

JAMIA HAMDARD UNIVERSITY

HAMDARD NAGAR, NEW DELHI - 110062

Telephone: 011-26059688-5374

TENDER DOCUMENT

FOR

**Comprehensive Annual Maintenance Contract (CAMC) of ROs
installed**

at

JAMIA HAMDARD

Submitted by:

Name:

Address:

Contact No:

Email ID:

INVITATION FOR TENDER

Jamia Hamdard invites sealed tenders from Competent/Authorized Service Provider of Comprehensive Annual Maintenance Contract for ROs installed in campus.

1	Name / Nature of the work	Comprehensive Annual Maintenance Contract (CAMC) for 52 nos. ROs.
2	Time period of Execution	Initially for one year further extendable for one year based on performance of successful bidder with mutual consent
3	Period of Issue of Tenders	04.01.21 to 20.01.21
4	Last date and time for receipt of completed Tenders	20.01.21 up to 3.00PM. The tender should be deposited in the tender box kept at purchase section, New Admin Block (Basement) Jamia Hamdard.
5	Venue, Date and Time of Opening of Tenders	Office of the Incharge (E&M) 20.01.21 at 3.30 PM
6	Tender Fee	Rs. 500.00 only (must be submitted as per format available in Annexure A)
7	EMD Cost	Rs. 7000/ only in form of D.D. In favor of Jamia Hamdard

1. The tender documents consisting of above can be downloaded from the website of Jamia Hamdard i.e. www.jamiahamdard.edu/tender and downloaded tender documents can be used for submission.
2. The Jamia Hamdard reserves the right to accept or reject, wholly or partly, any or all the applications without assigning any reason whatsoever. Jamia Hamdard decision in this regard will be final and binding on all applicants.

3- THE TENDERER SHOULD FULFIL ALL THE FOLLOWING CONDITIONS TO BE ELIGIBLE FOR PARTICIPATION IN THE TENDER.

- i. The tenderer should be Competent/Authorized service provider dealing in repair/servicing for Comprehensive Annual Maintenance Contract of ROs.
- ii. Contractors should have executed similar nature of works of at least one contract of 80% value of estimated cost of works or two contracts of similar nature of works of 60% value of estimated cost of works or three contracts of similar natures of works of 40% value of estimated cost of works in the last 3 years in any institutional Buildings, Universities and produce credentials in support thereof, Certificates of satisfactory completion of works must also be provided.
- iii. The bidder must have their office in New Delhi to provide an early service support.
- iv. Certified copies of the documents in support of eligibility duly signed by the authorized person should be enclosed.
- v. The vender must possess GST and PAN.

INSTRUCTIONS TO THE TENDERERS

1. Sealed tenders are invited for Comprehensive Annual Maintenance Contract of ROs initially for one year extendable for further period of one year depending upon the performance of the agency.

2. **Scope of work:** The successful tenderer shall be in a position to provide Comprehensive Annual Maintenance Contract (CAMC) of 52 nos. of ROs capacities (25LPH and 50 LPH) which includes all parts like membrane, filters, pump, adopter, solenoid valve etc. except body. The quantum of work may be increased/decreased.

3. Before tendering, the Contractor shall visit and examine the site and satisfy himself as to the site conditions, correct dimensions of the work and facilities. In case of any doubt, may be clarified from the office of the Assistant Engineer (Electrical).

4. Quotations may be submitted latest by **20 January 2021 up to 3.00 p.m.** in an envelope super scribing “**Quotation for CAMC of ROs** and addressed to: **Registrar, Jamia Hamdard (University), Hamdard Nagar, New Delhi-110062** and dropped in the tender/quotation box available in the Purchase Section.

5. Quotations will be opened on 20 January 2021 at 3:30 p.m.

Terms and Conditions

1. Jamia Hamdard is at liberty to make additions/deletions/modifications/amendments in the tender document and the applicants are bound by the same.
2. The tender proposal, completed in all respects, should be signed by the authorized signatory of the applicant on all the pages of the application document at bottom right side corner in token of acceptance of the terms and conditions of the tender and for the purpose of identification. This is to ascertain that the applicant has quoted against all relevant items.
3. The EMD DD of Rs 7000/- should be in favour of Jamia Hamdard. Tenders received without EMD will be rejected without assigning any reasons EMD mentioned in the tender document has to be submitted without fail. Tenders without EMD will be rejected. The EMD of unsuccessful tenderer will be returned after issue of work order to the successful tenderer. The agencies registered to Micro Small Medium Enterprises are exempted from Submitting EMD.
4. *Applicants are advised to examine and fully satisfy themselves before submitting their applications as to the nature of work/project to be executed and the other aspects pertaining to and/or impacting the work/project and shall themselves obtain all necessary information/clarification as to the risks, contingencies and other circumstances which may influence or affect the work/project.*
5. The tenderer will not be entitled to any claim of compensation, financial or otherwise, for difficulties, if any, faced or losses incurred by them on account of submission of the tender.
6. The price quoted in price bid should be inclusive of all types of taxes. No extra charges will be paid over and above the contract amount on account of any taxes (existing or future addition) or on any other account.
7. The Annual Maintenance Contract will be of comprehensive in nature and for a period of one year. Jamia Hamdard at its discretion may extend the CAMC on the same terms and charges further for a period of one year based on performance of the agency.
8. *Minimum six services are to be done during the CAMC period. However, if required more services may be done by the vendor at no extra cost.*
9. *Only original spare parts/quality approved by the Jamia Hamdard will be permitted to be used for the maintenance during the CAMC Period.*
10. The ROs covered in this contract have to be maintained as per the standards of the original manufacturing company. The contractor has to repair /service/ maintain the ROs under the CAMC in “as is where is condition” when handed over to them under CAMC.
11. *Tenderer may quote their rate keeping in view the existing condition of the ROs as the CAMC will be with the existing condition.*

Payment Terms:

12. Payment will be done quarterly basis after completion of each quarter.
13. Statutory deduction towards income tax and other taxes will be made at the time of making payments and @0.25% will be deducted from each bill towards JHERF.
14. Rate Revision in the contract amount is not be permitted during the validity period of the contract for any reason.
15. Losses incurred due to mishandling / misplacement / theft or any malpractice by technicians during the period of AMC, the Contractor has to reimburse / make good of the losses suffered by university due to fault of his technicians. In case of non – reimbursement / making good by the contractor, the same will be recovered from the bills by University.
16. The Institute does not bind itself to accept the lowest quotation and reserves the right for accepting any quotation or to reject any or all quotations and also to reduce or enhance the

quantity and period of order according to departmental requirement without assigning any reason.

17. The decision of the University will be final in case of any dispute arising in implementation of the terms of the contract.
18. The Service provider should submit the list of Universities/Govt.organizations/Institutions to whom supplies/service were made earlier.
19. Correction in the Quotations if any should be initialed otherwise the Quotations will be rejected at the time of the opening; the rates should be quoted in figures and in words as well.
20. The Courts in Delhi alone shall have exclusive jurisdiction in respect of matters arising out of this Agreement & any such litigation.
21. All security and safety regulations and guidelines as per the applicable of law are to be followed. All guidelines/directions of the university Security Division must be followed.
22. The contractor will be liable for any loss, damage of casualty happened to the equipment of person during work. All labor laws amended time to time by Govt. of India will be strictly followed.
23. **Cancellation of Contract in Full or in Part:**

23.1 In cases of poor workmanship and non-compliance of tender/agreement or services provided by the contractor are not found to be satisfactory, the contract shall be terminated by university by giving 10 days' notice even before the expiry of contract period and shall be forfeited the security deposit without assigning any reason what so ever.

23.2 The Competent Authority may, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to Jamia Hamdard by written notice cancel the contract as a whole or in part as it may deem appropriate.

24. Company/Vender should have local service support and service engineer. The complaints must be attended and rectified within 48 hours. If the complaints are not attended and rectified within 48 hours without any genuine reason, Jamia Hamdard may take the work through other service provider at the risk and cost of the Contractor.

25. Any damage to the building or the any part of the equipment which might result during the operation shall be repaired by the contractor.
26. Any damage resulting to the system on account of the negligence or mall- operation shall be made good by the contractor. Nothing extra will be paid for such work.
27. The contractor shall arrange to render efficient service as outlined in this specification. However, in case the contractor fails to maintain the service to the satisfaction of the Engineer- in – charge of the department and any expenditure incurred therein for alternative arrangements by the Engineer-in-charge shall be recovered from the contractor.
28. During working at site, some restrictions may be imposed by Engineer-in-Charge/Security staff of Jamia Hamdard or Local Authorities regarding safety and security etc., the contractor shall be bound to follow all such restrictions/instruction & nothing extra shall be payable on this account.
29. No compensation shall be payable to the contractor for any damage caused by rains lightning, wind, storm, floods Tornado, earth quakes or other natural calamities during the execution of work. He shall make good all such damages at his own cost; and no claim on this account will be entertained.

30. No labor hutment shall be allowed in the premises. All laborers should leave the site after day's work. The security & Watch ward of site contractor materials/work etc. shall be at his cost only.
31. All rates quoted by the tenderer shall be complete inclusive of all taxes, duties, labor, Tool & Plant, Transportation etc., and the same shall remain firm for the entire contract period and extended contract period, if any.
32. If the contractor fails to proceed with the work within the stipulated time as specified from the date of issue of letter of intent/letter to proceed with the work, the University shall forfeit the Earnest Money Deposited by him along with the tender.
33. The materials used for carrying out the work shall be of best locally available quality and the contractor has to carry out the necessary testing of the material as ordered by the Engineer-In-Charge for its conformity and all testing charges shall be borne by the contractor.
34. The contractor shall be fully responsible for the any injury or damage caused to the workmen deployed by him at site for carrying out the work and Jamia Hamdard has nothing to do with such happenings and in no way shall be held responsible for the same.
35. The Vendors whose near relatives'/blood relations are employed at Jamia Hamdard need not apply, and the same will not be considered.
36. All communication should be addressed to the **Registrar, Jamia Hamdard**, Hamdard Nagar, New Delhi – 110062.

Registrar

Signature and seal of Tenderer

PART A:

Price Bid for CAMC of ROs of with different capacity.

S.No.	Description	Qty	Rate	Amount
1.	RO with capacity 25LPH	36		
2.	RO with capacity 50LPH	16		
	TOTAL	52		
	Total (in words)			

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(Signature of Proprietor/Partner/Chief Executive)

(With Seal)



JAMIA HAMDARD
(Deemed to be University) HamdardNagar, NewDelhi-110062 Phone:
26059688, Tele fax: 26059663 Ext.: 5326, Website: www.jamiahamdard.edu

QUOTATION APPLICATION FORM

Cost of Quotation Documents : Rs. 500.00 (Nonrefundable)
Quotation form for : “ _____ ” Sl .No.: _____
Last date of Submission of Quotation: **08/01/2021 up to 3.00p.m.**
Date of opening of Quotation : **08/01/2021 at 3.30p.m.**
Quotation Document Fee : DD / Cash Receipt No _____ Dated _____ for
Rs. _____ (Rs. _____)

VENDOR DETAILS

1. Name of Firm/Company :
2. Authorized person :
3. Address :
Telephone(s):
Fax: Mobile.....
E-mail
4. Income Tax No. /PAN No. :
5. Sales Tax No. /TIN No. :
6. Experience Certificate :
(Attached photo copy)
7. Details of Earnest Money(EMD): DD / Banker Cheque No _____ Dated _____ for
Rs. _____ (Rs. _____)
Bank _____

I/We agree to abide by the terms and conditions of the Quotation as laid down under Quotation name ‘CAMC of ROs installed at Jamia Hamdard’

Signature
Name
Designation
Company Seal

Contact No.....