

JAMIA HAMDARD

HAMDARD NAGAR, NEW DELHI - 110062

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QUOTATION DOCUMENT

FOR

**Providing & Fixing of Wooden partition, Wooden Flooring
and Work Station at Admission Cell, Jamia Hamdard.**

Submitted by:

Name of the Agency:

Address:

Contact No:

Email ID

JAMIA HAMDARD

HAMDARD NAGAR, NEW DELHI-110062

NOTICE INVITING QUOTATION

Ref No. JH/E&M(Civil)/Wooden work/Adm. Cell/24/03

Date: 01/02/2024

Jamia Hamdard, New Delhi invites sealed item rates quotation in Single bid system from reputed contractors registered with Govt./Semi Govt./State Govt. organization or worked/working in Jamia Hamdard for the below mentioned work. Tender documents are attached herewith. Last date of submission is **07/02/2024** up to 3:00 PM. The bidders are also advised to visit the site to satisfy themselves before submitting the Quotation. Bidders not fulfilling the Eligibility Criteria will be rejected. Eligibility Criteria is mentioned at Tender clause 2.

fixaction

NAME OF WORK: **Providing & Fixing of Wooden partition, Wooden flooring and Work Station at Admission Cell, Jamia Hamdard.**

ESTIMATED COST: **3,66,743 i/c GST**

EARNEST MONEY: **Rs 7,300.00**

TENDER COST: **Rs. 500 only (Non-Refundable)**

TIME PERIOD: **10 days**

The Quotation duly filled should be dropped in the Tender Box kept in Purchase Section, Admin Block on or before **07/02/2024** up to 3.00 PM along with demand draft of Tender 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 i.e. **07/02/2024** 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 Quotation without assigning any reason whatsoever.

Registrar

(1) SCOPE OF WORK:

a. Providing & Fixing of Wooden partition, Wooden flooring and Work Station at Admission Cell, Jamia Hamdard.

b. ELIGIBILITY CRITERIA

1. Bidders must have Registered contractor at Govt./ Semi Govt. /State Govt./Departments/Educational institutes or Working/worked Agencies at Jamia Hamdard/worked with Govt./Semi Govt/State Govt departments/Higher Educational Institution. Bidders have to submit the related copies of the documents and other registration certificates, Work orders and completion certificates. The original will have to be produced when asked for verification.
2. Bidders should have qualified and experienced In-House Architect for providing SHOP drawing (including drawing CAD copy) and Architectural designs & drawings etc.
3. Contractors should have executed similar nature of works of at least one contract of Rs. 2.93 Lacs (80% value of estimated cost of works) or two contracts of similar nature of works of Rs. 2.20 Lacs (60% value of estimated cost of works) or three contacts of similar natures of works of Rs. 1.46 Lacs (40% value of estimated cost of works) in the last 3 years in any institutional Buildings, Universities/departments and produce credentials in support thereof.
4. The Bidders must have current PAN, GST Registration Certificates.

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

- a. Quotation submitted late.
- b. Quotation containing remarks uncalled for.
- c. Conditional Quotations.
- d. Quotation not submitted on prescribed Performa.
- e. Telegraphic Quotations.
- f. Quotation submitted without EMD and Cost Quotation document (Quotation fee).

(2) SUBMISSION OF BIDS

Quotation should be submitted in sealed envelopes 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 in the NIQ. 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 web site. In this bid, the bidder shall submit the following:

- a. Covering letter on Company's Letterhead
- b. Quotation fee (Non-refundable)
- c. Earnest Money Deposit (to be deposit by every bidder without any exemption).
- d. Copies of PAN, GST and necessary registration Certificate.
- e. Entire NIQ duly signed & stamped by the bidder.
- f. BOQ is cited on **Annexure "X"**
- g. Copies of work order for similar nature of works as per eligibility criteria mention above.
- h. Entire NIQ and documents duly signed & stamped by bidder of his authorized representative/person.**
- i. Bidders are required to quote his item rates in the attached BOQ (Annexure 'X') in accordance with the scope of works, terms & conditions & technical specifications enclosed. The rates/price quoted by contractor should be all inclusive i.e. GST & include (all material cost, labour, services, plant/machinery/tools & tackles, ladders & scaffolding required for work, freight, Insurance, Octroi, Govt. duties & levies, Sales Tax 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.7,300.00** 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 unsuccessful bidder shall be made within 15 days from the date of issue of work order to the successful bidder. 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 receipt of the work order. Any delay in completing the work for reasons attributable to the Contractor is liable for liquidated damages condition 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 except any genuine reason. The decision of the Executive Engineer regarding Time extension will be final and binding on the contractor.

- V. **The rates** shall be inclusive of GST & FOR site (Fright, duties 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 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.**
- VIII. **Defect Liability period:** Defect liability period shall be twelve (12) months from the date of completion of work. Any defect arising in this period will be rectified by him at his own cost.
- IX. **Security deposit:** A security deposit equal to 05% of the value of work will be deducted from Contractor's bill and shall be refunded after the completion of defect liability period of 12 months after ensuring successful performance of the system executed by the contractor
- X. **Correspondence:** All the correspondence in respect of Quotation/award of work shall be made to Executive Engineer.
- XI. **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 can submit full and 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.
- XII. **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.
- XIII. **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,
- XIV. carelessness on the contractor's or his workmen's part will be recoverable from the contractor's bills.
- XV. **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.

- XVI **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.
- XVII Contractor should depute a qualified supervisor dedicated for this work, who will coordinate the works from contractor's side and interact with the Jamia Hamdard Engineers, responsible for supervision of work, on regular basis.
- XVIII Contractor will take due permission for entry of all his workmen in Jamia Hamdard. No unauthorized person will be allowed to work inside.
- XIX As the work will have to be carried out in building and area in use, the contractor shall ensure:
- a. That the normal functioning of Jamia Hamdard activity is not affected as far as possible and may be executed beyond office hours.
 - b. That the work is carried out in an orderly manner without disturbing setup in the premises.
 - c. The Contractor shall ensure that his staff is qualified and experienced for their part of work. The staff should behave in a courteous manner. The Contractor shall be responsible for their staff's conduct.
- XX 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.
- XXI 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.
- XXII 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.
- XXIII 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.

- XXIV. 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.
- XXV. 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 nor any material should be taken out without proper gate pass issued by the authorized representatives of the Centre.
- XXVI. 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.
- XXVII. Quotations once submitted will remain with the Jamia Hamdard and will not be returned to the bidders.
- XXVIII. 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 does not bind him-self to accept the lowest bidder.
- XXIX. The agency will 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.

CHECK LIST: TO BE SUBMITTED ALONG WITH BID

The tenderers are requested to ensure the submission of the essential documents to avoid disqualification of the bid. However, the check list is not exhaustive and the tenderer are requested to go through to NIQ & related documents carefully and completely for fulfilments of tenderer requirement.

S. No.	Enclosures	Submitted
1.	Cost of tender document	
2.	EMD	
3.	Similar works order and other documents asked	
4.	Signature with stamp in all pages of tender documents.	
5.	Bank account detail	
6.	E-mail address	
7.	Address for communication	
8.	Phone no, Mobile no, Landline no.	

List of approved makes of materials

S.No.	Particulars	Make
1.	Wall putty 1 st quality.	JK Cement/Asian paints
2.	Cement primer 1 st quality.	Asian paints/Berger paints
3.	Acrylic emulsion 1 st quality,	Asian paints/Berger paints/dulex
4.	Enamel paint 1 st quality, confirming to IS 133 (2004)	Asian paints/Berger paints
5.0	HDMR board	Greenply, century, national or equivalent
6.0	OPC cement	Ultratech or approved by engineer in charge
6.0	Tile Redi mix mortar	Birla, or approved by Engineer in charge.
7.0	Flush door, Laminated, MDF	Greenply. century, national or approved by Engineer in charge.
7.0	Structural steel	Apollo, or approved by Engineer in Charge.
8	Wooden flooring	Action Tesa

Signature of the Tenderer's with stamp

BOQ					
Name of work: Providing & Fixing of Wooden partition and work Station at Admission Cell, Jamia Hamdard.					
S.No	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
1	Providing wood work in frames of doors, windows, clerestory windows and other frames, wrought framed and fixed in position with hold fast lugs or with dash fasteners of required dia & length C.P teak wood	0.05	cum		
2	Providing and fixing ISI marked flush door shutters conforming to IS : 2202 (Part I) non-decorative type, core of block board construction with frame of 1st class hard wood and well matched commercial 3 ply veneering with vertical grains or cross bands and face veneers on both faces of shutters: 35 mm thick including ISI marked Stainless Steel butt hinges with necessary screws (centuary)	2.10	sqm		
3	Providing & Fixing decorative high pressure laminated sheet of plain / wood grain in gloss / matt/ suede finish with high density protective surface layer and reverse side of adhesive bonding quality conforming to IS : 2046 Type S, including cost of adhesive of approved quality. 1.0 mm thick (Greenlam)	4.20	Sqm		
4	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.	115.00	sqm		
5	Applying one coat of water thinnable cement primer of approved brand and manufacture on wall surface : Water thinnable cement primer	115.00	Sqm		
6	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.	115.00	sqm		
7	Wall painting with acrylic emulsion paint of approved brand and manufacture to give an even shade : Two or more coats on new work	115.00	sqm		
8	French spirit polishing : One or more coats on old work	10.00	Sqm		

9	Providing and fixing aluminium die cast body tubular type universal hydraulic door closer , embossed on the body, door weight upto 35 kg and door width upto 700 mm), with necessary accessories and screws etc. complete. (Make Door set)	2.00	Each		
10	Providing and fixing fancy S S tower bolts, with necessary screws etc. complete :				
	250x10 mm	2.00	each		
	200 mm X10mm	2.00	Each		
11	Providing and fixing fancy tubular S.S handles with screws etc. complete: 200 mm long	4.00	Each		
12	P/f Full Height Partitions 75 mm thick double skin with MS hollow section (18 gauge) framework – 50 mm X 50 mm in max. 600 x600 mm C/C in both direction as required. Partition shall be provided with 12mm thick MDF of approved quality duly screened & fixed on both faces on the MS framework. Finished with 1mm thk. Laminate (as approved) on both sides of the partition with necessary horizontal and vertical grooves 6/3 mm (as per approval) finished duly with matching colour matt melamine polish, putty ect. The partition having the vision panel of (4'x2'6") standard/ required size with pf the 6mm thick plane 6mm glass fixed on teak wood /matching wooden batten of 3"x3 " size complete as required including polishing.	10.00	Sqm		
13	Providing and fixing the Door lock with latch and handles of door set make complete as required.(Make Door set)	2.00	each		
14	Providing and fixing S.S. door stopper of twin rubber including screws etc. complete.	2.00	each		
15	Providing and fixing 12mm thick tonged and grooved wooden flooring with 2mm thick foam Sheet under the floor complete as required including wastage.(Action tesa make).	333.56	Sqft		
16	Providing and fixing 12mm thick tonged and grooved wooden skirting of 4" high on existing walls by fixing the same with nails, fasteners etc. complete as required.(Action tesa	75.00	Rft		

	make).				
17	Providing and fixing wooden moulding above skirting with nails and screws as per the direction of Engg-in-charge.	22.00	Rft		
18	Providing and fixing wooden profile on door sills and other location complete as required for wooden flooring complete.	10.00	Rft		
19	Removing the existing carpet including cleaning the surface as required and staking the flooring at maintenance store or as directed by engineer in charge.	32.00	Sqm		
20	Providing and fixing the Curtains of length 8' X 4' wide for window and 7'6"x 4' for door of approved fabric and color complete as required including stitching as standard pattern. (Minimum rates for fabric 350 /meter .)	5.00	panel		
21	Providing and fixing the S.S. Curtain Rods of size 1 dia with side brackets fixed with necessary screws complete as required.	5.00	Rft		
22	Providing and Fixing of Wooden Work station (size 3' Length X 2' Depth X 2'-6" Ht.) made in 18mm thick. Commercial ply with pasting of 1mm thick. Laminate including 01 nos pedastal with 01 drawer and 01 shutter for storage (size 1'-2" Length X 1"-6" Depth X 2'-4" Ht.) and 01 nos 8mm thick. Lacquered D-shape glass both sides for partition purpose (24"x18") to be fixed bracket/whatever fitting to be used as per drawing and specification/requirement with necessary fittings Hettich/ozone Channel & Hings. including P/f pin up board on front side of high 18") Pedastal with 01 drawer + 01 shutter for storage (size 1'-6" Length X 1"-6" Depth X 2'-4" Ht.) 8mm thick. Lacquered D-shape glass for partition purpose (24" X 18") (The Work stations should be fabricated in such a manner that it can be placed on both faces i.e. front of wall and opposite of wall, all exposed surface pasted with 1 mm thick laminate)	5.00	Each		

23	Providing and Fixing of Wooden Table (size 3'-6" Length X 2'-6" Depth X 2'-6" Ht.) made in 18mm thick. Commercial ply with pasting of 1mm thick. Laminate including 01 nos pedastal with 01 drawer and 01 shutter for storage (size 1'-2" Length X 1'-6" Depth X 2'-4" Ht.) as per drawing and specification/requirement with necessary fittings Hettich/ozone Channel & Hings. Pedastal with 01 drawer + 01 shutter for storage (size 1'-2" Length X 1'-6" Depth X 2'-4" Ht.)	1.00	Each		
24	Providing, fixing & Fabricating the wooden hanging cupboard of size 6'x2'x1'.4" . The cupboard is make out of 19mm the commercial board with 6 mm thick back ply. the cupboard having glazed shutters with 19 mm thick commercial board & 5 mm plain glass, all exposed surface pasted with 1 mm thick laminate of approved quality , color and make. The cupboard having the middle partition complete with all necessary hardware and painting and polishing work.	24.00	Sqft		
25	Providing & fixing Frosted film on glass complete and required. (Garware make)	4.50	sqft		
26	Removing and refixing the wooden door by cutting in required size complete.	2.00	Each		
27	P/f the 12 mm thick Teak ply 200 mm wide to cover the Expansion joints including necessary polishing and p/f corner bidding on both sides.	33.62	Rft		
	Total i/c GST				

Signature of the Tenderer's with stamp