

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI - 110062

Telephone: 011-26059688-5374

QUOTATION DOCUMENT

FOR

**Providing & fixing of wooden partition for establishing of
Centre of Innovation, Incubation and Entrepreneurship at
2nd Floor, Nano Building, 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/Wooden_Partition/Incubation/24/01

Date: 28.05.2024

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 **08/06/2024** 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 clauses.

NAME OF WORK: **Providing & fixing of wooden partition for establishing of Centre of Innovation, Incubation and Entrepreneurship at 2nd Floor, Nano Building, Jamia Hamdard.**

ESTIMATED COST: **84,150.00 i/c GST**

EARNEST MONEY: **Rs. 1700.00**

TENDER COST: **Rs. 200 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 **08/06/2024** upto 3.00 PM along with demand draft of Tender fee & Earnest Money in sealed envelope clearly specifying the name of work. The DDs shall be made in favour of "Jamia Hamdard" payable at New Delhi. The Quotations shall be opened on same day 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:

Providing & fixing of wooden partition for establishing of Centre of Innovation, Incubation and Entrepreneurship at 2nd Floor, Nano Building, Jamia Hamdard.

(2) 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. Contractors should have executed similar nature of works of at least one contract of 80% value of estimated cost OR two contracts of similar nature of works of 60% value of estimated cost OR three contracts of similar natures of works of 40% value of estimated cost in the last 3 years in any institutional Buildings, Universities/departments and produce credentials in support thereof.
3. 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 Quotation document, EMD or Tender Cost (Quotation fee).

(3) 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.1700.00** 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. **Correspondence:** All the correspondence in respect of Quotation/award of work shall be made to Executive Engineer.
- X. **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.
- XI. **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.
- XII. **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,
- XIII. **carelessness on the contractor's or his workmen's part will be recoverable from the contractor's bills.**
- XIV. **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.

- XV. **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.
- XVI. 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.
- 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. 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.
- XIX. 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.
- XX. 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.
- XXI. 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.
- XXII. 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.

- XXIII. 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.
- XXIV. 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.
- XXV. 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.
- XXVI. Quotations once submitted will remain with the Jamia Hamdard and will not be returned to the bidders.
- XXVII. 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.
- XXVIII. 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. | MS Tube | Apollo or equivalent |
| 2. | MDF | Century or equivalent |
| 3. | Laminate | Greenlam or equivalent |

Signature of the Tenderer's with stamp

Annexure “X”**BOQ**

| Providing & fixing wooden partition for Establishing (CIIE) Centre for Innovation, Incubation and Entrepreneurship at 2nd floor Nano Building. | | | | | |
|---|---|------------|-------------|-------------|---------------|
| S. No | DESCRIPTION | QTY | UNIT | RATE | AMOUNT |
| 1 | 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. complete as required including polishing. | 15.30 | sqm | | |
| | Total (i/c GST) | | | | |

Signature of the Tenderer's with stamp