

**JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI - 110062**

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NIT DOCUMENT

FOR

**Repairing and Maintenance work at Classic Café near
Scholar House.**

Submitted by:

Name of the Agency:

Address:

Contact No:

Email ID

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-110062

NOTICE INVITING TENDER

Ref. No. JH/E&M/SH/Cafe//24/189

Date: 01/10/1024

Jamia Hamdard, New Delhi invites sealed item rates quotation in Single bid system from reputed contractors registered/worked/working with Govt./Semi Govt./State Govt. organization or reputed institutions for the below mentioned work. Tender documents are attached herewith. Last date of submission is **09/10/2024** up to 3:00 PM. The bidders are also advised to visit the site to acquaint themselves before submitting the NIT. Bidders not fulfilling the Eligibility Criteria will be rejected. Eligibility Criteria is mentioned at Tender clauses.

NAME OF WORK: **Repairing and Maintenance work at Classic Café near Scholar House.**

ESTIMATED COST: **3.70 Lakhs i/c GST**

EARNEST MONEY: **Rs. 7500.00**

TENDER COST: **Rs. 500 only (Non-Refundable)**

TIME PERIOD: **20 days**

The Quotation duly filled should be dropped in the Tender Box kept in Purchase Section, Admin Block on or before **09/10/2024** up to 3.00 PM along with demand draft of Tender fee & Earnest Money in sealed envelope clearly specifying the name of work. The DDs shall be made in favour of "Jamia Hamdard" payable at New Delhi. The Quotations shall be opened on same day 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:

Repairing and Maintenance work at Classic Café near Scholar House.

(2) ELIGIBILITY CRITERIA

1. Bidders must have registered/worked/working with Govt./Semi Govt./State Govt. organization or reputed institutions. 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 OR two contracts of similar nature of works of 60% value of estimated cost OR three contracts of similar natures of works of 40% value of estimated cost 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: - NIT shall also be liable for rejection on any of the following grounds:

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

(3) 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 NITs 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 NIT 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.7400.00** 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 15 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 **20 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 Quotation, 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.

Security Deposit: 05% of total work done amount will be retained for a period of 12 months from actual date of completion subject to rectification of all defects successfully.

- 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.
- XXIX. Bidders are advised to visit the site before submitting tenders and clear their quarries if any with A.E.(Civil)

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

List of approved makes of materials

S.No.	Particulars	Make
1.	Cambridge armchair	Supreme
2.	Chequered precast cement tiles	Tera TeraFarma/Equivalent
3.	Tensile Fabric	750 GSM, Serge Ferrari make with 10-15 years guarantee

Signature of the Tenderer's with stamp

"BOQ"**Annexure "X"**

S.No	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	Earth work in excavation by mechanical means (Hydraulic excavator)/ manual means over areas (exceeding 30 cm in depth, 1.5 m in width as well as 10 sqm on plan) including getting out and disposal of excavated earth lead upto 50 m and lift upto 1.5 m, as directed by Engineer-incharge. All kinds of soil	cum	4.00		
2	Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level : 1:2:4 (1 cement : 2 coarse sand (zone-III) derived from natural sources : 4 graded stone aggregate 20 mm nominal size derived from natural sources)	cum	2.00		
3	Chequered precast cement concrete tiles 22 mm thick in footpath & courtyard, jointed with neat cement slurry mixed with pigment to match the shade of tiles, including rubbing and cleaning etc. complete, on 20 mm thick bed of cement mortar 1:4 (1 cement: 4 coarse sand). Light shade pigment using white cement sqm	sqm	41.00		
4	Providing and fixing 18 mm thick gang saw cut, mirror polished, remoulded and prepublished, machine cut for kitchen platforms, vanity counters, window sills, facias and similar locations of required size, approved shade, colour and texture laid over 20 mm thick base cement mortar 1:4 (1 cement : 4 coarse sand), joints treated with white cement, mixed with matching pigment, epoxy touch ups, including rubbing, curing, moulding and polishing of edges to give high gloss finish etc. complete at all levels. Granite stone slab of colour black, Cherry/Ruby red Area of slab upto 0.50 sqm	sqm	0.60		
5	Providing edge moulding to 18 mm thick marble stone counters, Vanities etc., including machine polishing to edge to give high gloss finish etc. complete as per design approved by Engineer-in-Charge. Granite work	metre	1.00		

6	Extra for providing opening of required size & shape for wash basin/ kitchen sink in kitchen platform, vanity counter and similar location in marble/ Granite/ stone work, including necessary holes for pillar taps etc. including moulding, rubbing and polishing of cut edges etc. complete.	each	1.00		
7	Repairs to plaster of thickness 12 mm to 20 mm in patches of area 2.5 sq.meters and under, including cutting the patch in proper shape, raking out joints and preparing and plastering the surface of the walls complete, including disposal of rubbish to the dumping ground, all complete as per direction of Engineer-in-Charge. With cement mortar 1:4 (1 cement : 4 fine sand)	sqm	10.00		
8	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade : Two or more coats on new work over an under coat of suitable shade with ordinary paint of approved brand and manufacture	sqm	3.00		
9	Providing and fixing of Tensile Fabric of 750 GSM (Serge Ferrari make) with Stitching on Existing umbrella structure as per req. , including removing existing fabric and increasing the dia of the umbrella and making cut design all inclusive.	each	6.00		
10	Providing and fixing of Heavy Duty plastic chair (Supreme Cambridge armchair) of approved colour for garden or outdoor with Handle purpose as per req. The chair having minimum weight bearing capacity of 250 Kg.	each	36.00		
	Total i/c GST				
	Total Quoted amount in Words				

(Contractor's Signature with stamp)