

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

NIQ No.:- JH/Civil/discarded material/SPER/26/2024

Date: 19.03.2024

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. Last date of submission of the Quotation 03.04.2024 up to 3.00 pm.

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

NAME OF WORK:	Auction of discarded items.
EARNEST MONEY:	Rs. 15000.00
QUOTATION FEE:	Rs. 500.00 only (Non Refundable)
TIME PERIOD:	15 days.

The Quotation duly filled should be dropped in the Tender Box kept in Purchase Section, Admin Block on or before 03.04.2024 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 Center, to kindly upload the NIQ with Quotation documents on the University's website.
2. PA to Finance Officer for kind information
3. Dean (SPER) for kind information
4. Provost Boys for kind information
5. Provost Girls for kind information
6. Manager Scholar House for kind information
7. Executive Engineer for kind information
8. Concerned Engineer for information & necessary action
9. Notice board of Admin Block

(1) SCOPE OF WORK

➤ Auction of discarded items.

- The bidders may inspect the unserviceable/ discarded items on any working day from 9.00 a.m. to 4.00 p.m. by intimation to office of A.E.(Civil).
- Steel almirah, steel book shelf, steel file rack, desert cooler, aluminium door, aluminium sections, lab equipment's, water cooler, refrigerator, fuming chamber, wooden stools, old steel chairs, steel window, window grills, GI pipes, Wooden cupboard, wooden furniture, file cabinet, Steel bed and Electrical fittings & plumbing fittings, etc.
- 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 03 days from the date of award of work.
- Remaining 50% is to be submitted within 10 days from the date of issue of work order.
- All the items/ materials 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. 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