sector/University or any other agency for which we have executed/undertaken the works/ Services during the last 5 years.

Signature of the Authorised Signatory with Seal of the Agency/ Firm

