

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-110062
SHORT TERM TENDER NOTICE

Ref No. JH/Civil (SINA-G-Hostel)/41/2021

Date: 01/10/2021

Jamia Hamdard, New Delhi invites sealed item rates Tenders from Registered/Empanelled Contractors/Working Agencies at Jamia Hamdard or Govt./Semi Govt./State Govt. Departments/Higher Educational Institutions for the below mentioned work. Last date of submission of the Tenders is 04/10/2021 up to 3.00 PM.

NAME OF WORK:	URGENT REPAIR OF FALLING DOWN PLASTER OF CEILING, BEAMS, COLUMNS OF CORRIDORS, ROOMS, COMMON AREAS, STAIRCASE & TOILETS ETC. AT GROUND, 1 ST , 2 ND AND 3 RD FLOOR OF IBN-e-SINA GIRLS HOSTEL.
ESTIMATED COST:	Rs. 2, 72,015.00
EARNEST MONEY:	Rs. 5,500.00
TENDER FEE:	Rs. 500 only (Non Refundable)
TIME PERIOD:	25 days.

The Tender duly filled should be dropped in the Tender Box kept in purchase section on or before 04/10/2021 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 Tenders shall be opened 04/10/2021 at 3.30 PM by the Tender opening committee in the presence of available interested parties in the Office of Executive Engineer. In case the required procedure is not followed, the Tender can be rejected. Jamia Hamdard reserves the right to reject any or all Tenders without assigning any reason whatsoever.

Registrar

Copy to:

1. System Analyst, Computer Center, to kindly upload the NIT with Tender documents on the University’s website.
2. PA to Finance Officer for kind information
3. Provost for kind information
4. Executive Engineer for kind information
5. Concerned Engineer for information & necessary action
6. Notice board of Admin Block

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-62

SHORT TERM TENDER DOCUMENT

FOR

**URGENT REPAIR OF FALLING
DOWN PLASTER OF CEILING,
BEAMS, COLUMNS OF CORRIDORS,
ROOMS, COMMON AREAS,
STAIRCASE & TOILETS ETC.**

AT

**GROUND, 1ST, 2ND AND 3RD FLOOR OF
IBN-e-SINA GIRLS HOSTEL.**

JAMIA HAMDARD

HAMDARD NAGAR, NEW DELHI-62

(1) SCOPE OF WORK

1. URGENT REPAIR OF FALLING DOWN PLASTER OF CEILING, BEAMS, COLUMNS OF CORRIDORS, ROOMS, COMMON AREAS, STAIRCASE & TOILETS ETC. AT GROUND, 1ST, 2ND AND 3RD FLOOR OF IBN-e-SINA GIRLS HOSTEL.

(2) ELIGIBILITY CRITERIA

1. Bidders must have Registered Contractors/Working Agencies at Jamia Hamdard/Govt. /Semi Govt. or State Govt. organization/ Higher Educational Institutions. Bidders have to submit the related copies of the documents and other Registration Certificates justifying the eligibility criteria along with the Tenders documents. 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 80% value of estimated cost of works or two contracts of similar nature of works of 60% value of estimated cost of works or three contracts of similar natures of works of 40% value of estimated cost of works in the last 3 years in any institutional Buildings, Universities and produce credentials in support thereof.
3. The Bidders must have GST, PAN and other necessary Registration Certificates.

(3) SUBMISSION OF BIDS

1. **Submission of Tenders:** Tenders should be submitted in sealed envelope super-scribing NIT No. & name of work, due date for opening, bidder's name & address. The Tenders 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 Tender shall be accepted later than the time schedule specified above. Any clarifications/amendments/corrigenda 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 Letter head
- b. Earnest Money Deposit.
- c. Copies of GST, PAN and other necessary Registration Certificate
- d. Entire pages of Tender documents should be duly signed & stamped by the bidder.
- e. Bidder not complying the bid & equability criteria is liable to be rejected.
- f. BOQ is cited on **Annexure "X"**

In this bid, 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. Nothing over and above these rates shall be payable to contractor. Further nothing extra in rates will be considered for any variations in Tender 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 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. 5500.00** have 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 technically disqualified shall be made within 20 days from the date of opening of price bid. The EMD of the successful lowest bidder (L1) shall be held back and will be released after completion of the works and site clearance. **As per Rule 170 of GFR--- “Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)” are exempted from submission of EMD.**
- II. **Validity of Tenders:** Tenders shall be valid for our acceptance without any change in rates and NIT 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 25 Days from the date of issue of the work order. Any delay in completing the work for reasons attributable to the Contractor is liable for liquidated damages as per clause XI of NIT. 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. 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 Submitting Tender, 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.**

Correspondence: All the correspondence in respect of Tender/award of work shall be made to Executive Engineer.

- VIII. **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 will submit one full & 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.
- IX. **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.
- X. 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.

- XI. **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.
- XII. **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.
- XIII. 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.
- XIV. Contractor will take due permission for entry of all his workmen in Jamia Hamdard. No unauthorized person will be allowed to work inside.
- XV. 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.
- XVI. 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.
- XVII. 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.
- XVIII. 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. The contractors 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.
- XIX. 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.
- XX. 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 No. 3 nor any material should be taken out without proper gate pass issued by the authorized representatives of the Centre.
- XXI. 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.
- XXII. Tenders once submitted will remain with the Jamia Hamdard and will not be returned to the bidders.

XXIII. Tenders not complying with any of the provisions stated in this Tenders 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 him-self to accept the lowest bidder.

(5) SPECIAL TERMS AND CONDITIONS.

1. Work shall be done as per specification as specified in the BOQ.
2. Work shall be completed within stipulated period failing which 0.5% penalty per week to maximum of 5% 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 Girls residing in Hostel.
6. Full and final bill will be paid after satisfactory completion of work.

7. Extra work if any, executed during the course of execution of work with the permission of Head of the Department, the payment will be made as per CPWD rule
8. Time stipulated for completion of work is **25 Days** from the 3rd day of issuing date of work order
9. The contractor must submit the details of labors and obtain passes from the department to enter in the Girls Hostel premises and work timing should 9 AM to 5:30 PM.
10. You 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.

Name of work- URGENT REPAIR OF FALLING DOWN PLASTER OF CEILING, BEAMS, COLUMNS OF CORRIDORS, ROOMS, COMMON AREAS, and STAIRCASE & TOILETS ETC. AT GROUND, 1ST, 2ND AND 3RD FLOOR OF IBN-e-SINA GIRLS HOSTEL JAMIA HAMDARD

S.No	DESCRIPTION	QTY.	UNIT	RATE	AMOUNT
1	Dismantling ceiling old plaster or skirting raking out joints and cleaning the surface for plaster including disposal of rubbish to the dumping ground within the campus premises including necessary scaffolding as required.	200.00	sqm		
2	20 mm cement plaster on ceiling of mix: 1:4 (1 cement: 4 coarse sand) including necessary scaffolding as required.	275.00	sqm		
3	12 mm cement plaster on ceiling of mix: 1:4 (1 cement: 4 fine sand and coarse sand 50% each) including necessary scaffolding as required.	275.00	sqm		
4	Repairing of wall tiles by providing and fixing 1st quality ceramic glazed wall tiles conforming to IS: 15622 (thickness to be specified by the manufacturer), of approved make, in all colours, shades except burgundy, bottle green, black of any size as approved by Engineer-in-Charge, in skirting, risers of steps and dados, over 12 mm thick bed of cement mortar 1:3 (1 cement : 3 coarse sand) and jointing with grey cement slurry @ 3.3kg per sqm, including pointing in white cement mixed with pigment of matching shade complete.	25.00	sqm		
5	Repairs to plaster of thickness 12 mm to 20 mm in patches of area 2.5 sq. meters and under, including cutting the patch in proper shape, raking out joints and preparing and plastering the surface of the walls complete, including disposal of rubbish to the dumping ground, all complete as per direction of Engineer-in-Charge. With cement mortar 1:4 (1cement: 4 coarse sand)	25.00	sqm		
6	Providing and fixing the chicken wire mesh by nails or fasteners including cleaning and painting of rusted reinforcement by anti corrosive paint including necessary scaffolding as required.	275.00	sqm		
	Total Total in words				

Contractor Signature with seal