

# JAMIA HAMDARD

HAMDARD NAGAR, NEW DELHI - 110062

Telephone: 011-26059688-5374

## TENDER DOCUMENT

### FOR

**Supply, Installation, Testing and Commissioning of one Window  
AC**

**In Language Lab 5<sup>th</sup> floor, HMSCL**

**Submitted by:**

**Name:**

**Address:**

**Contact No:**

**Email ID:**

**JAMIA HAMDARD  
(DEEMED TO BE UNIVERSITY)  
HAMDARD NAGAR, NEW DELHI-110062**

**NOTICE INVITING QUOTATIONS**

30.09.2024

Jamia Hamdard, New Delhi invites sealed items rates Tenders in **Single bid system** from reputed contractors worked with Govt. Semi Govt. or State Govt. organization or worked/working in Jamia Hamdard or any Govt./reputed/academic institute for the below mentioned work. Tender Documents are attached herewith. Last date of submission of the Tender is 10.10.2024 **up to 3:00 PM**. The bidders are also advised to visit the site to satisfy themselves before submitting the Bids. Bidders not fulfilling the Eligibility Criteria will be rejected. Eligibility Criteria is mentioned at Tender clause 2.

<b>NAME OF WORK</b>	Supply, Installation, Testing and Commissioning of one Window AC In Language Lab 5th floor, HMSCL
<b>ESTIMATED COST</b>	Rs.0.42 Lacs.
<b>EARNEST MONEY</b>	Rs.1000.00 Demand Draft in favour of “Jamia Hamdard” New Delhi
<b>TENDER COST</b>	Rs.500/- Demand Draft in favour of “Jamia Hamdard” New Delhi
<b>TIME PERIOD</b>	05 Days from the 2nd day of the receipt of the work order.

The sealed quotations duly filled should be dropped in the Tender Box kept in Purchase Section, Admin. Block, on or before 10.10.2024 **up to 3:00 PM** along with demand draft of earnest money & Tender fee in sealed envelope clearly specifying the name of work. The DDs shall be in favor of “Jamia Hamdard” payable at New Delhi. The bids shall be opened on 10.10.2024 at **3:30 PM** by the tender committee in presence of available interested parties. Jamia Hamdard reserves the right to reject any or all tenders without assigning any reason. In this regard, decision of Jamia Hamdard will be the final and binding on all bidders.

Registrar

## 1. SCOPE OF WORK

The successful tenderer must have competence and shall be in a position to supply installation testing and commissioning of Wall mounted, split air conditioners in the 05 nos. of Porta Rooms 2<sup>nd</sup> floor, Ibne Sina Girls Hostel as per BOQ given on Annexure 'A'. The agency must ensure warranty as per OEM.

## 2. ELIGIBILITY CRITERIA

- 2.1 Bidders must have worked/working with Govt. Semi Govt. or State Govt. organization or any Govt./reputed/academic institute for such works. Bidders have to submit the related copies of the documents for justifying the eligibility criteria along with his Tender. The original will have to be produced when demanded for verification.
- 2.2 The Bidders must have GST, PAN/TAN, from Govt. Semi Govt. or State Govt. organization for the said work.
- 2.3 Bids without EMD & Tender fee will be rejected.
- 2.4 The bidder must have their office in New Delhi to provide an early service support.

## 3. SUBMISSION OF BIDS

Tenders should be submitted in sealed envelopes, super-scribing NIT & Name of work, due date for opening, bidder's name & address. The sealed tender duly filled should be dropped in the tender box kept in the Central Purchase Section. It should not be handed over to any employee of the Jamia Hamdard. No tender shall be accepted later than the time schedule specified above. Any clarifications/amendments/corrigendum etc., to NIT before last date of submission of bid will only be available on our website: [www.jamiahamdard.edu](http://www.jamiahamdard.edu). Therefore, bidders are advised to keep visiting our website.

**Note:** The bidder shall submit the following:

- a. Covering letter on Company's Letter head
- b. Tender Fee
- c. Earnest Money Deposit.
- d. Copies of GST, PAN etc.
- e. Copies of work orders for similar nature of works as per criteria for eligibility mentioned above.
- f. Entire NIT and document duly signed & stamped by the bidder.
- g. Bidder not complying the bid & eligibility criteria is liable to be rejected.
- h. Completion certificate submitted should be issued / signed by an officer not below the rank of Executive Engineer/Assistant Engineer.
- i. BOQ as cited on **Annexure "A"**
- j. Bidders are required to quote his item rates in the above said attached BOQ in accordance with the scope of works, terms & conditions & technical specifications enclosed. The rates/price quoted by contractor should be all inclusive i.e. should include all material cost, labour, services, plant/machinery/tools & tackles, ladders & scaffolding required for work, freight, Insurance, Octroi, Govt. duties & levies, GST, Service Tax, Sales Tax etc.), transport/cartage of materials/labour and all other expenses not specifically mentioned but reasonably implied. 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 tender. The bidders should quote unconditional rates, typed and all pages should be duly signed & stamped.

- k. **Bidder not complying the bid & eligibility criteria is liable to be rejected.**

#### **4. GENERAL TERMS & CONDITIONS**

- I. **Earnest Money:** An earnest money of Rs. 1000.00 for the above works has to be enclosed along with the Tender. The Tender Fees and EMD shall only be in the form of Demand Draft in favour of “Jamia Hamdard” payable at “New Delhi”. No Cash/Cheque shall be accepted as EMD. The EMD of the successful lowest bidder (L-1) shall be held back and will be released after completion of the works and site clearance.
- II. **Validity of Tender:** Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 90 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 05 **days** from the 2<sup>nd</sup> day of the receipt of the work order. Any delay in completing of work for the reasons attributable to the Contractor is liable for liquidated damages as per clause 4, “**XII**” Terms Conditions. 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. The decision of the Executive Engineer regarding Time extension will be final and binding on the contractor.
- V. Item basic rates and GST should be written separately. The total amount should be inclusive of all taxes (Service Tax, GST etc.) duties and cartage etc.
- VI. **Deviations:** No deviation from the stipulated terms and conditions will be allowed. Tender will be unconditional.
- VII. **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.  
**Before tendering, 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, it may be clarified from the office of the Assistant Engineer (Electrical).**
- VIII. **Correspondence:** All the correspondence in respect of tender/award of work shall be made to Executive Engineer.
- IX. **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. Full and final payment will be made after completion of work for claiming payment based on actual quantities of items of work executed as per BOQ and Engineer’s instructions. All applicable taxes will be deducted as per prevailing Govt. norms and Jamia Hamdard Employee Relief Fund (JHERF) will be deducted @ 0.25% of the amount of total bill claimed.
- X. **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.

- XI. 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, carelessness on the contractor's or his workmen's part will be recoverable from the contractor's bills.
- XII. **Liquidated damages:** In case the work is delayed beyond the specified completion period for reasons attributable to the contractor and without any genuine reason, 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.
- XIII. **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 concerned Engineering Department. Analysis of rates will be based on DSR-2022 document of CPWD or based on market rates for determining item rate and pay to contractor accordingly.
- XIV. **Type of Contract:** The Contract shall be an item rate contract. The Contractor shall be paid at the contract rates, for the actual quantity of work carried out by him in accordance with the Contract documents as measured.
- XV. **Defect & Liability period:** Defect liability period shall be one year from the actual date of completion of work. Any defect arising in this period due to contractor's fault will be rectified by him at his own cost. Failure to do so, shall lead to forfeiture of security deposit.
- XVI. **Security Deposit:** A security deposit equal to 05% of the value of work will be deducted from Contractor's bill and shall be refunded after the completion of defect liability period of one year after ensuring successful performance of the system executed by the contractor.
- XVII. Contractor should depute a qualified supervisor dedicated for this work, who will monitor and coordinate the works from contractor's side and interact with the Jamia Hamdard Engineers, responsible for supervision of work, on regular basis.
- XVIII. Contractor will take due permission for entry of all his workmen in Jamia Hamdard. No unauthorized person will be allowed to work inside.
- 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 should follow all the 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. During execution of the work, contractor should dispose off 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.
- XXV. Jamia Hamdard will provide electricity, if needed. The electrical energy meter will be provided by the contractor and necessary deduction will be made as per the actual consumption of electricity (at the rates paid by JH to BSES) during execution of work. The contractor has to make his own arrangements for water.
- XXVI. Tender once submitted will remain with the Jamia Hamdard and will not be returned to the bidders.
- XXVII. **Termination of Contract:** The Jamia Hamdard reserve the right to terminate the contract on account of poor workmanship, failure to mobilize site within 15 days, non-compliance of specifications for the works, abnormal delay in progress of work, violation of any contract provisions by the contractor. In such case, contractor's EMD and security deposit deducted so far will be forfeited.
- XXVIII. The contract can also be terminated on the request of contractor. In such cases the contractor is liable to pay Liquidated damages @ 5% of tendered value besides forfeiture of EMD & security deposit recovered so far.
- XXIX. Any dispute arising out of this contract will be subjected to jurisdiction of New Delhi/Delhi.
- XXX. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. Jamia Hamdard also reserves the right to accept or reject any or all the tenders without assigning any reason and does not bind himself to accept the lowest tender or split the work in two or three parts.
- XXXI. That in the event of any difference, or dispute arising between the parties to this Agreement for any reasons whatsoever relating to the contract, whether during the substance of this Agreement or their after, it has specifically been agreed that the party will endeavor to amicably resolve the difference, but in case if dispute or differences still remain unresolved, the same shall be referred to the sole Arbitrator appointed by the Vice Chancellor of Jamia Hamdard and the Arbitrator decision shall be final and binding upon the parties concerned.

Accepted  
Signature of the Tenderer's with stamp

## 5. CHECK LIST

### TO BE SUBMITTED ALONG WITH BID

The tenderer 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 bidders are requested to go through the NIT & related documents carefully and completely for fulfillments 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.	

Signature of the Tenderer's with stamp

## Price Bid for SITC of split type ACs units alongwith accessories

S.No.	Particular	Qty	Unit	Rate	Amount
1	Supply Installation Testing & Commissioning of 2TR window AC minimum 3 star rating with window cutting, wooden work etc. complete in all respect	1	Nos.		
2	Supply Installation Testing & Commissioning of 5 KVA wall mounted 2 step Voltage stabilizer with complete connection etc. as required	1	No.		
		Total amount without GST			
		Total GST Amount			
		<b>Total amount including GST</b>			

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**(Signature of Proprietor/Partner/Chief Executive) (With Seal)**



## LIST OF APPROVED MAKES OF MATERIALS

S.No.	Make	Approved make
1.	Split type Air Conditioners	(Make: Voltas/Blue Star/Dakin)
2.	Cassette split type Air Conditioners	Mitsubishi // Daikin / O-General
3.	Voltage Stabilizer	Voltas/Blue Bird/Logicstat
4.	Vibration pads	Resistoflex /Dunlop
5.	Vibration isolation	Dunlop / Cushy Foot /Resistoflex
6.	Refrigerant Pipes	Mandev / Parasmani /Jugal
7.	Nitrile Rubber insulation	Hylam / Superlon / Armaflex /Trocellen
8.	Power Cables	Havlls/ Polycab / Finolox/RR Kable
9.	Control Cables	Havells/Polycab / Finolox / Torrent / RR Kabel / LAPP
10.	Panel builder	Load controls / Lotus power gear / Ellins switch board /ENCONPASS / Switchgear & control technique
11.	Cable gland	Comex / Comet / Jainson
12.	Lugs / sockets	3D / Dawells / Jainson
13.	PVC pipe	Supreme / Finolox.
14.	MCCB/ELCB/RCCB	ABB/ Hager / Havells

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**(Signature of Proprietor/Partner/Chief Executive) (With Seal)**