



INDIAN SOCIAL RESPONSIBILITY NETWORK (ISRN)

REQUEST FOR QUOTATION (RFQ)

Renovation and Refurbishment of Little Step Center

RFQ Reference	ISRN/RFQ/HONASA/2026/479
Issue Date	09/10/2026
Quotation Submission Deadline	16/10/2026
Site Location	Little Step Center, Gurugram, Haryana

1. Invitation to Quote

Indian Social Responsibility Network (ISRN) invites quotations from eligible civil contractors, renovation agencies and service providers for renovation and refurbishment works at the Little Step Center in Gurugram, Haryana. The quotation should cover the relevant labour, materials, tools, transportation, installation/fixing, debris removal and other incidental costs required to complete the agreed works.

2. Background

ISRN is a multi-dimensional facilitation network working in the area of Corporate Social Responsibility (CSR), with a focus on holistic development of underserved communities. Under the Little Step initiative, the centre is intended to provide a safe, child-friendly and developmentally supportive environment. The renovation should therefore prioritise child safety, hygiene, durability and readiness for early learning activities.

3. Scope of Work

The following scope is based on the service-scope checklist provided by ISRN. Bidders should inspect the site, verify dimensions and existing conditions, and identify any assumptions or exclusions in their quotation.

A. Core Civil and Finishing

- Renovation/refurbishment of the rented premises, including plaster repairs, putty, wall smoothing and preparation for BALA (Building as Learning Aid) art.
- Supply and fixing of child-safe, non-slip flooring and floor mats, as applicable.
- Toilet renovation, including child-friendly low-height toilets, wash basins and tiling.
- Kitchen setup, including platform, sink, drainage and storage space.
- Civil work to create or prepare learning, rest and reading corners.

B. Electrical Works and Safety

- Electrical wiring and provision/installation of LED lights, fans and switchboards, as required.
- Dedicated electrical points/provisions for one LED Smart Screen, CCTV cameras, water filter, and an 8 kW solar panel system with off-grid inverter. Solar equipment supply/installation should be separately identified unless expressly included in the final work order.
- Child-safety provisions, including child-safety door locks, entry gate, window grills and rounded/protected wall or corner edges, as applicable.

C. Plumbing and WASH

- Water connections/provisions for the kitchen, toilets and drinking-water point.
- Provision for water-filter installation.
- Soap/handwash stands and hygiene-corner provisions.



D. BALA Art and Wall Preparation

- Preparation of walls for educational wall paintings, including two coats of putty and primer, as required.
- Provide smooth, suitable surfaces for child-friendly visual learning and centre branding. Painting/branding artwork itself should be separately priced if not included.

E. Fixture Installation Support

- Fixing/installation support for almirahs and racks, storage units, blackboard and growth-monitoring tools, including stadiometer and weighing scale.

4. Quotation and Price Schedule

Bidders must provide an item-wise price breakdown and a consolidated lump-sum quotation. Rates should be inclusive of labour, materials, tools, transportation, loading/unloading, installation/fixing, site protection and debris clearance. Applicable taxes must be shown separately. Quantities and dimensions are to be verified during the site visit; no quantities have been assumed in this RFQ.

S. No.	Work Category	Scope / key inclusions	Quoted Amount (₹)	Remarks / exclusions
1	Core civil and finishing	Repairs, plaster/putty, flooring, toilet, kitchen, learning/rest/reading corners		
2	Electrical works and safety	Wiring, lights, fans, switchboards, dedicated points and child-safety provisions		
3	Plumbing and WASH	Water connections, filter provision, handwash/hygiene corner		
4	BALA wall preparation	Putty, primer and surface preparation; artwork/branding to be specified separately		
5	Fixture installation support	Fixing support for racks, storage, blackboard and growth-monitoring tools		
6	Other necessary works	Only if required; describe clearly and obtain ISRN approval		
	Subtotal (excluding taxes)			
	Applicable taxes			
	TOTAL QUOTED PRICE			

Please attach a detailed BOQ with quantities, units, unit rates and line-item totals wherever measurable. The above categories are for quotation structuring and do not replace a site measurement or a detailed BOQ.

5. Vendor Eligibility and Required Documents

- Experience in civil renovation/interior works; experience in schools, anganwadis, day-care centres or CSR/community facilities is preferred.
- Ability to undertake civil, electrical and plumbing work directly or through qualified subcontractors.
- Valid PAN and GST registration, where applicable, and ability to issue a proper invoice.
- Portfolio/photos and location details of at least 2–3 similar works completed in the last year; one comparable school/child-care/centre project in or around Gurugram is preferred.
- Written confirmation of team size, on-site supervisor, start date and proposed completion timeline.
- Confirmation that materials will be of appropriate quality and compliant with applicable standards; provide bills for materials when requested.
- Commitment to child-safe execution, use of non-toxic/lead-free paint where paint is used, daily debris clearance and work during agreed daytime hours.
- Acceptance of a three-month minor-repair warranty for workmanship, subject to the final work order.



6. Site Visit and Execution Timeline

Bidders should arrange a site visit with ISRN before finalising the quotation and must verify site measurements, access, existing services and work requirements. The vendor-screening checklist indicates a preferred ability to mobilise within 3–5 days and complete the renovation within approximately 20–25 days. Bidders must state their firm mobilisation date and completion period in writing; the timeline will be finalised in the work order.

7. Quality, Safety and Documentation

- All work must be executed in a safe and professional manner, with particular attention to young children's safety and hygiene.
- Use non-toxic, lead-free paint suitable for child-facing environments. Avoid sharp edges and unsafe exposed wiring; protect work areas during execution.
- Clear construction debris daily and leave the site clean at handover.
- Provide before-and-after photographs for project documentation.
- Any variation, additional work or change in specification must be approved in writing by ISRN before execution.

8. Commercial Terms and Conditions

- The quotation must be valid for at least 30 days from the submission deadline, unless otherwise stated by the bidder.
- The quoted lump sum must clearly state inclusions, exclusions, applicable taxes and any assumptions.
- Payment milestones will be specified in the work order. The vendor-screening checklist indicates that an advance should not exceed 20% after starting the work, with the balance linked to agreed milestones and satisfactory completion; the final terms will be mutually documented.
- Payment will be processed against an acceptable invoice and verification/acceptance of the relevant work. Statutory deductions, including TDS, will be made as applicable.
- The vendor is responsible for labour, supervision, tools, transport, loading/unloading, protection of existing property and disposal of debris unless explicitly agreed otherwise.
- The vendor shall rectify defects attributable to workmanship or materials during the agreed three-month minor-repair warranty period.
- ISRN reserves the right to seek clarifications, negotiate scope/rates, accept or reject any or all quotations, or cancel/amend the RFQ process without assigning a reason.
- Issuance of this RFQ does not guarantee award of a contract. Work shall commence only after written work order/approval from ISRN.

9. Quotation Submission

Interested vendors should submit the following by the deadline stated on page 1:

- Signed quotation on company letterhead, including total price in figures and words.
- Item-wise BOQ/price schedule, with taxes separately identified.
- Vendor profile, contact details, PAN/GST details and relevant registrations.
- Photographs/references for similar completed projects.
- Proposed mobilization date, team size, completion timeline and warranty confirmation.
- List of assumptions, exclusions and any alternative recommendations.

Submission email: procurement@isrn.in | Contact person: Samudra Naskar, General Manager, ISRN | Contact number: +91-11-43474545

Subject line: RFQ – Renovation of Little Step Center – [Vendor Name]



Samudra Naskar
Indian Social Responsibility Network (ISRN)