

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

NIQ No.:- JH/Civil/AC/Plant/HCC/2022

Date: 12.09.2022

Jamia Hamdard invites sealed Quotations in single bid system from interested Contractors/agencies 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 19.09.2023 up to 3.00 pm.

The agencies shall acquaint & satisfy themselves full with the nature of work before submitting the bids.

**NAME OF WORK:** Auction of 60TR Voltas A.C. Plant along-with its ducting & pipelines at terrace of HCC.

**EARNEST MONEY:** Rs. 20,000.00

**QUOTATION FEE:** Rs. 700 only (Non Refundable)

**TIME PERIOD:** 30 days.

The Quotation duly filled should be dropped in the Tender Box kept in Purchase Section, Admin Block on or before 19.09.2023 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 & 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 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. Concerned Engineer for information & necessary action
5. Notice board of Admin Block

## (1) SCOPE OF WORK

- Removal of AC Plant & taking out the same.
- Removal of pipes/ducting etc. at terrace of HCC & taking out the same.
- After removal of the materials, the contractor shall clean the site in respect.
- Any damages occur during the removal shall be recovered from the bidder.
- The successful bidder shall deposit the 50% of the amount quoted by him to the University within 5 days from the date of award of work.
- Remaining 50% is to be submitted within 20 days from the date of issue of work order.
- The following items will be retained by the University and the bidders shall not disturb the following.
  1. AHU-1 Located in UPS room
  2. AHU-2 Located near UPS room facilitating VIP Lounge
  3. AHU-3 Above washroom at 1<sup>st</sup> floor.
- The bidder shall remove & take out those items which are shown to them during the visit and requested to visit and acquaint themselves fully with site.
- All the items shall only be taken out from the campus after obtaining gate pass from the department as per checking & verification by the Engineer in-charge.

## (2) 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 Tender 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 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.

Bidders are required to quote his amount in accordance with the scope of works, terms & conditions 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 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. The bidders should quote unconditional amount, neatly written without any overwriting and all pages should be duly signed & stamped.

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

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

Contractors' signature with seal