

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

NIQ No.:- JH/E&M (Civil)/Partition/SCLS/2<sup>nd</sup> floor/24/05

Date: 14/03/2024

Jamia Hamdard invites sealed items rate Quotations in single bid system from Registered Contractors at Govt./Semi Govt./State Govt. Departments/Higher Educational Institutions or Working Agencies at Jamia Hamdard for the below mentioned work. The Quotation documents and other details are available on the website: [www.jamiahamdard.edu](http://www.jamiahamdard.edu). Last date of submission of the Quotation 20/03/2024 up to 3.00 pm. The agencies shall acquaint & satisfy themselves full with the nature of work before submitting the bids.

NAME OF WORK: Providing & Fixing of Aluminium Partition at Toxicology Department, 2<sup>nd</sup> floor SCLS building.

ESTIMATED COST Rs. 80,000.00

EARNEST MONEY: Rs. 1600.00

QUOTATION FEE: Rs. 300 only (Non-Refundable)

TIME PERIOD: 10 days.

The Quotation duly filled should be dropped in the Quotation Box kept in Purchase Section, Admin Block on or before 20/03/2024 up to 3.00 PM along with demand draft of Quotation fee & Earnest Money in sealed envelope clearly specifying the name of work. The D.Ds shall be in favour of "Jamia Hamdard" payable at New Delhi. The Quotations shall be opened on same day at 3.30 PM by the Quotation opening committee in the presence of available interested parties in the Office of the Executive Engineer.

In case the required procedure & eligibility criteria are not fulfilled, the Quotation can be rejected. Jamia Hamdard reserves the right to reject any or all Quotations without assigning any reason whatsoever.

Registrar

Copy to:

1. System Analyst, Computer Centre, to kindly upload the NIQ with Quotation documents on the University's website.
2. PA to Finance Officer for kind information
3. Executive Engineer for kind information
4. Concerned Engineer for information & necessary action
5. Notice board of Admin Block
6. A.E.E for kind information.

## (1) SCOPE OF WORK

Providing & Fixing of Aluminium Partition at Toxicology Department, 2<sup>nd</sup> floor SCLS building.

## (2) ELIGIBILITY CRITERIA

1. Bidders must have Registered at Govt. /Semi Govt./State Govt. Departments/Higher Educational Institutions or Working Agencies at Jamia Hamdard/other Govt./Semi Govt. Organisations. Bidders have to submit the related copies of the documents and other Registration Certificates justifying the eligibility criteria along with the Quotations documents. The original documents will have to be produced when asked for verification.
2. 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 Govt. /Semi Govt. /State Govt. Departments/Institutional Buildings, Universities and produce credentials in support thereof.
3. The Bidders must have GST, PAN and other necessary Registration Certificates.

### Note :-

1. Completion certificate submitted should be issued by an officer not below the rank of Executive Engineer.
2. All documents submitted by the bidder should be self-attested along with stamp

## (3) SUBMISSION OF QUOTATION

1. Submission of Quotations: Quotations should be submitted in sealed envelope super-scribing NIQ No. & name of work, due date for opening, bidder's name & address. The Quotations duly filled should be dropped in the Quotation box kept in the Purchase Section; it should not be handed over to any employee of the Jamia Hamdard. No Quotation shall be accepted later than the time schedule specified above. Any clarifications/amendments/corrigenda etc., to NIQ 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. The bidder shall submit the following:

- a. Covering letter on Company's Letter head
- b. Earnest Money Deposit. (to be deposited by every bidder without any exemption)
- c. Copies of GST, PAN and other necessary Registration Certificate
- d. Entire pages of Quotation documents should be duly signed & stamped by the bidder.
- e. Bidder not complying the bid & equability criteria is liable to be rejected.
- f. BOQ is cited on Annexure "X"

Bidders are required to quote his item rates in the above said attached BOQ 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, GST, 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 Quotation 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 Quotation. The bidders should quote unconditional rates, neatly written without any overwriting and all pages should be duly signed & stamped.

#### (4) GENERAL TERMS & CONDITIONS

- I. Earnest Money: An earnest money of Rs. 1600.00 has to be enclosed along with the Bid. The EMD shall only be in the form of Bank Draft in favour of “Jamia Hamdard” payable “New Delhi”. No Cheques/Cash shall be accepted as EMD. The refund of EMD to the technically disqualified shall be made within 20 days from the date of opening of price bid. The EMD of the successful lowest bidder (L1) shall be held back and will be released after completion of the works and site clearance.
- II. Validity of Quotations: Quotations shall be valid for our acceptance without any change in rates and NIQ conditions for a period of 60 days from the date of opening of price bid.
- III. Escalation: No escalation over and above items rates quoted by the bidder shall be paid during the execution of contract.
- IV. Completion time: The time shall be the essence of this contract and entire work as titled above is to be completed in all respects within a period of 10 Days from the date of issue of the work order. Any delay in completing the work for reasons attributable to the Contractor is liable for liquidated damages as per clause XI of NIQ. Under the force-majeure conditions or delay due to reasons beyond control of the contractor, Jamia Hamdard may grant suitable time extension without penalty for which the contractor has to request along with the justification/ reasons well in advance to Jamia Hamdard for approval without any prejudice to price escalation. No time extension request shall be considered after the expiry of completion period/contract. The decision of the Executive Engineer regarding Time extension will be final and binding on the contractor.
- V. The rates shall be inclusive of all taxes (Service Tax, GST etc.) duties and cartage etc. Jamia Hamdard welfare Relief Fund will be deducted @ 0.25% of the amount of total bill claimed.
- VI. 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.
- VII. Before Submitting Quotation, 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 Engineer In-charge.

Correspondence: All the correspondence in respect of Quotation/award of work shall be made to Executive Engineer.

- VIII. 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 will submit one full & 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.
- IX. 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.
- X. 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.

- XI. Liquidated damages: In case the work is delayed beyond the specified completion period for reasons attributable to the contractor, deductions on account of Liquidated damages @0.5% of the contract value per week will be deducted subject to a maximum of 5% of the contract value. However, during the delayed period, Jamia Hamdard also reserves the right to get some portion of work done by any other contractor at the risk and cost of the existing contractor and amount to that effect along with 10% overhead charges will be deductible from his bills/dues.

ANNEXURE-"B"

LIST OF APPROVED MAKES

1.	Powdered Coated Aluminium Section	Jindal, HINDALCO, NALCO or equivalent or as approved by the Engineer in-charge
2.	Particle Board	Century or equivalent or as approved by the Engineer in-charge
3.	Plain Glass	Saint Gobain or equivalent or as approved by the Engineer in-charge

**Bill of Quantities****Providing & Fixing of Aluminium Partition at Toxicology Department, 2<sup>nd</sup> floor SCLS building.**

S.No	Description of work	Unit	Qty.	Rate	Amount
1	Providing and fixing 12 mm thick prelaminated particle board flat pressed three layer or graded wood particle board conforming to IS: 12823 Grade 1 Type II, in panelling fixed in existing aluminium partition including removing the existing plain glass complete with C.P. brass / stainless steel screws etc. complete as per architectural drawings and directions of engineer-charge. Pre-laminated particle board with decorative lamination on one side and balancing lamination on other side	Sqm	3.10		
2	Providing and fixing the aluminium partitions with extruded built up standard tubular sections of size 2.5"x1.5" of 16 gauge, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions i.e at top ,bottom and sides with required EPDM rubber/neoprene gasket etc .Aluminium sections shall be smooth ,rust free, straight, mitered and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing /panelling ,c.p brass/stainless steel screws, all complete as per the direction of Engineer in charge. The partition having the 5mm thick glass on top and on bottom 12 mm thick particle board of approved color complete as required/as existing.	sqft	148.0		
3	Providing and fixing the aluminum sliding Door with extruded built up standard tubular sections of size top, vertical and middle 3.25"x1.75" of 16 gauge, fixing with dash fasteners of required dia and size, including top sliding channel with wheel of standard size necessary filling up the gaps at junctions i.e at top ,bottom and sides with required EPDM rubber/neoprene gasket etc .Aluminium sections shall be smooth ,rust free, straight, mitered and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing /paneling ,c.p brass/stainless steel screws, all complete as per the direction of Engineer in charge. The door having the 5mm thick glass on top and on bottom 12 mm thick particle board of approved color including p/f the aluminium tower bolt, al-drope. door stopper completes as required.	Sqft	21		
	<b>Total Cost i/c GST</b>				
	Total in words				

Contractor Signature with seal