

**JAMIA HAMDARD**  
**HAMDARD NAGAR, NEW DELHI-110062.**  
**NOTICE INVITING QUOTATION**

Ref No. JH/Civil/ARC/Glass/03/23

Date: 06.12.2023

Jamia Hamdard, New Delhi invites sealed Quotation for Annual Rates Contract for the below mentioned work. Last date of submission of the quotations is 13.12.2023 up to 3:00 PM.

**NAME OF WORK:** Providing and fixing of window glass pans, Looking mirrors and other related work in Academic & Residential Block at Jamia Hamdard and Pul Pehladpur Campus.

**QUOTATION FEE:** Rs. 250.00 only (Non-Refundable)

**TIME PERIOD:** From the date of contract up to Mar-2025 & further extendable by Mutual consent of both parties.

The quotation duly filled should be dropped in the Tender Box kept in purchase section on or before 13.12.2023 up to 3:00 PM along with quotation fee in sealed envelope clearly specifying the name of work. The quotation shall be opened on same day at 3:30 PM by the constituted committee in presence of available interested parties in the Office of the Executive Engineer.

In case, the required procedure mentioned is not followed by bidder the quotation can be rejected. Jamia Hamdard reserves the right to reject any or all quotations without assigning any reason whatsoever.

Registrar

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

**QUOTATION DOCUMENT**

**FOR**

Providing and fixing of window glass pans, Looking mirrors and other related works in Academic & Residential Block at Jamia Hamdard and Pul Pehladpur Campus.

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

**(1) SUBMISSION OF BIDS**

1. Submission of quotations: Quotations should be submitted in sealed envelope super-scribing NIT No. & name of work, due date for opening, bidder's name & address. The quotations 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 tender shall be accepted later than the time schedule specified above. Any clarifications/amendments/corrigenda 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.

In this bid, the bidder shall submit the following:

- a. Covering letter on Company's Letter head
- b. Copies of PAN No, GST( If applicable)
- c. Entire NIT duly signed & stamped by the bidder.
- d. Bidder not complying the bid & equability criteria is liable to be rejected.
- e. BOQ is cited on **Annexure "X"**

The bidders are required to quote his item rates in the above at 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. should include all material cost, labour, services, plant/machinery/tools & tackles, ladders & scaffolding required for work, freight, Insurance, Octroi, Govt. duties & levies, Service Tax, Sales Tax etc.), 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 tender 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 tender. The bidders should quote unconditional rates, neatly written without any overwriting and all pages should be duly signed & stamped.

## 1. GENERAL TERMS & CONDITIONS

- I. **Scope of work:** - Providing and fixing of window glass pans, Looking mirrors and other related works in Academic & Residential Block at Jamia Hamdard and Pul Pehladpur Campus.
- II. The work will be awarded as per the requirement of the Jamia Hamdard and the work may be in piece meal. The agency shall not deny the work based on the quantum of work.
- III. **Validity of quotations:** quotations shall be valid for our acceptance without any change in rates and NIT conditions for a period of 60 days from the date of opening of price bid.
- IV. **Escalation:** No escalation over and above items rates quoted by the bidder shall be paid during the execution of contract.
- V. **Completion time:** The work given may be in piece meal. The completion time for the work will be conveyed as per the condition of work. The decision of the In- charge (E & M) regarding Time extension will be final and binding on the contractor.
- VI. **The rates shall be inclusive of all i.e material, labour, cartage charges etc. GST, if applicable, will be paid extra. Jamia Hamdard welfare Relief Fund will be deducted @ 0.25% of the amount of total bill claimed.**
- VII. **Work experience:** Contractor should have at least 5 years' experience of execution of work of similar nature.

**OR**

Contractor should have own Glass work shop in locality of Jamia Hamdard.

- VIII. **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.
- IX. **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, may be clarified from the office of the Executive Engineer.**

**Correspondence:** All the correspondence in respect of tender/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 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, carelessness on the contractor's or his workmen's part will be recoverable from the contractor's bills.

- XIII. 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.
- XIV. Contractor will take due permission for entry of all his workmen in Jamia Hamdard. No unauthorized person will be allowed to work inside.
- XV. 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.
- XVI. 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.
- XVII. 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.
- XVIII. 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.
- XIX. 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.
- XX. 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.
- XXI. 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.
- XXII. Quotations once submitted will remain with the Jamia Hamdard and will not be returned to the bidders.
- XXIII. 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.
- XXIV. Applicable taxes, JHRW@0.25% and other will be deducted as per norms.
- XXV. Work shall be organized in such a manner which does not disturb the work of the department/university.
- XXVI. Full and final bill of every job will be paid after satisfactory completion of work.
- XXVII. Extra work, if any, will be executed as per prior approval of Executive Engineer, payment will be made as CPWD norms.
- XXVIII. If any of the labour will get injury while working, agency will be solely responsible for the injury & treatment of Labours.
- XXIX. Before start of the work, you are requested to contact the Security Officer/XEN to issue of gate passes for labours/supervisor

- XXX. You 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.
- XXXI. Except the work order contractor can be asked to execute the work in case of exigency or as asked by Jamia Hamdard.

**SECURITY DEPOSIT CUM PERFORMANCE GURANTEE**

Within 10 (ten) days from the date of issue of letter of intent or within such extended time as may be granted by JHU in written, the Contractor shall submit to JHU a Security Deposit cum Performance Guarantee in form of cash @Rs 5000.00 at finance section. Security deposited by contractor will be refunded after 30days of completion of agreement.

**Annexure “X”****B.O.Q****Jamia Hamdard****Hamdard Nagar, New Delhi-110062**

	<b>Name of work: -</b>	Providing and fixing of window glass pans, Looking mirrors and other related work in Faculties & Residential Blokes at Jamia Hamdard and Pul Pehladpur Campus.	
	Tender Cost -Rs 250.00 (Non-refundable)		
<b>S.No.</b>	<b>Description</b>	<b>Unit</b>	<b>Rate</b>
<b>1.0</b>	<b>Renewing glass panes, with putty and nails wherever necessary including racking out the old putty.</b>		
A	Float glass panes of nominal thickness 4 mm (weight not less than 10kg/ sqm)	sqm	
B	Float glass panes of nominal thickness 5 mm (weight not less than 12.5kg/sqm)	sqm	
<b>2.0</b>	<b>Renewing glass panes, with wooden fillets wherever necessary: -</b>		
A	Float glass panes of nominal thickness 4 mm (weight not less than 10kg/ sqm)	sqm	
B	Float glass panes of nominal thickness 5 mm (weight not less than 12.5kg/ sqm)	sqm	
<b>3.0</b>	<b>Renewing glass panes and re-fixing existing wooden fillets:</b>		
A	Float glass panes of nominal thickness 4 mm (weight not less than 10kg/ sqm)	sqm	
B	Float glass panes of nominal thickness 5 mm (weight not less than 12.5kg/ sqm)	sqm	
<b>3.0</b>	<b>Supplying and fixing new wooden fillets wherever necessary:</b>		
A	2nd class teak wood fillets.	meter	
B	Hollock wood fillets.	meter	
<b>4.0</b>	<b>Renewal of old putty of glass panes (length</b>	meter	
<b>5.0</b>	<b>Re-fixing old glass panes with putty and nails</b>	sqm	
<b>6.0</b>	<b>Fixing available glass panes with wooden fillets (cost of fillets will be paid separately).</b>	sqm	
<b>7.0</b>	<b>Providing and fixing mirror of superior glass (of approved quality) and of required shape and size with plastic moulded frame of approved make and shade with 6 mm thick hard board backing (including glass Cap and Stud).</b>		

A	Circular shape 450 mm dia.	each	
B	Rectangular shape 453×357 mm dia.	each	
C	Oval shape 450x350 mm (outer dimensions)	each	
D	Oval shape 1500x450 mm (outer dimensions)	each	
<b>8.0</b>	<b>Providing and fixing 600x120x5 mm glass shelf with edges round off, supported on anodised aluminium angle frame with C.P. brass brackets and guard rail complete fixed with 40 mm long screws, rawl plugs etc., complete</b>	each	
<b>9.0</b>	<b>Providing and fixing glazing in aluminium door, window, ventilator shutters and partitions etc. with EPDM rubber neoprene gasket etc. complete as per the architectural drawings and the directions of engineer-in-charge</b>		
A	With float glass panes of 4.0 mm thickness (weight not less than 10 kg/ sqm)	Sqm	
B	With float glass panes of 5 mm thickness (weight not less than 12.50 kg/ sqm)	sqm	
C	With float glass panes of 8 mm thickness (weight not less than 20 kg/ sqm)	sqm	
<b>10.0</b>	<b>Providing and fixing thick frameless toughened glass for table top of approved brand and manufacture, with grinding and polish.</b>		
A	5mm thickness,	Sqm	
B	8mm thickness.	Sqm	
<b>11.0</b>	Old/ available glass cutting and fitting	Sqm	
<b>12.0</b>	Table top arch cutting.	Meter	
<b>13.</b>	Frosted glass panes of nominal thickness 4 mm (weight not less than 10kg/ sqm)	Sqm	
<b>14.</b>	Frosted glass panes of nominal thickness 5 mm (weight not less than 12.5kg/sqm)	Sqm	
<b>15.</b>	Table Top		
<b>A</b>	Rectangular 8mm thick		
<b>B</b>	Circular 8mm thick		

Issued to.....

Contractor Sign with seal