

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-110062

TENDER NOTICE

Ref. No. JH/ES/197/2005
Date: - 02-09-2014

Sealed tenders are invited from specialized agencies/ contractors, for rodent control in the departments of (Computer centre, Federal Studies and Islamic Studies) at Hakeem Mohd. Said Library. The tender forms can be download from the University Web site www.jamiahamdard.ac.in or from the office of the Estate Officer Jamia Hamdard from 02-09-14 to 15-09-2014.

NAME OF WORK: Rodent control in Departments of Computer Centre, Federal Studies & Islamic Studies at Hakeem Mohd. Said Library.
EARNEST MONEY: Rs. 5000.00
TIME PERIOD: One year (Annual Rate contract)
COST OF TENDER: Rs. 500/- only (Non Refundable)

The tender will be opened at 3.30 p.m. on 15-09-14 by the tender committee in presence of available/ interested contractors/representatives in the office of the Estate Officer. The D.Ds of Earnest money & Tender cost shall be in favors of Registrar Jamia Hamdard. In the event of the non following the required procedure i.e. filling the total quoted/tender amount, tender form, proper seal of the tender/ deposit of the earnest money etc. is liable to be rejected. Jamia Hamdard, reserve the right to reject any/all tenders, add any building or bifurcated the whole tender in two or three bidders without assigning any reason. The tenderers are requested to visit the work place/site before quoting their rates.

DR. FIRDOUS A. WANI
REGISTRAR

C.C.to

1. Dean Computer Science
2. Dean Islamic Studies & Federal Studies
3. Head Computer Centre
4. Finance officer
5. Notice Board
6. University Web Site
7. P.S. to Registrar

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

**TENDER DOCUMENT FOR
ANNUAL RATE CONTRACT
AGAINST
RODENT CONTROL
AT
JAMIA HAMDARD CAMPUS**

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

TENDER FOR: Annual Rate contract for the Rodent control at Jamia Hamdard Campus. **(Two Bid System Technical Bid/ Financial Bid)**

EARNEST MONEY: Rs. 5000.00 ONLY

TIME PERIOD: one year (Rate contract)

COST OF TENDER: Rs. 500.00 only (Non Refundable)

DATE OF ISSUE & RECEIVING OF TENDER: From 02-09-14 to 15-09-14 up to 3.00 p.m.

DATE OF OPENING OF TENDER: on 15-09-14 at 3.30 p.m.

ISSUED TO: M/S _____

CONTRACTORS SIGNATURE
AND ADDRESS

SUMMARY OF VARIOUS CLAUSES

1. Defects Liability Period	Six Months
2. Period of final measurement	one month
3. Date of commencement & completion	As mentioned in the work order.
4. Liquidated damages /Security amount	1% per week subject to max. of 10% of the contract value
6. Earnest money deposit	Rs. 5,000. 00 only
7. Escalation	No escalation on any account shall be payable to the contractor.
8. Extra Items	As per the analysis on market rate or as decided by the competent authority of Jamia Hamdard.
9. Supply of Material	To be arranged by the contractor as approved by the In-charge of work or as directed.
10. Water supply	To be arranged by Contractor.
11. Taxes	Income tax, 0.25% J.H. staff welfare & other taxes as per prevailing rules shall be deducted from the bills.
12. Tender in Two bid system	The bidder should submit the Technical Bid/ Financial Bid (Annexure I & II). The EMD of Rs.5,000/- shall be with the Technical Bid. Both bids shall be in SEPARATE sealed envelopes superscripting "Technical Bid" & "Financial Bid" respectively. These two envelopes should be then put in an envelope and sealed properly and superscripted "Tender for Annual Rate Contract for Rodent Control in Hakeem Mohd. Said Library, Hamdard Nagar New Delhi.

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 Annual Rate Contract for Rodent Control in Hakeem Mohd. Said Library, Hamdard Nagar New Delhi for that specifications and schedules of work describing the works to be done attached herewith.

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 there to 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 _____ 2014.

Signed by the said _____

(Employer)

In the presence of _____

Address _____

Singed by the said _____

(Contractor) _____

In the presence of _____

Address _____

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 90 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.
6. **SCHEDULE OF QUANTITIES**
A schedule of work with all specification of various items accompanies this tender. It shall be definitely understood that the competent authority of Jamia Hamdard 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 height, lead, lift and scaffolding cleaning the site and also the cleaning the space of work.
The quoted rates shall be valid and applicable for petty/small work like execution of work in one room only.
8. **ACCEPTANCE OF TENDER**
The acceptance of the tender will rest with the competent authority of Jamia Hamdard, 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 then the lowest bidder without assigning any reason (s).
9. **COMMENCEMENT:**
The contractor shall commence the work on site within 6 days from the date of receipt of work order.
10. **DEFECTS LIABILITY PERIOD:**
Any defects developed within 'Defect Liability period' of 6 months from the date of COMPLETION will have to be rectified by the contractor. In case of failure to do so the owner with the concurrence of the engineer in charge shall get the rectification work done by any other agency at the risk and cost of the contractor. The rectification of such defects shall be taken immediately on receipt of written notice from the authorize person of the competent authority of Jamia Hamdard and such defects may extend 'liability period'.

11. SITE SUPERVISION

The work shall be carried out under the direction and supervision of the In-charge of work Dean/HODs or their representative at site. 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.

12. QUALITY

The decision of the competent authority of Jamia Hamdard in respect of quality of the material and workmanship will be final and binding. The competent authority of Jamia Hamdard shall during the progress of the work have power to order in writing form 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 Jamia Hamdard.

13. DISMISSAL OF WORK:

The contractor shall on the request of authorized person of the competent authority immediately dismiss from work any person employed thereon by him, who may in the opinion of the authorized person of the competent authority found 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.

14. 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.

15. CONTRACT SIGNING

After acceptance of the tenderer shall sign the agreement & necessary contract papers within 15 days of the intimation. Expenses for the agreement including cost of stamp papers etc. shall be borne by the contractor. In case of delay the 'Earnest Money' may be forfeited and the tender cancelled or the contract enforced as per terms of the tender and the tenderer shall thus be bound even though the formal agreement has not been executed and signed by the tenderer.

16. 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) Retention money @ 10% of each running bill value shall be deducted from each running bills.

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

17. REFUND OF DEPOSIT

(a) The E.M.D. will be refunded on satisfactory completion of the contract.

18. SUPPLY OF MATERIALS

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

19. PAYMENTS

Bills shall be prepared on quarterly basis, based upon the joint measurement by the contractor and engineer in charge. Contractor shall submit 3 copies of the bill and 3 copies of the measurement sheets. Payment will be released within 15 days after submitting and proper check of the bill by the engineer in charge.

20. 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.. The competent authority of Jamia Hamdard may 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.

21. EXTRA ITEMS

The rates of all authorized extra items or additional, altered or substituted work shall be worked out and derived on the basis of market rates or actual expenditure incurred in the execution of the items inclusive of taxes, octroi etc. plus 15% contractor's profit, overheads and supervision charges or as decided by the competent authority of Jamia Hamdard. The rates of extra item as decided by the shall be binding to both the parties and shall not be subject to Arbitration.

22. APPLICABLE LAW

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

23. RECEIPT OF TENDER

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

24. 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 required for the execution of the works.

25. SITE ORDER BOOK

The contractor will maintain registers at site in which all instructions given by the authorized representatives of Jamia Hamdard will be entered and signed by them. In case, the contractors carry out any work, which is not as per the instructions entered in the Registers, Engineer reserves the right either not to pay for the same or ask for its removing.

26. SAFE STORAGE OR MATERIALS

The contractor shall be responsible for the safe storage of material.

27. TRANSPORT OF MATERIALS

Unless otherwise specified, all the materials supplied by the employer shall be transported by the contractor from the Employers' store/yard, to the site of work at no extra cost.

28. SITE TO BE KEPT CLEAR

The surplus or discarded material shall be removed by the contractor at his own cost as directed by the In-charge of work.

29. AGE LIMIT OF LABOUR

The age limit for employment of labour shall be in strict accordance with the existing labour Legislations.

30. COST OF SAMPLES

The contractor at his own cost shall supply all samples.

31. QUALITY OF MATERIALS, WORKMANSHIP AND TESTS

All materials and workmanship shall be of the respective kinds described in the contract and in accordance with Engineer or his representative may direct at the place of manufacture of fabrication or on the site or at all or any of such places. The contractor shall provide such assistance instruments, machines, labour and materials, as are normally required for examining, measuring, and testing any work and the quality, weight or quantity of any material used and shall supply samples of materials be-fore in corporation in the works for approval as maybe required by competent authority of Jamia Hamdard.

32. 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.

GENERAL SPECIFICATION

All work shall be executed strictly in accordance with the following specifications. For such items, which are not covered or clarified by these specifications. The work shall be carried out as per instruction of Engineer In charge.

1. The work shall be carried out simultaneously with the other services and in co-operation with the contractor for the above services. The contractor shall inform well in advance of the proposed program of the work and shall give adequate time to enable the department to deploy any authorized person for execution of work.
2. The work shall be related to the site condition for that the contractor is presumed to have studied. Nothing extra will be paid for any item on account of its shape, size, location or other difficult circumstances.
3. The material shall be of approved quality & manufacture (ISI) marks or as approved by in charge of work.
4. The rates shall be included for all heights, lift, wastage, and others.
5. The contractor shall keep close liaison with the Dean/Head of Department and follow the instructions issued by them time to time.
6. The contractor shall be responsible to carry out baiting, trapping and burrow treatment for rats and mice without hindrance of normal working of the department.
7. Ready to use Bromodiolone baits shall be placed at strategic points, depending upon the vulnerability of the location and movement of the rodent pest. These baits shall then be monitored and replaced or replenished if required during the visit of our experienced operator.
8. The Mechanical trap, Glue board trap and Roda Box trap shall be placed, the special traps shall be placed in areas where baiting is not possible, such as false ceiling, pantries etc. These traps have flavored glue that attracts the rats on to the board once the rat is trapped on the board it cannot escape.
9. The contractor shall also locate all rodent burrows in the vicinity of the building and treat them to kill the rodent in its own shelter.
10. These services shall be carried out on weekly basis for the first month and fortnightly thereafter after control of the rodent menace.
11. The contractor/representative shall visit the site/department for the works two times in a month.
12. The contractor is advised to inspect the site before quoting the rates in Tender.
13. The in-charge of work or representative of competent authority may approve any brand or make of material for the work other than that specified in the tender, and contractor shall be bound to use the approved brand of material without any extra cost.

Contractor's Sign & Address

ANNEXURE I

TECHNICAL BID

1.	Reference cost of Tender Form (copy of tender cost slip)	No..... Date.....
2.	Reference of Ernest Money (Demand Draft amount of Rs. 5,000/ only)	DD. NO. Date.....
	Names, address of Firm/Agency and Telephone No.	Name. Address..... Telephone no.....
3.	Registration of the firm (Attested copy of Registration Certificate)	No. Date..... From.....
4.	Registration of the firm in C.P.W.D., M.C.D. D.D.A. with class of registration (Enclosed attested copies of document/Certificate)	No. Date..... From.....
5.	Permanent Account Number of the Income Tax Department, (Enclosed Attested copy of Pan No.)	No. Date..... From.....
6.	VAT No./ Service tax. No. Registration Certificate (Enclosed attested copies registration certificate)	No. Date..... From.....
7.	Turnover of the firm of last 2 financial years (Enclosed Attested copy of Balance Sheet)	No. Date..... From.....
8.	Memorandum in case of company and partnership deed in case of partnership firm to be provided.	No. Date..... From.....
9.	Please specify as to whether tenderer is a sole proprietor/partnership Firm name, address; Telephone No of the partner should be specified.	No. Date..... From.....

10.	Proof of works executed in last three years with the copies of work orders/completion certificate.	<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">Name of organization</td> <td style="width: 30%;">Amount</td> </tr> <tr> <td>1.....</td> <td></td> </tr> <tr> <td>2.....</td> <td></td> </tr> <tr> <td>3.....</td> <td></td> </tr> <tr> <td>4.....</td> <td></td> </tr> </table>	Name of organization	Amount	1.....		2.....		3.....		4.....	
Name of organization	Amount											
1.....												
2.....												
3.....												
4.....												
11.	<p>Declaration by the contractor.</p> <p>This is to certify that I/We before signing this tender have fully understood all the terms and conditions and instructions contained herein and undertake myself/ ourselves abide by the said terms and conditions.</p>	Sign & Seal of the contractor										

CONTRACTOR SIGN & SEAL

PERFORMA FOR FINANCIAL BID

IProprietor/Partner of M/s..... understand the work and term & condition as entered in the tender document and promise to abide the rule & regulation. The charges, for the work shall be as under.

1. For Computer Centre Approx. area 5,810.00 sq.ft. @ Rs.Sq.ft.
(Amount in Words)
2. For Federal Studies. Approx. area 4,067.00 sq.ft. @ Rs.Sq.ft.
(Amount in Words)
3. For Deptt. of Islamic Studies. Approx. area 4,734.00 sq.ft. @ Rs.....Sq.ft.
(Amount in Words)

The above rates are inclusive of all taxes, labour, baits, equipments etc. and four visits in a month at work place/ departments and other obligations under the law, include also the lifting of dead rats & dispose off the same from the campus. (Amount in Words)

CONTRACTOR SIGN AND SEAL