

**JAMIA HAMDARD**  
HAMDARD NAGAR, NEW DELHI - 110062  
Telephone: 011-26059688-5374

**TENDER DOCUMENT**  
**FOR**  
**Providing & Laying new carpet for Hakeem Abdul**  
**Hameed Auditorium.**

Submitted by:

Name of the Agency:

Address:

Contact No:

Email ID



## 1. SCOPE OF WORK

- a. Removing & Re-fixing of Auditorium chairs.
- b. Repairing chairs seat, foam & upholstery work
- c. Removing & Dumping old carpet
- d. Providing & Laying new carpet in auditorium hall.

## 2. ELIGIBILITY CRITERIA

1. Bidders must have registration / empanelled with Govt. Semi Govt. or State Govt. organization or worked/working at Govt. or reputed institute or at Jamia Hamdard for Laying of Carpet & upholstery works . Bidders have to submit the related copies of the documents and other Registration Certificates justifying the eligibility criteria along with his Tender. The original will have to be produced when demanded for verification.
2. Contractors should have executed similar nature of works of at least one contract of Rs. 2,60,200.00 or two contracts of similar nature of works of Rs.1,95,150.00 or three contacts of similar natures of works of Rs. 1,30,100.00 in the last 3 years in any institutional Buildings, Universities and produce credentials in support thereof.
3. Certified documents of having successfully completed similar works during the last 3 years should also be attached.
4. The Bidders must have GST, PAN, other Registration Certificates/ Work Completion Certificates issued from Govt. Semi Govt. or State Govt. organization.

**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 (tender fee).

## 3. SUBMISSION OF BIDS

Tenders should be submitted in sealed envelopes, super-scribing NIT & Name of work, due date for opening, bidder's name & address. The sealed tender duly filled should be dropped in the tender box kept in the Central Purchase Section. It should not be handed over to any employee of the Jamia Hamdard. No tender shall be accepted later than the time schedule specified above. Any clarifications/amendments/corrigendum etc., to NIT 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 Letterhead
- b. Tender Fee (Non-refundable)

- c. Earnest Money Deposit. (to be deposit by every bidder without any exemption)
- d. Copies of GST, PAN, and necessary Registration Certificates
- e. Copies of work orders for similar nature of works as per criteria for eligibility mentioned above.
- f. Entire NIT and documents duly signed & stamped by the bidder or his authorized representative/person.
- g. Completion certificate submitted should be issued / signed by an officer not below the rank of Executive Engineer/Assistant Engineer.
- h. **BOQ of work cited on ANNEXURE “A”**
- i. 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, Sales Tax etc.), transport/cartage of materials/labour and all other expenses not specifically mentioned but reasonably implied. It is mandatory for bidder to quote all items rate as asked for in the BOQ/ PRICE schedule. However, GST will be paid extra as per GOI. Failure in not filling some item rates will lead to rejection of tender. 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. 6500.00** for the above work has to be enclosed along with the Tender. The EMD shall only be in the form of Bank Draft in favour of “**Jamia Hamdard**” payable at “**New Delhi**”. No Cheques/Cash shall be accepted as EMD. The EMD of the successful lowest bidder (L-1) shall be held back and will be released after completion of the works and site clearance. EMD of other bidders will be refunded after 15 days of issue of work order or as decide by Competent Authority.
- II. **Validity of Tender:** Tender shall be valid for our acceptance without any change in rates and NIT 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 20 days from the 2nd day of the receipt of the work order. Any delay in completing of work for the reasons attributable to the Contractor is liable for liquidated damages. 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 Material, Labor duties and cartage etc. GST will be paid extra as per GOI norms. All applicable taxes will be deducted as per prevailing Govt. norms and Jamia Hamdard Employee Relief Fund (JHERF) will be deducted @ 0.25% of the amount of total bill claimed.
- VI. **Deviations:** No deviation from the stipulated terms and conditions will be allowed. Tender will be unconditional.
- VII. **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. **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. In case of any doubt, it may be clarified from the office of the Assistant Engineer (Civil).**
- VIII. **Correspondence:** All the correspondence in respect of tender/award of work shall be made to Executive Engineer.
- IX. **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. Full and final payment will be made after completion of work for claiming payment based on actual quantities of items of work executed as per BOQ and Engineer's instructions. 5% amount will be withheld towards the security deposit from the bill. The security deposit shall only be refunded after expiry of the defect & liability period which will be 6 months after satisfactory completion of all works
- X. **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.
- XI. 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.
- XII. **Liquidated damages:** In case the work is delayed beyond the specified completion period for reasons attributable to the contractor and without any genuine reason, deductions on account of Liquidated damages @ 1 % of the contract value per day will be deducted subject

to a maximum of 10% 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.

- XIII. **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 concerned Engineering Department. Analysis of rates will be based on DSR-2018 document of CPWD or based on market rates for determining item rate and pay to contractor accordingly.
- XIV. **Defect Liability period**: Defect liability period shall be 6 months from the actual date of completion of work. Any defect arising in this period due to contractor's fault will be rectified by him at his own cost. Failure to do so, shall lead to forfeiture of security deposit.
- XV. **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 6 months after ensuring successful performance of the system executed by the contractor.
- XVI. Contractor should depute a qualified supervisor dedicated for this work, who will monitor and coordinate the works from contractor's side and interact with the Jamia Hamdard Engineers, responsible for supervision of work, on regular basis.
- XVII. Contractor will take due permission for entry of all his workmen in Jamia Hamdard. No unauthorized person will be allowed to work inside.
- XVIII. 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.
- XIX. 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.
- XX. 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.
- XXI. During execution of work, the contractor should follow all the 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.
- XXII. 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.

- XXIII. During execution of the work, contractor should dispose off 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.
- XXIV. Jamia Hamdard will provide electricity, if needed. The electrical energy meter will be provided by the contractor and necessary deduction will be made as per the actual consumption of electricity (at the rates paid by JH to BSES) during execution of work. The contractor has to make his own arrangements for water.
- XXV. Tender once submitted will remain with the Jamia Hamdard and will not be returned to the bidders.
- XXVI. **Termination of Contract:** The Jamia Hamdard reserve the right to terminate the contract on account of poor workmanship, failure to mobilize site within 15 days, non-compliance of specifications for the works, abnormal delay in progress of work, violation of any contract provisions by the contractor. In such case, contractor's EMD and security deposit deducted so far will be forfeited.
- XXVII. The contract can also be terminated on the request of contractor. In such cases the contractor is liable to pay Liquidated damages @ 5% of tendered value besides forfeiture of EMD & security deposit recovered so far.
- XXVIII. Any dispute arising out of this contract will be subjected to jurisdiction of New Delhi/Delhi.
- XXIX. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. Jamia Hamdard also reserves the right to accept or reject any or all the tenders without assigning any reason and does not bind himself to accept the lowest tender.
- XXX. That in the event of any difference, or dispute arising between the parties to this Agreement for any reasons whatsoever relating to the contract, whether during the substance of this Agreement or their after, it has specifically been agreed that the party will endeavor to amicably resolve the difference, but in case if dispute or differences still remain unresolved, the same shall be referred to the sole Arbitrator appointed by the Vice Chancellor of Jamia Hamdard and the Arbitrator decision shall be final and binding upon the parties concerned.
- XXXI. **Work not to be Sublet:** If Contractors shall assign or sublet this contract, or attempt so to do, or become in solvent or commence any insolvency proceeding of, if any bribe, gift, loan, given promised or offered by the Contractor to any person in the employ Employer, then Jamia Hamdard shall have power to termination of contract.

## 7 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 NIT & related documents carefully and completely for fulfilments of tenderer requirement.

S. No.	Enclosures	Submitted (Yes/No)
1.	Cost of tender document	
2.	EMD & Tender fee	
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.	

Signature of the Tenderer's with stamp



**BOQ/Schedule of Quantities**

ANNEXURE "A"

<b>Name of work: Providing &amp; Laying new Carpet for Hakeem Abdul Hameed Auditorium</b>					
<b>S.No</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE</b>	<b>AMOUNT</b>
1	Removing & Repositioning the auditorium chairs in their original location on newly installed carpet.	Each	172.00		
2	Repair of the auditorium cushioned chairs with replacing cloth, foam etc all inclusive, as per site requirements.	nos	28.00		
3	Providing & laying new carpet MACAU Style, 100% solution Dyed Olefin, having thickness 14mm, Pile weight 1800Gr/Sqm, Primary backing of Woven Polypropylene and secondary backing of Action Back including removing and dumping old carpet as per direction of Engineer In-Charge. Exact conformity in colour between samples and the final product is Guaranteed. (Make: Donaire or equivalent make approved by Engineer In-Charge)	Sqft	2230.00		
	<b>Total amount</b>				
					<b>Exclusive of GST</b>

Signature of the Tenderer's with stamp