

**JAMIA HAMDARD
HAMDARD NAGAR NEW DELHI-62**

**Ref. No. JH/ES/166-2/04-05
Dated:- 28 -01-2014**

SHORT TERM TENDER NOTICE

The Registrar Jamia Hamdard, New Delhi invites sealed items rate tender from reputed & spealized agencies for the following work. The tender forms can be download from the University Web Site of Jamia Hamdard from 29-01-14 to 05-02-14 up to 3.00 p.m. after satisfying themselves eligible for the work as per tenders term & condition.

NAME OF WORK: **Repair & upholstery work of computer centre chairs at Central Library building.**

EARNEST MONEY: **Rs. 1,000.00 only**

TENDER COST: **Rs. 100.00 only (Non Refundable)**

TIME PERIOD: **25 Days.**

The contractors may drop the tenders in the tender box placed in the purchase section on or before 05-02-14 up to 3.00 p.m., along with Demand draft of each work and tender document fee (Rs. 100/- non refundable) in sealed envelope clearly specifying the name of work. The D.Ds shall be in favor of Registrar Jamia Hamdard payable New Delhi. The tenders shall be opened on 05-02-14 at 3.30 p.m. by the tender committee in presence of available interested parties. In the event of the non following the required procedure the tender is liable to be rejected.

Jamia Hamdard reserves the right to reject any/all tenders or split the tenders without assigning any reason.

(DR. FIRDOUS A. WANI)
REGISTRAR

C.C.to: -

1. Head Computer Science
2. Finance Officer
3. Estate Officer
4. Ex. Engineer (O)

JAMIA HAMDARD
HAMDARD NAGAR
NEW DELHI -110062

TENDER DOCUMENT
FOR
REPAIR & UPHOLSTRY WORK OF COMPUTER CENTRE CHAIRS
AT CENTRAL LIBRARY

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI – 110062

TENDER FOR:	REPAIR & UPHOLSTRY WORK OF COMPUTER CENTRE CHAIRS AT CENTRAL LIBRARY.
EARNEST MONEY:	Rs. 1,000.00 ONLY
TIME PERIOD:	25 Days
COST OF TENDER:	Rs. 100.00 only (Non Refundable)
DATE OF ISSUE & RECEIVING OF TENDER:	From to up to 3.00 p.m.
DATE OF OPENING OF TENDER:	On at 3.30 p.m.
DEFECT LIABILITY PERIOD:	06 MONTHS
DATE OF COMMENCEMENT:	WITHIN SIX DAYS FROM THE DATE OF RECIEPT OF WORK ORDER.
LIQUIDATED DAMAGES:	1% PER DAY SUBJECT TO MAX. OF 10% OF THE AWARDED VALUE.
EXTRA ITEMS:	AS DECIDED BY THE COMPETENT AUTHORITY OF JAMIA HAMDARD.
MATERIAL USE IN THE WORK:	TO BE ARRANGED BY THE CONTRACTOR AS APPROVED BY IN-CHARGE OF WORK.
WATER SUPPLY:	TO BE ARRANGED BY THE CONTRACTOR.
TAXES:	INCOME TAX, W.C.T. & 0.25% J.H.S.W. & OTHER APPLICABLE TAXES.

AGREEMENT FORMATE

Article of Agreement made this _____ between Jamia Hamdard, Hamdard Nagar New Delhi (hereinafter called "The Employer") of the one part and _____ (or whose registered office is situated at _____ New Delhi hereinafter called the Contractor of the other part.

WHEREAS the Employer is desirous for the work of REPAIR & UPHOLSTRY WORK OF COMPUTER CENTRE CHAIRS AT CENTRAL LIBRARY Jamia Hamdard, Hamdard Nagar New Delhi for that specifications and schedules of work describing the works to be done prepared.

WHEREAS the said Contractor has agreed to execute upon and subject to conditions set forth herein (hereinafter referred to as the said conditions) the works shown or described in the said specifications and included to the said schedule of quantities at rates therein set forth amounting to the sum of Rs. _____.

HEREINAFTER referred to as ("the said contract amount") AND WHEREAS the contractor has deposited with Jamia Hamdard, New Delhi the sum of Rs. _____ as the security to be retained until the expiry of the defects liability period for the due observance and performance of this contract.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of said contract amount to be paid at the times and in the manner set forth in the said conditions, the contractor shall upon and subject the said conditions execute and complete the work shown and described.
2. The Employer shall pay the contractor the said contract amount or such other sum as shall become payable at the time and in the manners hereinafter specified in the conditions.
3. The said conditions and Appendix thereto shall be read and construed as framing part of this agreement and the parties hereto shall respectively abide by, submit themselves to the condition and perform the agreements of their part respectively in such conditions contained.
4. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in DELHI and only the courts in Delhi shall have jurisdiction to determine the case.

As witness our hands this _____ day of _____ 2004.

Signed by the said _____

(Employer)

In the presence of _____

Address _____

Singed by the said _____

(Contractor) _____

In the presence of _____

Address _____

BASIC TERM & CONDITIONS

1. Tenders not properly filled mutilated with incorrect calculations or generally not complying with the condition may be rejected.
2. Tenderers should quote their rates both in figures and in words. The schedule or quantities must be fully priced and the total of each page along with carried over figures of the previous page shall be given in ink and signed by the tender. No blank spaces shall be left.
3. If the tender is made by or on behalf of a Company incorporated under the companies Act it shall be signed by the Managing Director or by one of the Directors duly authorized on that behalf. If it is made by a partnership firm it shall be signed with the Co-partnership name by a member of the firm who shall sign his own name and give the name and address of each partner of their firm and attach copy of Power of Attorney with the Tender authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.
4. **ACCEPTANCE PERIOD**
The tender shall remain valid for acceptance for a period of 30 days from the date of opening of tender.
5. **SITE INSPECTION**
Every tenderer is expected to inspect the site of the proposed work before quoting his rates. He must also go through and see the chairs required for repair.
6. **SCHEDULE OF QUANTITIES**
A schedule of quantity of required various items accompanies this tender. It shall be definitely understood that the owner does not accept any responsibility for the correctness or completeness of the schedule in respect of items and specification this schedule is liable to alterations by omissions, deductions or additions at the discretion of the owner without affecting the terms of the contract.
7. **CONTRACTORS' RATES**
The contractors rates must include the cost of transportation of material to the site, all taxes such as Sales Tax, Excise, 0.25% for J.H. staff welfare and Octroi etc. and the fixing or placing in position for which the items of work is intended to be operated.
The rates shall be inclusive of all taxes and lead & lift.
8. **ACCEPTANCE OF TENDER**
The acceptance of the tender will rest with the competent authority, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders, and also authorize to award the work to any contractor/other than the lowest bidder without assigning any reason (s).
9. **SITE SUPERVISION**
The work shall be carried out under the direction and supervision of the owner or their representative. On accepting of the tender, the contractor shall intimate the name of his accredited representative who would be supervising the work and should be responsible for taking instructions for carrying out the work. The owner/or their representative shall have access to the workplace to the successful tenderers so as to ensure themselves of the quality of material and workmanship.

10. QUALITY

The owner's decision regarding the quality of the material and workmanship will be final and binding. The owner shall during the progress of the work have power to order in writing from time to time the removal of the work, within such reasonable time or times as may be specified in the order, of any material which in the opinion of owner is not in accordance with specification or instructions. The substitution or proper re-execution of any work or replacement of bad material shall be borne by the contractor with no liability towards the owners.

11. DISMISSAL OF WORK:

The Contractor shall on the request of owner immediately dismiss from work any person employed thereon by him, who way in the opinion of the owner be unsuitable or in competent or who may misconduct himself. Such discharges shall not be the basis of any claim for compensation of damages against the owner or any of their officers or employee.

12. COMMENCEMENT:

The Contractor shall commence the work on site within 6 days from the date of receipt of work order.

13. INCOME TAX AND OTHER TAXES

Statutory deduction of Income tax, 0.25% J.H. Staff welfares tax on works, contact shall be made from all interim and final payments as per present statute.

14. E.M.D./RETENTION MONEY

(a) E. M. D of Rs. _____ (Indian Rupees only) in the from of bank draft Drawn on any scheduled bank or foreign bank approved by the Reserve Bank of India in favour of _____ shall be submitted along with the tender. The tender received without E M D or in any other form than as stated above may be rejected.

(b) The retention money amount shall not bear any interest.

15. REFUND OF DEPOSIT

The E.M.D. amount either adjusted in bill or refunded on satisfactory completion of the work.

16. SUPPLY OF MATERIALS

The contractor shall arrange all the material required for the work and use after check by the engineer in charge.

17. PAYMENTS

Bills shall be made of the supplied and fixed items at site. Contractor shall submit the bill. Payment will be released within 15 days after submitting and proper check of the bill by the in charge of work.

18. LIQUIDATED DAMAGES

Entire work will be completed and handed over within stipulated time period from the date of issue of work order/letter of intent. Employers/Owners shall levy liquidated damages at the rate of 1% of the total contract value per week of delay, up to a maximum of 10 % of the total value of the work.

19. WATER AND ELECTRICITY

The contractor at his own expense shall arrange water and Electricity Hamdard does not take any responsibility for the same.

20. APPLICABLE LAW

This contract shall become effective according to and in all respect be governed by and construed in accordance with the law.

21. RECEIPT OF TENDER

Tender shall be addressed to The Registrar Jamia Hamdard, Hamdard Nagar New Delhi 62.

22. MATERIALS, TOOLS AND PLANT

The Contractor shall supply all materials required for the execution of the works other than those mentioned in the Notice Inviting Tender. Materials so applied shall have the approval of the Engineer In charge before using on the works. All the rejected materials shall be removed at once from the site of work at Contractor's own cost. The contractor shall supply all tools, tackles, and equipment like compressors, concrete mixers, vibrators, pump, welding or pneumatic tools, tar boilers etc. required for the execution of the works.

23. SAFE STORAGE OR MATERIALS

The contractor shall be responsible for the safe storage of material supplied by the employer for execution of the works. Surplus materials or materials lost or damaged or unaccounted for or made unserviceable by the contractor shall be charged at the prevailing market price.

24. SITE TO BE KEPT CLEAR

The surplus items and dismantled debris shall be removed to a place as directed by the in charge of work.

25. COST OF TESTS

The cost of making any test except in respect of the materials supplied by the Employer shall be borne by the Contractor, if such test is intended by or provided for in the contract.

Contractor's Sign & Address

Schedule of Quantity for the work of repair & upholstery of chairs in the Computer Centre at Central Library.

S. No.	DESCRIPTION OF ITEM	Qty.	Unit	Rate	Amount
1	Repair & upholstery of computer chairs seat & back complete with using of approved fabric (min. cost of fabric shall be 150/mt) the cushions size shall be of 21"x22"x4" of approved make and quality. The material like bostic, dori, threads and nails etc. the seat shall be approved quality made of foam sheet.	45.00	Each		
2	Repair & change of cloth of computer chairs seat & back complete with using of approved fabric (min. cost of fabric shall be 150/mt) The material like bostic, dori, threads and nails etc. shall be of approved quality. Note: the rates shall be inclusive of all material stitching wastage and labour etc. complete.	25.00	Each		
3	Repair the existing chairs by welding and necessary required material etc. complete.	15.00	Each		

Note: the rates shall be inclusive of all material stitching wastage and labour etc. complete.

Total amount in words

CONTRACTOR' SIGN