

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

TENDER DOCUMENT

FOR

**Modification of Room for AI- Lab at 4th floor ,CSE,
Central Library Building**

Submitted by:

Name of the Agency:

Address:

Contact No:

Email ID

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

TENDER NOTICE

Date: 10.06.2022

Jamia Hamdard, New Delhi invites sealed items rates Tenders in Single bid system from reputed contractors registered with Govt. Semi Govt. or State Govt. organization or worked/working in Jamia Hamdard for the below mentioned work. Tender Documents are attached herewith. Last date of submission of the Tender is 20.06.2022 up to 3:00 PM. The bidders are also advised to visit the site to satisfy themselves before submitting the Bids. Bidders not fulfilling the Eligibility Criteria will be rejected. Eligibility Criteria is mentioned at Tender clause 2.

| | |
|-----------------------|---|
| NAME OF WORK | Modification of room for AI-Lab at 4th floor, CSE, Central Library Building |
| ESTIMATED COST | Rs. 6,63,888.00 |
| EARNEST MONEY: | Rs. 13500.00 Demand Draft in favour of "Jamia Hamdard" New Delhi |
| TENDER COST: | Rs.1000.00 /- Demand Draft in favour of "Jamia Hamdard" New Delhi |
| TIME PERIOD | 30 days from 2nd day of the receipt of the work order |

The Tender duly filled should be dropped in the Tender Box kept in Purchase Section, Admin Block on or before 20.06.2022 up to 3:00 PM along with demand draft of earnest money & Tender fee in sealed envelope clearly specifying the name of work. The DDs shall be in favour of Jamia Hamdard payable at New Delhi. The bids shall be opened on 20.06.2022 at 3:30 PM by the tender committee in presence of available interested parties. Jamia Hamdard reserves the right to reject any or all tenders without assigning any reason. Decision of Jamia Hamdard in this regard will be the final and binding on all applicants.

Registrar

1. SCOPE OF WORK

- a. Modular work station for Computer lab
- b. False ceiling
- c. Whitewash and painting work
- d. Roller blinds

2. ELIGIBILITY CRITERIA

1. Bidders must have registration / empanelled with Govt. Semi Govt. or State Govt. organization or worked/working or Govt. or reputed academic institutes or at Jamia Hamdard for Civil (Similar) 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.5.30 lakh or above or two contracts of similar nature of works of Rs.3.97 lakhs or above or three contacts of similar natures of works 2.65 lakhs or above in the last 3 years in any institutional Buildings, Universities or such buildings and produce credentials in support thereof.
3. Certified documents of having successfully completed similar works during the last 3 years as on 31.03.2022 should also be attached.

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.

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. 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 document 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, GST, Service Tax, 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. 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. 13,500.00 for the above work has to be deposited by every bidder without any exemption 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 decided 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 30 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 as per clause 4, "XII" Terms Conditions. 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 taxes (Service Tax, GST etc.) duties and cartage etc. 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-2021 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 six 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 six 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 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.
- 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 endeavour 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.

4. **Technical Specifications & Conditions.**

- I. Makes of Items to be used by contractor will be according to the list of approved makes given at **Annexure 'B'**. No other makes will be used by the contractor.
- II. Approved material shall be brought to the site of work by the contractor in their original containers in sealed condition. The material shall be brought in at a time in adequate quantities to suffice for the whole work. The materials shall be kept in the joint custody of the contractor and the Engineer-in-Charge. The empties shall not be removed from the site of work, till the relevant item of work has been completed and permission obtained from the Engineer-in-Charge.
- III. **Distemper Coat:** For new work, after the primer coat has dried for at least 48 hours, the surface shall be lightly sand papered to make it smooth for receiving the distemper, taking care not to rub out the priming coat. All loose particles shall be dusted off after rubbing. One coat of distemper properly diluted with thinner (water or other liquid as stipulated by the manufacturer) shall be applied with brushes in horizontal strokes followed immediately by vertical ones which together constitutes one coat.
- IV. A time interval of at least 24 hours shall be allowed between successive coats to permit proper drying of the preceding coat.
- V. 15 cm double bristled distemper brushes shall be used. After each day's work, brushes shall be thoroughly washed in hot water with soap solution and hung down to dry. Old brushes which are dirty and caked with distemper shall not be used on the work.
- VI. **General Safety:** Contact of the product with skin specially with eyes should be avoided. Use of face mask is mandatory during whole process. Proper ventilation is required and all safety procedures and precautions are to be adopted for executing epoxy painting process.

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 |
|--------|--|-----------|
| 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. | |

Signature of the Tenderer's with stamp

BOQ of Modification of room for AI-Lab at 4th floor, CSE, Central Library Building.

| S.No. | Description of Items | Qty | Unit | Rate | Amount |
|-------|--|-------|------|------|--------|
| 1 | <p>MODULAR WORKSTATION Providing and Supplying work station partition of 45mm thickness of height 1200mm with Lower module of 550mm, Upper of 550mm and skirting height of 100mm including M10x 50mm leveler and have wire management facilities. The basic framework is made in aluminum with thickness of 1.2 & 1.5 vertical & horizontal rail is made up of 1.2mm thick of aluminum extrusions with 12mm curvature. Cover Section (Raceways) is made up of 0.8- 1mm thick CRCA steel. All the frames will be duly powder coated as per standard colors and finishes the thickness being minimum 45 microns. Pin board made of sitatex board fixed with partition wall and covered with fabric, as per approved shade. Raceway shall be provided at skirting and below/above worktop Level.</p> <p>Work Top: Worktop and Gable ends are of 25mm thick Pre laminated particleboards conforming to IS: 12823 Interior Grade with matching 2mm thick PVC edge banding, with supported by CRCA Steel Powder coated brackets. The worktop shall also be supported on 45mm thick & 1200mm high Modular Partition framework through brackets and Profiled Gables as per approved Layout. Make: (Godrej / BP Ergo / UniMark).</p> <p>Keyboard tray: Made of 18mm thick pre-laminated particle board as per ISI mark with supported by CRCA Steel Powder coated Brackets and sliding Telescopic channel. Edges are protected with 2mm thick PVC matching tape with hot melt glued machine fixed.</p> | 30.00 | Nos | | |
| 2 | <p>WORK STATION CHAIR Providing and placing Mid back Revolving chairs consisting of Black Mesh Back with Lumber Support, Fabric Seat Finish, Pneumatic Seat Height Adjustment, Synchronized Tilt Mechanism, upright position back Tilt, adjustable back Tilt Tension, fixed Armrest, with PP/PU Arm, Base in 5 - Star Black Nylon. Make : (Godrej / BP Ergo / UniMark)</p> | 30.00 | Nos | | |
| 3 | <p>Roller Blinds Providing and Installation of Roller Blinds, fabrics 100% Polyester with Acrylic coating and track channel made of aluminium extrusion having thickness of 1.2 mm duly epoxy polyester powder coated. Roller Fabric as per approved design. Make : (Vista, MAC, Hunter Dougl's)</p> | 14.00 | Sqm | | |
| 4 | <p>MEETING TABLE Providing and Supplying Oval shape Meeting Table for 6- persons. Table top made of 45 mm pre-laminated particle board conforming to IS : 12823 Interior Grade with matching 2mm thick PVC edge banding. All side panels are made of 36 mm thick twin laminate with 2 mm thick edge beading. Modesty panel made in 18 mm pre-laminated particle board conforming to IS : 12823 Interior Grade with matching 1mm thick PVC edge banding. Wire manager is made from PVC 1309/7558 (BLACK COLOR). Size: 1800 mm x 900 mm x 750 mm Make : (Godrej / BP Ergo / UniMark).</p> | 1.00 | Nos | | |
| 5 | <p>MEETING CHAIR Providing and placing Mid back Revolving chairs consisting of Black Mesh Back with Lumber Support, Fabric Seat Finish, Pneumatic Seat Height Adjustment, Synchronized Tilt Mechanism, upright position back Tilt, adjustable back Tilt Tension, fixed Armrest, with PP/PU Arm, Base in 5 - Star Black Nylon. Make : (Godrej / BP Ergo / UniMark)</p> | 6.00 | Nos | | |

| | | | | | |
|---------------------|---|--------|-----|--|--|
| 6 | Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade : Two or more coats on new work over an under coat of suitable shade with ordinary paint of approved brand and manufacture | 110.00 | Sqm | | |
| 7 | Distemping with oil bound washable distemper of approved brand and manufacture to give an even shade : New work (two or more coats) over and including water thinnable priming coat with cement primer | 20.00 | Sqm | | |
| 8 | Providing and fixing tiled false ceiling of specified materials of size 595x595 mm in true horizontal level, suspended on interlocking metal grid of hot dipped galvanized steel sections (galvanized @ 120 grams/ sqm, both side inclusive) consisting of main "T" runner with suitably spaced joints to get required length and of size 24x38 mm made from 0.30 mm thick (minimum) sheet, spaced at 1200 mm center to center and cross "T" of size 24x25 mm made of 0.30 mm thick (min.) sheet, 1200 mm long spaced between main "T" at 600 mm center to center to form a grid of 1200x600 mm and secondary cross "T" of length 600 mm and size 24x25 mm made of 0.30 mm thick (minimum) sheet to be interlocked at middle of the 1200x600 mm panel to form grids of 600x600 mm and wall angle of size 24x24x0.3 mm and laying false ceiling tiles of approved texture in the grid including, required cutting/making, opening for services like diffusers, grills, light fittings, fixtures, smoke detectors etc. Main "T" runners to be suspended from ceiling using GI slotted cleats of size 27 x 37 x 25 x 1.6 mm fixed to ceiling with 12.5 mm dia and 50 mm long dash fasteners, 4 mm GI adjustable rods with galvanized butterfly level clips of size 85 x 30 x 0.8 mm spaced at 1200 mm center to center along main T, bottom exposed width of 24 mm of all T-sections shall be pre painted with polyester paint, all complete for all heights as per specifications, drawings and as directed by Engineer-in charge. 8 mm thick fully perforated calcium silicate board made with Calcareous & Siliceous materials reinforced with cellulose fiber manufactured through autoclaving process to give stable crystalline structure with minimum compressive strength 225 kg/ sq. cm, bending strength 100 kg/sq. cm , of size 595x595 mm, having perforation of dia. 10 mm with minimum perforated area 18 % with non woven tissue on the back side, having an NRC (Noise Reduction Coefficient) of 0.85, with 50 mm thick rock wool of 48 kg /cum backing. | 89.00 | Sqm | | |
| Total (Rs.) l/c GST | | | | | |

Total in words:-

(Signature & Seal of the Contractor)

Annexure 'B'

List of approved makes

| S.No. | Particulars | Make |
|-------|---|---|
| 1. | Wall putty 1 st quality. | JK Cement/Asianpaints |
| 2. | Cement primer 1 st quality. | Asian paints/Berger paints |
| 3. | Acrylic distemper 1 st quality, confirming to IS 428 (2000) | Asian paints/Berger paints |
| 4. | Enamel paint 1 st quality, confirming to IS 133 (2004) | Asian paints/Berger paints |
| 5. | Modular work station / furniture | Godrej, BP Ergo and Unimark |
| 6. | Work station Chair | Godrej, BP Ergo and Unimark |
| 7. | Roller blind | Vista ,MAC, Hunter Dougls |
| 8. | False ceiling | Gyproc, Armstrong and Shera or equivalent |

Signature of the contractor with Seal