

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

Ref. No. JH/ES/166-2/04-05

Dated:- 28-01-2014

SHORT TERM TENDER/QUOTATION NOTICE

The Registrar Jamia Hamdard, New Delhi invites sealed items rate quotations/tenders, from experienced & spealized contractors/agencies for the following work. The tender/quotation document can be download from the Jamia Hamdard University Web Site (www.jamiahamdard.ac.in) or (www.jamiahamdard.edu) from 29-01-14 to 04-02-14 up to 1.00 p.m. after satisfying themselves eligible for the work as per tenders term & condition.

NAME OF WORK: Making & supply of wooden Cupboard/Showcase & Display table in the Library cum Seminar room in the Department of Microbiology at HIMSR.
ESTIMATED AMOUNT: Rs. 2,00,814.00 only.
EARNEST MONEY: Rs. 4,100.00 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 purchase section on or before 04-02-14 up to 1.00 p.m., along with demand draft of earnest money & tender 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 04-02-14 at 3.30 p.m. by the tender committee in presence of available interested parties. In case the required procedure not followed the tender can be rejected.

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

(Dr. Firdous A. Wani)
Registrar

C.C.to: -

1. Dean HIMSR
2. HOD Microbiology HIMSR
3. Finance Officer
4. Estate Officer
5. XEN (O)/A.E. Electrical (For information & check the electrical works)
6. P.S. to Registrar (For information please)
7. Secretary to Vice Chancellor (For information please)

**J A M I A H A M D A R D
H A M D A R D N A G A R
N E W D E L H I - 1 1 0 0 6 2**

Short Term Tender/Quotation

For

**Making & supply of wooden cupboard/ showcase
& display table in the library cum seminar room in
the Department of Microbiology at HIMSR**

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI – 110062

TENDER FOR: MAKING & SUPPLY OF WOODEN CUPBOARD/SHOWCASE & DISPLAY TABLE IN THE LIBRARY CUM SEMINAR ROOM IN THE DEPARTMENT OF MICROBIOLOGY AT HIMSR.

EARNEST MONEY: Rs. 4,100.00 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 RECEIPT 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.

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

(Dr. Firdous A. Wani)
Registrar

GENERAL TERM & CONDITIONS OF THE QUOTATION

The work shall be executed strictly in accordance with the specifications given in schedule of quantities and instruction of in-charge of works. The not covered or clarified by these specifications the same shall be carried out as per instruction of In charge of work.

1. NAME OF WORK:

Sealed item rate quotations are for the work of **"Making & supply of wooden Cupboard/Showcase & Display table in the Library cum Seminar room in the Department of Microbiology at HIMSR."**

2. FILLING OF TENDER:

Tenders not properly filled mutilated with incorrect calculations or generally not complying with the condition may be rejected. 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 bank spaces shall be left.

3. PROPRIETARY OF TENDER:

If the tender/quotation 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/quotation/ 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.

The work shall be executed as per specification entered in quotation/tender document and instruction of in-charge. Contractor is presumed to have studied the tender document & its specification, nothing extra will be paid for any item on account of its shape, size, location or other difficult circumstances even if the schedule makes no distinction, as long as entered in the quotation/tender.

4. ACCEPTANCE PERIOD

The tender/quotation 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 site of construction.

6. SCHEDULE OF QUANTITIES

A schedule of approximate quantities for various items accompanies this quotation/ 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 quantities and 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 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 etc. complete, no extra payment shall be made except specified in the item.

8. ACCEPTANCE OF QUOTATION

The acceptance of the quotation will rest with the competent authority of the Jamia Hamdard, who does not bind himself to accept the lowest quotation and reserves to himself the authority to reject any or all of the quotations received, without assigning any reason (s).

9. QUALITY

The competent authority of the Jamia Hamdard decision regarding the quality of the material and workmanship will be final and binding. The in-charge of work 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 In-charge of works 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.

10. DISMISSAL OF WORK:

The Contractor shall on the instruction of competent authority of the Jamia Hamdard 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.

11. COMMENCEMENT OF WORK:

The Contractor shall commence the work on site within 3 days from the date of receipt of work order/Letter of Intent.

12. INCOME TAX AND OTHER TAXES

Statutory deduction of Income tax/ sales tax on works, contact shall be made from all interim and final payments as per present statute, including deduction of 0.25% JHRW from total bill amount.

13. DEFECTS LIABILITY PERIOD SIX MONTHS

Any defects developed within 'Defect Liability period' of 6 months from the date of COMPLETION will have to be rectified by the contractor. The rectification of such defects shall be taken immediately on receipt of written notice from the Owner and such defects may extend 'liability period. In case of failure to do so the owner shall get the rectification work done by any other agency at the risk and cost of the contractor.

14. SECURITY MONEY:

The security money @ 10% of each running bill shall be deducted. The 5% security money shall be refunded along with final bill. Balance 5% security money shall be retained up to six month against defect liability period that may be release after completion of successful defect liability period without any interest.

15. SUPPLY OF MATERIALS TOOLS AND PLANT

The contractor shall arrange all the material required for the work.

16. PAYMENTS

The payment shall be made against the bill submitted by the contractor and prepared by the engineer in-charge, based upon the joint measurement by the Contractor. Contractor shall submit 3 copies of the bill and 3 copies of the measurement sheets. Payment can be released within 15 days after submitting the bill to competent authority of Jamia Hamdard.

17. LIQUIDATED DAMAGES

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

18. EXTRA ITEMS

- (a) The rates of all authorized extra items or additional, altered or substituted work shall be worked out as follows:
 - (i) The rates shall be based on or derived from the existing rates in the contract as far as and to the maximum extent possible from the same class & nature of work.
 - (ii) Where the rates cannot be derived in the manner of (i) above, the same shall be worked out on the basis of Market Rates or actual expenditure incurred in the execution of the items inclusive of taxes. Octroi etc. plus 15% for contractor's profit and overheads and supervision charges etc.
- (b) The rates of extra item as decided by the competent authority of Jamia Hamdard shall be binding to both the parties and shall not be subject to Arbitration.

19. WATER AND ELECTRICITY

The contractor will arrange at his own expense, Jamia Hamdard shall not take any responsibility for the same.

20. SAFE STORAGE OR MATERIALS

The contractor shall be responsible for the safe storage of material use in the work. The Jamia Hamdard is not responsible for any damage or loss of the contractor material bring for the work by the contractor.

21. 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.

22. SITE TO BE KEPT CLEAR

The surplus soil and dismantled debris shall be removed to a place as directed by the Architect and stacked, leveled and dressed as directed.

23. AGE LIMIT OF LABOUR

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

24. COST OF SAMPLES

The Contractor at his own cost shall supply all samples.

25. QUALITY OF MATERIALS, WORKMANSHIP AND TESTS

All materials and workmanship shall be of the respective kinds described in the contract and in accordance with In-charge of works 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 may be required by the user or in-charge of work.

26. 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.

CONTRACTORS SIGN & SEAL

(as acceptance of the all above term & conditions).

Schedule of quantity for proposed works of Making of wooden cupboard, wooden tables, fixing of PVC flooring and vertical blinds in the Department of Microbiology at HIMSR.

S. no.	Description	Unit	Qty	Rate	Amount
1	Making and providing the wooden cupboards of size 13'-0" x 8'-0" and 2'-0" deep, made of 19 mm thick comm. ply board and fixing of 6mm thick ply on back of the cupboard. In cupboard the six partitions of equals size approx. @ 1'-0' center to center up to (5'-6"), vertical partitions shall be @ 2'-0" center to center. In remaining 2'-6" portion from bottom of the cupboard shall be one horizontal and three vertical partitions. The front portion shall be covered with glazed shutters with 5mm thick glass and necessary beadings etc. complete. All exposed portion shall be high gloss polished and inner portion shall be polished. The moulding or beading on all the edges of board and shutters shall be fixed, magnetic catcher, S.S. handles and godrej make locks etc shall also be fixed which sample will be of approved by the user before fixing.	Sq.ft.	104.00		
2	Making and providing of wooden table of size 6'-0"x2'-6" (2 Nos.), made out of 19 mm thick commercial board and 6mm thick ply for back and drawers etc. In table one side the three drawers will be run on slide rail and other side on cabinet shall be fixed. on all exposed surface the 0.8mm laminate shall be fixed or high gloss polished shall be done. The moulding or beading on all the edges of board and shutters shall be fixed, magnetic catcher, S.S. handles and godrej make locks etc shall also be fixed which sample will be of approved by the user before fixing.	Sq.ft	30.00		
3	Providing and fixing the homogeneous polyvinyl chloride sheet or as approved, 2 mm thick in flooring and skirting in approved pattern on a smooth and damp proof base using rubber based adhesive of approved quality and manufacture like Dunlop S-758, fevicol SR 998 or equivalent including rolling with light wooden roller weighing about 5 Kg. all complete as directed by engineer in charge, in approved colour and shade. Include also the thermo welding to the joints of sheet, as per standard pattern or as directed by engineer in charge.(The rates shall be inclusive of all taxes, wastage, cartage, adhesive, labour and tools and plants etc, complete)	Sq.ft	290.00		
4	Providing and fixing the vertical blinds in windows of approved brand (Vista make) of approved colour and make (vista make) of approx, size 6'.0"x8'.0" (2 Nos.)	Sq.Ft	96.00		
5	Providing wooden Chair's including polishing work etc. complete as per sample and design attached herewith.	each	16.00		
6	Providing Executive Chair of approved design and make of approved sample.	each	1.00		
7	Removing white wash or colour wash etc. by scrapping with sand papering. removing loose particles etc. and making surface smooth for the work	Sq.mt	28.00		

8	Distemping with oil bound washable distemper (acrylic) of approved make and brand (Asian Paints, ICI Dulux, Nerolac & Berger) to give an even shade such as blue green buff and all other required shades including using of colour steiner of approved brand for making of required shades with brushes etc. completes. a) old work (two or more coats)	Sq.mt	30.00		
Amount in words					

Contractor's Sign & Seal

