

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

NIQ No.:- JH/Civil/SUMER/Touching/23

Date: 07.07.2023

Jamia Hamdard invites sealed items rate Quotations from Reputed Contractors working/worked with Govt./Semi 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 10.07.2023 up to 3.00PM.

The bidders are also advised to visit site to satisfy themselves before submitting the bids. Bidders not fulfilling the eligibility criteria may be rejected.

**NAME OF WORK:** P/f of damaged glass panes & Painting/Touching work in Corridors, Staircase, Classrooms etc. in SUMER Building.

**ESTIMATED COST:** Rs. 91,968.00

**EARNEST MONEY:** Rs. 2000.00

**QUOTATION COST:** Rs. 150 only

**TIME PERIOD:** 10 Days

The Quotation duly filled should be dropped in the Quotation Box kept in Purchase Section, Admin Block on or before 10.07.2023 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 is not followed, 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 Center, 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. A.E. (Civil) for information & necessary action
5. Notice board of Admin Block

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**NOTICE INVITING QUOTATION**

**FOR**

**P/f of damaged glass panes &**  
**Painting/Touching work in Corridors,**  
**Staircase, Classrooms etc. in SUMER**  
**Building.**

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## (1) SCOPE OF WORK

P/f of damaged glass panes & Painting/Touching work in Corridors, Staircase, Classrooms etc. in SUMER Building.

## ELIGIBILITY CRITERIA

1. Bidders must have working or worked with Govt. /Semi Govt. Departments/Higher Educational Institutions or Worked/Working Agencies at Jamia Hamdard.
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 contacts of similar natures of works of 40% value of estimated cost of works in the last 3 years in any Govt. /Semi Govt. Departments/Institutional Buildings and produce credentials in support thereof.
3. The Bidders must have GST, PAN and other necessary Registration Certificates.

Bidders have to submit the related copies of the documents and other Certificates justifying the eligibility criteria along with the Quotations documents. The original documents will have to be produced when asked for verification.

**Note: - Quotations shall also be liable for rejection on any of the following grounds:**

- a) Quotations submitted late.
- b) Quotations containing remarks uncalled for.
- c) Conditional Quotations
- d) Quotations not submitted on prescribed Performa.
- e) Telegraphic Quotations.
- f) Quotation submitted without E.M.D. and Cost of Quotation document.

## (2) SUBMISSION OF BIDS

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.

In this bid, 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"**

In this bid, 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.**

**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) GENERAL TERMS & CONDITIONS**

- I. **Earnest Money:** An earnest money of **Rs. 2000.00** 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 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 90 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.
- XII. **Extra or substituted item:** If any extra or substituted item appears in the work, contractor shall submit its rate analysis supported with documents which shall be approved by Engineering Department. Analysis of rates will be based on DSR document of CPWD or based on market rates analysis for determining item rate and pay to contractor accordingly.
- XIII. Contractor should depute a qualified supervisor dedicated for this work, who will moNIQor 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. The contractors 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.
- 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 No. 3 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 do not bind him-self to accept the lowest bidder.

**ANNEXURE-"B"**

**LIST OF APPROVED MAKES**

1.	Ordinary Portland Cement	Ultra Tech, ACC, of 53 Grade or other equivalent brands as approved by the Engineer in-charge
2.	POP	Birla, JK Cement or as approved by the Engineer in-charge
3.	Putty	Birla, JK Cement or as approved by the Engineer in-charge
4.	Acrylic Distemper (Premium)	Asian, ICI, Nerolac Premium Quality or as approved by the Engineer in-charge
5.	Synthetic Enamel Paint (Premium)	Asian, ICI, Nerolac Premium Quality or as approved by the Engineer in-charge

**Note:-Contractors are requested to read the complete Quotation documents and visit the site before submission of Bids.**

**ANNEXURE X**  
**Bill of Quantities**

<b>S.NO</b>	<b>Description of work</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
1	Removing dry or oil bound distemper, water proofing cement paint and the like by scrapping, sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete.	Sqm	562.0		
2	Providing and applying white cement based putty of average thickness 1 mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete	Sqm	562.0		
3	Distemping with 1st quality acrylic distemper (Ready mix) having VOC content less than 50 grams/ litre of approved brand and manufacture to give an even shade including priming coat of water based primer applied @ 2.20 kg/10 sqm)				
a	old work (two or more coats)	Sqm	688.0		
b	new work (three or more coats)	Sqm	562.0		
4	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade including priming coat of oil based primer applied @ 2.20 kg/10 sqm)				
a	Two or more coats on old work	Sqm	200.0		
b	Three or more coats on new work	Sqm	150.0		
5	Repairs to plaster of thickness 12 mm to 20 mm in patches of area 2.5 sq.meters and under, including cutting the patch in proper shape, raking out joints and preparing and plastering the surface of the walls complete, including disposal of rubbish to the dumping round, all complete as per direction of Engineer-in-Charge. With cement mortar 1:4 (1 cement : 4 fine sand)	Sqm	3.0		
14.5.1	Renewing glass panes, with putty and nails wherever necessary including racking out the old putty: Float glass panes of nominal thickness 4 mm (weight not less than 10kg/sqm)	sqm	16.5		
	Total				

**(Contractor's sign. with seal)**