

JAMIA HAMDARD

HAMDARD NAGAR, NEW DELHI - 110062

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Short-term quotation documents

FOR

Renovation of Photocopier Stall near SCLS building.

Submitted by:

Name of the Agency:

Address:

Contact No:

Email ID

JAMIA HAMDARD

HAMDARD NAGAR, NEW DELHI-110062

Short-Term Quotation documents

Ref No. JH/Civil/GMP/163/24

Date: 09/08/2024

Jamia Hamdard, New Delhi invites sealed item rates spot quotation in Single bid system from reputed contractors registered with Govt./Semi Govt./State Govt. organization or worked/working in Jamia Hamdard or Govt. organization or reputed Institute for the below mentioned work. Tender documents are attached herewith. Last date of submission is 16/08/2024 up to 3:00 PM. The bidders are also advised to visit the site to satisfy themselves before submitting the Quotation. Bidders not fulfilling the Eligibility Criteria will be rejected. Eligibility Criteria is mentioned at Tender.

NAME OF WORK:	Renovation of Photocopier Stall near SCLS building.
ESTIMATED COST:	Rs. 89,923.00 i/c GST
EARNEST MONEY:	Rs 1800.00
TENDER FEE	Rs. 200.00
TIME PERIOD:	15 days

Short Term Quotation duly filled should be dropped in the Tender Box kept in Purchase Section, Admin Block on or before 16/08/2024 up to 3.00 PM along with demand draft of Tender fee & Earnest Money in sealed envelope clearly specifying the name of work. The D.Ds shall be in favour of “**Jamia Hamdard**” payable at New Delhi. The Quotations shall be opened on same day i.e. 16/08/2024 at 3.30 PM by the Quotation opening committee in the presence of available interested parties in the Office of the Executive Engineer. In case the required procedure is not followed, the Quotation can be rejected. Jamia Hamdard reserves the right to reject any or all Quotation without assigning any reason whatsoever.

Registrar

(1) SCOPE OF WORK:

Renovation of Photocopier Stall near SCLS building.

ELIGIBILITY CRITERIA

1. Bidders must have Registered contractor at Govt./ Semi Govt. /State Govt./Departments/Educational institutes or Working/worked Agencies at Jamia Hamdard/worked with Govt./Semi Govt/State Govt departments/Higher Educational Institution. Bidders have to submit the related copies of the documents and other registration certificates, Work orders and completion certificates. The original will have to be produced when asked for verification.
2. Contractors should have executed similar nature of works of at least one contract of 80% value of estimated cost of works) or two contracts of similar nature of works of 60% value of estimated cost of works or three contacts of similar natures of works of 40% value of estimated cost of works in the last 3 years in any institutional Buildings, Universities/departments and produce credentials in support thereof.
3. The Bidders must have current PAN, GST Registration Certificates.

Note: - Quotation shall also be liable for rejection on any of the following grounds:

- a. Quotation submitted late.
- b. Quotation containing remarks uncalled for.
- c. Conditional Quotations.
- d. Quotation not submitted on prescribed Performa.
- e. Telegraphic Quotations.
- f. Quotation submitted without EMD and Cost Quotation document (Quotation fee).

(2) SUBMISSION OF BIDS

Quotation should be submitted in sealed envelopes super-scribing NIQ No. & name of work, due date for opening, bidder's name & address. The Quotations duly filled should be dropped in the Tender box kept in the Purchase Section. It should not be handed over to any employee of the Jamia Hamdard. No Quotation shall be accepted later than the time schedule specified in the NIQ. Any clarifications/amendments/corrigenda etc., to NIQ before last date of submission of bid will only be available on our website: www.jamiahamdard.edu. Therefore, bidders are advised to keep visiting our web site. In this bid, the bidder shall submit the following:

- a. Covering letter on Company's Letterhead

- b. Quotation fee (Non-refundable)
- c. Earnest Money Deposit (to be deposit by every bidder without any exemption).
- d. Copies of PAN, GST and necessary registration Certificate.
- e. Entire NIQ duly signed & stamped by the bidder.
- f. BOQ is cited on **Annexure “X”**
- g. Copies of work order for similar nature of works as per eligibility criteria mention above.
- h. Entire NIQ and documents duly signed & stamped by bidder of his authorized representative/person.**
- i. Bidders are required to quote his item rates in the attached BOQ (Annexure ‘X’) in accordance with the scope of works, terms & conditions & technical specifications enclosed. The rates/price quoted by contractor should be all inclusive i.e. GST & include (all material cost, labour, services, plant/machinery/tools & tackles, ladders & scaffolding required for work, freight, Insurance, Octroi, Govt. duties & levies, Sales Tax transport/cartage of materials/labour and all other expenses not specifically mentioned but reasonably implied. Nothing over and above these rates shall be payable to contractor. Further nothing extra in rates will be considered for any variations in Quotation quantities or due to any site difficulties. It is mandatory for bidder to quote all items rate as asked for in the BOQ/ PRICE schedule. Failure in not filling some item rates will lead to rejection of Quotation. The bidders should quote unconditional rates, neatly written without any overwriting and all pages should be duly signed & stamped

4.

GENERAL TERMS & CONDITIONS

- I. **Earnest Money:** An earnest money of **Rs.1800.00** has to be enclosed along with the Bid. The EMD shall only be in the form of Bank Draft in favour of “Jamia Hamdard” payable “New Delhi”. No Cheques/Cash shall be accepted as EMD. The refund of EMD to the unsuccessful bidder shall be made within 10 days from the date of issue of work order to the successful bidder. The EMD of the successful lowest bidder (L1) shall be held back and will be released after completion of the works and site clearance.
- II. **Validity of Quotations:** Quotations shall be valid for our acceptance without any change in rates and NIQ conditions for a period of 60 days from the date of opening of price bid.
- III. **Escalation:** No escalation over and above items rates quoted by the bidder shall be paid during the execution of contract.

- IV. **Completion time:** The time shall be the essence of this contract and entire work as titled above is to be completed in all respects within a period of **15 Days** from the date of receipt of the work order. Any delay in completing the work for reasons attributable to the Contractor is liable for liquidated damages condition of NIQ. Under the force-majeure conditions or delay due to reasons beyond control of the contractor, Jamia Hamdard may grant suitable time extension without penalty for which the contractor has to request along with the justification/ reasons well in advance to Jamia Hamdard for approval without any prejudice to price escalation. No time extension request shall be considered after the expiry of completion period/contract except any genuine reason. The decision of the Executive Engineer regarding Time extension will be final and binding on the contractor.
- V. **The rates** shall be inclusive of GST & FOR site (Fright, duties etc.)Jamia Hamdard welfare Relief Fund will be deducted @ 0.25% of the amount of total bill claimed.
- VI. **Site Conditions:** Contractor shall acquaint himself fully with the site conditions and the working environment of Jamia Hamdard before quoting his rates. No Compensation on account of any site difficulties will be entertained, at a later date, after award of the work.
- VII. **Before Questioning, the Contractor shall visit and examine the site and satisfy himself as to the site conditions, the correct dimensions of the work and facilities. In case of any doubt, may be clarified from the office of the Engineer In-charge.**
- VIII. **Defect Liability period:** Defect liability period shall be twelve (12) months from the date of completion of work. Any defect arising in this period will be rectified by him at his own cost.
- IX. **Correspondence:** All the correspondence in respect of Quotation/award of work shall be made to Executive Engineer.
- X. **Terms of Payment:** The payment shall be made on submission of the bills in proper format by the contractor after due certification by the engineer responsible for supervision of the work. Contractor can submit full and final bill after completion of work for claiming payment based on actual quantities of items of work executed as per BOQ and Engineer's instructions.
- XI. **Labour Laws:** The contractor will abide by all the rules and regulations related to labour laws, accident, workmen compensation act, workmen insurance etc. This will be the sole responsibility of the contractor. Jamia Hamdard will not be a party at any stage in any of the disputes relating to the above. In case, Jamia Hamdard has to bear any expenditure due to non-conformance of the above provisions by the contractor, the same will be recovered from contractor's bills.
- XII. **Rules governing the Contractor's employees working in the Jamia Hamdard Premises:** The contractor's employees working inside the Jamia Hamdard campus will abide by the Centre's rules & regulations for works inside the campus. Any damage to the Jamia Hamdard property due to mishandling,
- XIII. **carelessness on the contractor's or his workmen's part will be recoverable from the contractor's bills.**
- XIV. **Liquidated damages:** In case the work is delayed beyond the specified completion period for reasons attributable to the contractor, deductions on account of Liquidated damages @ 0.5% of the contract value per week will

be deducted subject to a maximum of 5% of the contract value.

However, during the delayed period, Jamia Hamdard also reserves the right to get some portion of work done by any other contractor at the risk and cost of the existing contractor and amount to that effect along with 10% overhead charges will be deductible from his bills/dues.

- XV. **Extra or substituted item:** If any extra or substituted item appears in the work, contractor shall submit its rate analysis supported with documents which shall be approved by Engineering Department. Analysis of rates will be based on DSR document of CPWD or based on market rates analysis for determining item rate and pay to contractor accordingly.
- XVI. Contractor should depute a qualified supervisor dedicated for this work, who will coordinate the works from contractor's side and interact with the Jamia Hamdard Engineers, responsible for supervision of work, on regular basis.
- XVII. Contractor will take due permission for entry of all his workmen in Jamia Hamdard. No unauthorized person will be allowed to work inside.
- XVIII. As the work will have to be carried out in building and area in use, the contractor shall ensure:
- a. That the normal functioning of Jamia Hamdard activity is not affected as far as possible and may be executed beyond office hours.
 - b. That the work is carried out in an orderly manner without disturbing setup in the premises.
 - c. The Contractor shall ensure that his staff is qualified and experienced for their part of work. The staff should behave in a courteous manner. The Contractor shall be responsible for their staff's conduct.
- XIX. The contractor will arrange all necessary materials, tools, equipment, access ladders & scaffolding, measuring instruments and working consumables etc. needed for execution of the works. Safe custody of all such material will be contractor's sole responsibility. No extra charges will be paid for the same. Watch and ward of all material till the system is taken over by Jamia Hamdard shall be the sole responsibility of the contractor and pilferage etc. shall be entirely to his account.
- XX. During execution of work, Engineer can make minor changes in the scope of work as per site conditions or other reasons. Contractor will have no extra claim in his rates for the same.
- XXI. If during the execution of works, any damage is caused to Jamia Hamdard property by contractor's/contractors' workers, contractor will duly make good the loss. Jamia Hamdard has the right to make suitable deduction from contractor's bills along with penalty, if contractor fails to make good the loss.
- XXII. During execution of work, the contractor/contractors should follow all standard norms of safety measures/precautions as per relevant IS codes and CPWD specifications to avoid accidents/damages to man, machines and buildings, at his own cost. Contractor will have his own arrangement to escort the labour to the nearest hospital for treatment in case any injury happens to any worker during execution of work.
- XXIII. Manpower deployed by the contractor at our site for carrying out contract

works is strictly prohibited being associated with any other works on the campus.

- XXIV. No material belonging to the contractor whether consumable or non-consumable should be brought inside the Jamia Hamdard campus without proper entry at the Main Gate nor any material should be taken out without proper gate pass issued by the authorized representatives of the Centre.
- XXV. During execution of the work, contractor should dispose of waste material on regular basis and should keep the area of work properly cordoned off and neat and clean as far as possible. After completion of work, contractor should clear the site completely of all unwanted and junk material before submitting his final bill.
- XXVI. Quotations once submitted will remain with the Jamia Hamdard and will not be returned to the bidders.
- XXVII. Quotations not complying with any of the provisions stated in this Quotations document are liable to be rejected. Jamia Hamdard also reserves the right to accept or reject any or all the Quotations without assigning any reason and does not bind him-self to accept the lowest bidder.
- XXVIII. The agency will also have to ensure that no one at site violate the safety/preventive measures of COVID-19 guidelines issued by the Government of India such as face mask, social distancing, cleaning of hands etc.

CHECK LIST: TO BE SUBMITTED ALONG WITH BID

The tenderers are requested to ensure the submission of the essential documents to avoid disqualification of the bid. However, the check list is not exhaustive and the tenderer are requested to go through to NIQ & related documents carefully and completely for fulfilments of tenderer requirement.

S. No.	Enclosures	Submitted
1.	EMD	
2.	Similar works order and other documents asked	
3.	Signature with stamp in all pages of tender documents.	
4.	Bank account detail	
5.	E-mail address	
6.	Address for communication	
7.	Phone no, Mobile no, Landline no.	

Signature of the Tenderer's with stamp

"BOQ"**Name of work: Renovation of Photocopier Stall near SCLS building**

S.No	Description of work	QTY	UNIT	ATE	AMOUNT
1	Providing and laying vitrified floor tiles in different sizes (thickness to be specified by the manufacturer) with water absorption less than 0.08% and conforming to IS: 15622, of approved make, in all colours and shades, laid on 20mm thick cement mortar 1:4 (1 cement : 4 coarse sand), jointing with grey cement slurry @ 3.3 kg/ sqm including grouting the joints with white cement and matching pigments etc., complete. double charge vitrified tile polished of Size of Tile 600x600 mm	16.00	sqm		
3	Removing dry or oil bound distemper, water proofing cement paint and the like by scrapping, sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete.	70	sqm		
4	Providing and applying white cement based putty of average thickness 1 mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete.	70	sqm		
6	Distemping with 1st quality acrylic distemper (ready mixed) having VOC content less than 50 gms/litre, of approved manufacturer, of required shade and colour complete, as per manufacturer's specification. Two or more coats on new work	84	sqm		
7	Painting with synthetic enamel paint of approved brand and manufacture to give an even shade : Two or more coats on new work	5.00	sqm		

8	<p>Anti termite treatment of the premises consisting of rooms, labs, washrooms, corridors, , all wooden doors / chokhat complete as required with necessary specifications including outer area of the premises. Work scope of walls & floors: • Drilling skirting up to 10 mm diameter, 30cm apart along the surface of the partition of wall and along floor joints of the floor areas. • Pressure injection of the termiticide solution in the drilled holes. • Re- cementing of the drilled holes. Treatment of wooden structure: • Drilling 3-6 mm diameter holes at the junction of walls & wooden frames with down word slant at 30 cm apart and inject the termiticide liberally inside the holes. • Drilling wooden panelling, cabinets, partition etc. & inject the termiticide liberally in the drilled holes. • Plugged of the drilled holes after injection. • To spray the termiticide in and around the treated premises. Treatment inside Electric Conduits & Boards: • Termites are travelling through electrical conduits inside the building wall. • Open the electrical switch boards with help of electrician & treat inside with termiticide dust. Treatment of expansion joint of the building: • Inject termiticide in the expansion joint of the building to check the e\termite movement. • Treatment of the shaft area of the building at the floor level. • Inject the termiticide around drainage chamber. Termiticide: Emidaelo pride 30.5% SC (smell free) Chloropyiphos 20% EC</p>	660	Sqft		
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9	<p>Providing and fixing tiled false ceiling of specified materials of size 595x595 mm in true horizontal level, suspended on interlocking metal grid of hot dipped galvanized steel sections (galvanized @ 120 grams/sqm, both side inclusive) consisting of main "T" runner with suitably spaced joints to get required length and of size 24x38 mm made from 0.30 mm thick (minimum) sheet, spaced at 1200 mm center to center and cross "T" of size 24x25 mm made of 0.30 mm thick (minimum) sheet, 1200 mm long spaced between main "T" at 600 mm center to center to form a grid of 1200x600 mm and secondary cross "T" of length 600 mm and size 24x25 mm made of 0.30 mm thick (minimum) sheet to be interlocked at middle of the 1200x600 mm panel to form grids of 600x600 mm and wall angle of size 24x24x0.3 mm and laying false ceiling tiles of approved texture in the grid including, required cutting/making, opening for services like diffusers, grills, light fittings, fixtures, smoke detectors etc. Main "T" runners to be suspended from ceiling using GI slotted cleats of size 27 x 37 x 25 x1.6 mm fixed to ceiling with 12.5 mm dia and 50 mm long dash fasteners, 4 mm GI adjustable rods with galvanised butterfly level clips of size 85 x 30 x 0.8 mm spaced at 1200 mm center to center along main T, bottom exposed width of 24 mm of all T-sections shall be pre-painted with polyester paint, all complete for all heights as per specifications, drawings and as directed by Engineer-in-charge. GI Metal/PVC (As approved by Incharge Engineer) Ceiling Lay in plain Tegular edge Global white color tiles of size 595x595 mm, and 0.5 mm thick with 8 mm drop; made of G I sheet having galvanizing of 100 gms/sqm (both sides inclusive) and electro statically polyester powder coated of thickness 60 microns (minimum), including factory painted after bending.</p>	15	sqm		
10	<p>Providing and fixing ISI marked flush door shutters conforming to IS : 2202 (Part I) decorative type, core of block board construction with frame of 1st class hard wood and well matched teak 3 ply veneering with vertical grains or cross bands and face veneers on both faces of</p>	1.95	sqm		

	shutters 30 mm thick including ISI marked Stainless Steel butt hinges with necessary screws				
11	Making plinth protection 50mm thick of cement concrete 1:3:6 (1 cement : 3 coarse sand (zone-III) derived from natural sources : 6 graded stone aggregate 20 mm nominal size derived from natural sources) over 75mm thick bed of dry brick ballast 40 mm nominal size, well rammed and consolidated and grouted with fine sand, including necessary excavation, levelling & dressing & finishing the top smooth.	15	sqm		
12	Brick work 7 cm thick with common burnt clay F.P.S. (non modular) brick of class designation 7.5 in cement mortar 1:3 (1 cement : 3 coarse sand) in superstructure above plinth level and upto floor five level.	3	sqm		
13	Providing and fixing glazed shutters with frame for doors, windows and clerestory windows using 4 mm thick float glass panes, including ISI marked M.S. pressed butt hinges bright finished of required size with necessary screws 30 mm thick	1.12	sqm		
14	Providing wood work in frames of doors, windows, clerestory windows and other frames, wrought framed and fixed in position with hold fast lugs or with dash fasteners of required dia & length (hold fast lugs or dash fastener shall be paid for separately). Sal wood	0.022	cum		
	Total Estimated cost Rs. i/c GST				

Signature of the Tenderer's with stamp