

SHORT TERM TENDER DOCUMENTS

FOR

**Repairing/Replacement of fabric, Foam
and dry cleaning of Sofa and Chairs etc at
Hall no. 1 & 2, VIP Lounge, Lobby areas of
ground floor and First floor, Hamdard
Convention Centre, Jamia Hamdard**

JAMIA HAMDARD

HAMDARD NAGAR, NEW DELHI-62

**JAMIA HAMDARD
(DEEMED TO BE UNIVERSITY)
HAMDARD NAGAR, NEW DELHI-110062**

SHORT TERM TENDER NOTICE

Ref. No. JH/Civil(HCC)/07/2020

Date: 15-01-2020

Jamia Hamdard, New Delhi invites sealed items rate Short Term Tenders from specialized interested parties for the below mentioned work. The tender documents and other details are available on the universities' website: www.jamiahamdard.edu. Or can be obtained from the office of the engineering & Maintenance Section. Last date of submission of the Tender is 20-01-2020 up to 3.00 PM. The Parties/Agencies may submit the tender after satisfying themselves eligible for the work as per Terms & Conditions of tender.

NAME OF WORK:	Repairing/Replacement of fabric, Foam and dry cleaning of Sofa and Chairs etc at Hall no. 1 & 2, VIP Lounge, Lobby areas of ground floor and First floor, Hamdard Convention Centre, Jamia Hamdard
EARNEST MONEY:	Rs. 5000.00
TENDER COST:	Rs. 500 only (Non Refundable)
TIME PERIOD:	10 days

The Tender dully filled should be dropped in the Tender Box kept in purchase section on or before 20-01-2020 upto 3.00 PM along with demand draft of earnest money & Tender fee in sealed envelope clearly specifying the name of work. The D.Ds shall be in favor of Jamia Hamdard payable New Delhi. The tender shall be opened on 20-01-2020 at 3.30 PM in presence of available interested parties. Jamia Hamdard reserves the right to reject any or all tenders without assigning any reason.

Sd/-
Registrar

ELIGIBILITY CRITERIA

1. Bidders must be registered/empanelled with Jamia Hamdard, CPWD, DDA or other Govt. organizations as appropriate class of contractors. Bidders have to submit the up to date certified copy of the Registration Certificate along with his Tender. The original will have to be produced when demanded for verification.
2. Copies of work orders for similar nature of work of at least one contract of value Rs. 2.48 lakh, or two contracts of similar nature of work of Rs. 1.86 lakh or three contracts of similar nature of works of Rs. 1.24 lakh in last 3 years. Contractors should have executed similar nature of work in prestigious institutional buildings, Universities, hospitals. and produce credentials in support thereof, Certificates of satisfactory completion of works must also be provided.
3. Experience of having successfully completed similar works during last 3 Financial years.
4. Average annual financial turn over on said work should be 1.5 lakhs during the immediate last 3 consecutive Financial year.
5. The contractor should have IT & excise return acknowledgement for last three years.
6. Complete list of machinery and equipments and details of Technical Manpower along with supporting staff and in house Design capability duly signed and sealed on company's letter head.
7. Copies of completion and Performance Certificates (duly attested) for similar scope of works issued by the officer of the client/Deptt of the rank of Executive Engineer/equilent or the Head of the Institution will have to be furnished along with the application. The completion certificate must clearly indicate the following.
 - The date of completion of work with cost of completed work with letters of successful completion. Nature and scope of work, Time period of completion (attaché client's list).
 - Similar work means Repair /Renovation and painting work in the Dean office SPER
 - The firm are advised to enclose attested copies of all relevant documents along with valid PAN, PF, ESI, GSTN, WCT if applicable, and Labour Cess, company turn over ISO etc. registration and other related documents along with the EOI.
 - The firm should have valid PF, ESI, GSTN, WCT if applicable, Registration in Delhi at the time of prequalification.

Jamia Hamdard reserves the rights to increase or decrease the quantum of work during the execution of work and to accept/reject full/part proposals without assigning any reason thereof.

GENERAL TERMS AND CONDITIONS

**Name of Work: Repairing/Replacement of fabric, Foam and dry cleaning of Sofa
and Chairs etc. at Hall no. 1 & 2, VIP Lounge, Lobby areas of ground
floor and First floor, Hamdard Convention Centre, Jamia Hamdard**

The work shall be carried out following standard and accepted norms of civil engineering practice.

1. The CPWD General Terms and conditions and CPWD specifications with latest amendments & CPWD Manual provisions shall be applicable in execution of the project and shall form part of the contract.
2. The EMD shall be only in the form of Demand Draft drawn in favor of Jamia Hamdard, payable at New Delhi, failing which the Tender will summarily be rejected.
3. The rates shall be inclusive of all taxes (service tax G.S.T etc.) duties and cartage etc. No escalation of taxes shall be payable by the Jamia Hamdard during the contract period.
4. Duly sealed tenders shall be dropped in the tender box placed at the Purchase section.
5. The conditional bids shall not be considered under any circumstances and rejected without any notice or assigning any reasons therefore.
6. All bids once submitted shall be the property of Jamia Hamdard, and bidders will lay no claim whatsoever on the same.
7. Sr. Consultant Jamia Hamdard, reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the Sr. Consultant in this regard will be binding on all the bidders. Tenderers not complying with any of the provisions stated in this tender document are liable to be rejected.
8. No T & P shall be supplied by the Jamia Hamdard.
9. Income tax shall be deducted from the contractor bill as per Govt. of India rules.
10. Jamia Hamdard welfare fund charges are liveable @0.25% of the amount of bill claimed.
11. (i) Security shall be deducted @ 5 % of value of work done and total amount of security shall be released after expiry of the defect liability period of SIX MONTH effective from date of completion.
12. Earnest money deposited by the successful tender shall be converted in to security deposit & is adjustable against the actual amount to be deducted under clause 12 above.
13. The time allowed for completion of work shall be (10 days) which shall be reckoned from 02 (Two) day from the date of letter of intent.

14. Time allowed for the work shall be strictly followed otherwise the contractor shall be liable to pay compensation at the rate of 1.0% of the tendered value of the work per week of delay on the part of the contractor. The decision of Engineer-in-charge about the delay

shall be final and binding. However, for any reason beyond the control of the contractor the extension of time shall be granted upon application submitted by the contractor. No claim for any compensation during the extended period shall be entertained and the Sr. Consultant Jamia Hamdard decision in this regard shall be final.

15. No escalation in any form either of material or labour shall be payable by the University. The bidder shall also absorb any statutory escalation/increase of wages /material cost if any, anticipated during the contract tenure, including extended tenure.
16. All material brought at site shall be as per contract specification & schedule of quantities and shall be got entered in the site book and approved by Engineer-In-charge before being used.
17. Mandatory tests have to be carried out as asked for by the Sr. Consultant/Engineer-In Charge. Nothing extra shall be paid for such purpose.
18. In case the successful bidder resales from the offer within one month of the work order, the Security deposit will be forfeited. Similarly if successful bidder fails to commence the work after issue of award letter, the amount of earnest money will also be forfeited.
19. Any violation of instruction/agreement or suppression of facts will attract cancellation of contract without any reference or any notice period and in such case the amount of the contractor security deposit will be forfeited.
20. If agency at any time makes default during currency of work or does not execute any part of the work with due diligence or Commits default in complying with any of the terms and conditions of the contract and does not initiate any remedy for it or takes effective steps for its remedy or Fails to complete the work(s) or items of work within date of completion, on or before the date(s) so determined, and does not complete them within the period specified in the notice given in writing in their behalf by the Engineer-in-Charge. The Engineer- in-Charge without prejudice to any other right or remedy against the contractor which have either accrued or accrue thereafter to the Government, by a notice in writing to take the part work / part incomplete work of any item(s) out of his hands and shall have powers to take possession of the site and any materials, constructional plant, implements, stores, etc., thereon; and/or Carry out the part work / part incomplete work of any item(s) by any means at the risk and cost of the contractor.
21. Sr. Consultant, Jamia Hamdard reserves the right to terminate the contract without any reference or any notice period on account of poor workmanship, non-

compliance of set norms/specifications for the works, delay in progress of work, violation of any contract provisions by the contractor, failure to start the work at Jamia Hamdard, within 10 days from date of issue of Work order. In such cases the contractor is liable to pay Liquidated Damages @ 5% of tendered value besides security deposit.

22. Decision of Sr. Consultant Jamia Hamdard in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the Contractor.
23. The Contractor shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at Jamia Hamdard. The Jamia Hamdard shall have no liability in this regard.
24. The personnel provided by the Contractor will not claim to become the employees of Jamia Hamdard and there will be no Employee and Employer relationship between the personnel engaged by the Agency and Jamia Hamdard.
25. No tent or hut shall be allowed to be put up for workers to stay within the campus. The contractor is deemed to have inspected the site and thoroughly acquainted himself with the site conditions, availability of storage space for materials etc.
26. The Contractor should take extra precaution to ensure that there is absolutely no damage to the surrounding structure/existing system etc. If any damage made by agency, it will be got repaired/replaced/rectified by the agency itself at no extra cost.
27. The Contractor should make special note of the fact that the Renovation/remodelling/repair works are to be carried out in the existing functional building and the agency will adopt necessary barricading / covering of the area under execution with no / least disturbance to adjoining / surrounding areas of the building under use for teaching / research, etc. The Contractor shall depute their own security staff for watch and ward of their materials supplied/ installed at site till the final handing over of the complete work and temporary lockable shed/Almirah etc. shall be arranged by contractor at his own risk and cost. No accommodation/ staff/ lockable space will be provided by Jamia Hamdard under any circumstances.

28. It may here be noted, that the entire staff and labour of the Contractor will follow all the security instructions issued by Jamia Hamdard from time to time and these instructions may include the provisions to make suitable barricades or temporary wall fence to ensure that the labour confines itself to the area of the work only. Serious action will be taken in case any of the contractor's workmen are found to be tampering with the Laboratory equipment and property of the Jamia Hamdard. Suitable damages will be recovered from the contractor's bills if anyone is found to do so. All decisions of the Engineer-in Charge in respect of the same will be final and binding on the contractor.
29. On completion of all work, Contractor shall remove all surplus materials & leave the site in a broom clean condition, failing which the same shall be done at Agency's risk & cost.
30. The Contractor shall ensure compliance of all statutory laws & bye laws of the central govt./state govt./Municipal authorities related to the employment of their staff and all obligations under Minimum Wage Act, Workman Compensation Act, Provident Fund & Miscellaneous Provision Act, Bonus Act & Contract Labour Act 1970 etc. Jamia Hamdard will not be responsible for such purposes in anyway.
31. Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration to be appointed by the Vice Chancellor Jamia Hamdard. The award of the Arbitrator shall be final and binding between the parties as per the Arbitrary Act. The Arbitrator proceeding shall be governed by the Arbitration and Conciliation Act and shall be conducted in Delhi.
32. Shop Drawing: - (i) The shop drawing for all works as required by Engineer-in-charge shall be submitted in quadruplicate at no extra cost by the contractor and in the manner so required by them. The contractor shall proceed with the works only after approval by the Engineer-in-charge. Such drawings shall be coordinated with all disciplines of work

GENERAL CONDITIONS FOR SUBMISSION OF TENDER

1.0 Submission of Tender:

Tenders should be submitted in sealed envelopes. The tender duly filled in sealed condition should be hand delivered in the tender box kept in the Purchase section, Jamia Hamdard. It should not be handed over to any employee of the Jamia Hamdard. No tender shall be accepted later than the time schedule specified. Tender once submitted will remain with the Jamia Hamdard and will not be returned to the bidder.

2 Validity of Tender:

Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 30 days from the date of opening. Declaration by the Tender This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

SIGNATURE OF TENDERER WITH SEAL DATE:

SPECIAL CONDITIONS OF CONTRACT

1. OWNER:

The name and address of the Owner / Engineer-in-Charge responsible for the preparation of the Contract documents are as follows:-

OWNER: JAMIA HAMDARD, NEW DELHI

2. SITE

- 2.1. Repairing/Replacement of fabric, Foam and dry cleaning of Sofa
and Chairs etc at Hall no. 1 & 2, VIP Lounge, Lobby areas of ground
floor and First floor, Hamdard Convention Centre, Jamia Hamdard**

2.2 CONTRACTOR TO SATISFY HIMSELF ABOUT SITE CONDITIONS

Before tendering, the Contractor shall visit and examine the site and satisfy himself as to the site conditions the correct dimensions of the work and facilities for obtaining the special articles called for in the contract documents and shall obtain generally his own information on all matters affecting the continuation and progress of the works. No extra charge made in consequence of any misunderstanding or incorrect information on any of these points or on the grounds of insufficient description will be allowed.

2.3 POSSESSION

The Contractor shall there upon commence the works and regularly and diligently proceed with the same and complete the same in stages on or before the contract date for completion.

SCOPE OF WORK

3.1 SCOPE

The general character and the scope of work is illustrated and defined by the Schedule of Quantities and Specifications herewith attached.

3.2 EXTENT

The Contractor shall carry out and complete the said work in every respect in accordance with the contract, and with the directions of and to the satisfaction of the Engineer-in-charge and Sr. Consultant, JAMIA HAMDARD.

4.0 CONTRACT DRAWINGS

Drawings forming part of the contract are listed under. Other drawings and details issued and shop drawings approved during the currency of the contract shall also form part of the contract. The Contractor shall keep at least one copy each of drawings, conditions of contract, specifications, instructions and schedule of quantities at the site of works available for reference by any authorized representative Sr. Consultant, JAMIA HAMDARD /ARCHITECTS, at all times during the progress of the works.

5.0 TYPE OF CONTRACT

The Contract shall be an item rate contract. The Contractor shall be paid at the contract rates, for the actual quantity of work carried out by him in accordance with the Contract documents as measured.

5.1 SCHEDULE OF QUANTITIES

The quantities given in the Schedule of Quantities are provisional and are meant to indicate the intent of the work and provide a uniform basis for tendering. The Contractor shall be paid for the actual quantity of work executed by him in accordance with Contract Documents at the contract rates.

6.0 WATER AND ELECTRICITY FOR CONSTRUCTION

Water for use at site of work shall be arranged by the contractor. The contractor shall make his own arrangement for any temporary service piping taps as required for his use on the works and shall remove the same on completion. Electricity required for the job shall be made available and shall be charged the contractor may arrange for the same at their own cost. However, necessary piping, valve, wiring, cabling, lamps, switches & sockets, main switches, halogen/tube light fitting and tapping from existing line/connection including labour have to be arranged by the contractor at their own risk & cost.

7.0 PAYMENT OF CONTRACTORS BILL

1. Final Bill: Full and final bill will be paid after satisfactory completion of work.

Note: All Bills are required to be supported by Detailed Measurement Sheet and Analysis of Rates for Extra Items and its approval along with the Bill. The Bills shall be submitted in specified format which should indicate executed quantities and cumulative Quantities besides current bill quantities along with tendered quantity/unit/rates.

8.0 SCHEDULE OF RATES TO BE INCLUSIVE

Schedule of Rates shall be deemed to include and cover all costs, taxes, octroi, expenses and liabilities of every description and all risks of every kind (FOR Site) to be taken in executing, completing and handing over the work to the Owner by the contractor. The contractor shall be deemed to have known the nature, scope, magnitude and the extent of the works and materials required, through the contract documents may not fully and precisely furnish them. He shall make such provision in the Schedule of Rates as he may consider necessary to cover the cost of such item of work and materials as may be reasonable and necessary to complete the works. The opinion of the Architects as to the items of work which are necessary and reasonable for completion of work shall be final and binding on the contractor, although the same may not be shown on or described specifically in contract documents.

9.0 Generality of this present provision shall not be deemed to cut down or limited in any way because in certain cases it may and in other cases it may not be expressly stated that the Contractor shall do or perform a work or supply articles or perform services at his own cost or without additional payment or without extra charges or words to the same effect or that it may be stated or not stated that the same are included in and covered by the Schedule of Rates.

10.0 SCHEDULE OF RATE TO COVER CONSTRUCTIONAL PLANT, MATERIALS, LABOUR, ETC.

Without in any way limiting the provisions of the preceding sub-clause the schedule of Rates shall be deemed to include and cover the cost of all constructional plant, temporary works (except as provided for herein specifically) pumps, materials, labour, insurance, fuel, stores and appliances to be supplied by the contractor and all other matters in connection with each item in every respect maintained and as shown or described in the contract documents or as may be ordered in writing during the continuance of the contract.

11.0 SCHEDULE OF RATES TO COVER ROYALTIES, RENTS, PROVIDEND FUND, AND CLAIMS

The Schedule of Rates shall be deemed to include and cover the cost of all royalties and fees for all articles, processes, protected by letters, patent or otherwise incorporated in or used in connection with the works, also all royalties, rents and other payments in connection with obtaining materials of whatsoever kind for the works and shall include an indemnity to REGISTRAR, JAMIA HAMDARD which the contractor hereby give against all actions,

proceedings, claims, damages, costs and expenses arising from the incorporation or the use on the works of any such articles, processes or materials. Octroi or other Municipal or local Board charge, if levied on materials, equipment or machineries to be brought to site and removed from site for use on work or after completion of the work, shall be borne by the contractor. The contractor should be registered for Provident Fund and would be required to make the deductions on the salaries paid to the workers and deposit the same to the concerned department.

12.0 SCHEDULE OF RATES TO COVER TAXES AND DUTIES

No exemption or reduction of customs duties, excise duties sales tax, VAT or any part duties, transport carriages, stamp duties or Central or State Government or other body including one company or dues, taxes or charges (from or of anybody including the company), whatsoever will be granted or obtained all of which expenses shall be deemed to be included in and cover by the Schedule of rates. The contractor shall also obtain and pay for all permits, or other privileges necessary to complete work. In case where REGISTRAR, JAMIA HAMDARD, wishes to avail Tax/Duty exemptions as applicable to the contractors shall comply with the instructions from REGISTRAR, JAMIA HAMDARD.

13.0 SCHEDULE OF RATES TO COVER RISKS OF DELAY

The schedule or Rates shall be deemed to include and cover the risk of all possibilities of delay and interference with the contractor's conduct of the works which occur from any cause including orders of REGISTRAR, JAMIA HAMDARD, in the exercise of his powers and on account of extension of time granted due to various reasons and for all other possible or probable causes of delay.

14.0 SCHEDULE OF RATES CANNOT BE ALTERED

For work under unit rate basis, no alteration will be allowed in the schedule of rates by reason of works or any part of them being modified, altered, extended, diminished or omitted. The schedule of rates are fully inclusive rates which have been fixed by the Contractor and agreed to by REGISTRAR, JAMIAHAMDARD and cannot be altered.

Jamia Hamdard
Hamdard Nagar, New Delhi-110062

Bill Of Quantities

Name of work:- Repairing/Replacement of fabric, Foam and dry cleaning of Sofa and Chairs etc at Hall no. 1 & 2, VIP Lounge, Lobby areas of ground floor and First floor, HCC

Time of Completion: 10 Days.

S.No	Description of work	Qty	Unit	Rate	Amount
Hall No. 1					
1	Dry cleaning of high back executive chairs of stage and VIP areas	35.00	each		
2	Dry cleaning of low back visitors chairs	250.00	each		
3	Changing of chair wheels	15.00	each		
	Total				
	GST				
	Total				
Hall No. 2					
4	Re-upholstery of visitors chairs of seat, back and arms with necessary repairing work etc complete as per the approved color of fabric with 25mm foam of 40 density of approved brand feather foam/Kurl-On Foam	65.00	each		
5	Re-upholstery of executive chairs of seat, back and arms with necessary repairing work etc complete as per the approved color of fabric with 25mm foam of 40 density of approved brand feather foam/Kurl-On Foam	10.00	each		
6	Changing of chair wheels	15.00	each		
	Total				
	GST				
	Total				
VIP Lounge					
7	Dry cleaning of Sofa in VIP Lounge	25.00	each		
8	Dry cleaning of Carpet in VIP Lounge	450.00	sqft		
	Total				
	GST				
	Total				
Lobby Area ground floor (Upper and Lower Area)					
9	Dry cleaning of sofa in the upper and lower areas of lobby	75.00	each		
10	Dry cleaning of chairs of registration counters	20.00	each		
	Total				
	GST				
	Total				

Lobby Area First floor (Upper and Lower Area)					
11	Dry cleaning of executive chairs of seat and back in the upper areas of lobby	10.00	each		
12	Re-upholstery of Sofa of seat and back with necessary repairing work etc complete as per the approved color of fabric with 25mm foam of 40 density of approved brand feather foam/Kurl-On Foam in the lower areas of lobby	11.00	each		
	Total				
	GST				
	Total				
	GRAND TOTAL				

Total Amount in words

1. Work shall be done as per specification as specified in the BOQ.
2. Work shall be completed within stipulated period failing which 1% penalty per week to maximum of 10% on the total work amount, shall be imposed.
3. Applicable taxes, JHRW@0.25% and other will be deducted as per Govt. norms.
4. No Escalation shall be considered during the execution period of the work.
5. Work shall be organized in such a manner which does not disturb the existing items and the same should be kept in the same position
6. Full and final bill will be paid after satisfactory completion of work.
7. Extra work if any will be executed during course of execution payment as CPWD rule be made
8. The above rates are including of GST

Issuing the hand quotation of M/s_____

Concerned JE (Civil)
Engg. & Maint. Section

AE(Civil)
Engg. & Maint. Section

Contractors Sign with seal