

**JAMIA HAMDARD**  
**HAMDARD NAGAR, NEW DELHI-110062**

**NOTICE INVITING TENDER**

**NO.-JH/ES/345/23**  
**Date: 07.07.2023**

Jamia Hamdard invites sealed Quotations in single bid system from interested Contractors/agencies for the below mentioned work. The Quotation documents and other details are available on the website: [www.jamiahamdard.edu](http://www.jamiahamdard.edu). Last date of submission of the Quotation is 11.07.2023 up to 3.00 pm. The agencies shall acquaint & satisfy themselves full with the nature of work before submitting the bids.

NAME OF WORK: Removal of the scrap/discarded material placed at Junkyards, Near Bus Garage, gate no. 02, Jamia Hamdard, New Delhi.

EARNEST MONEY: Rs. 15,000.00

QUOTATION FEE: Rs. 500.00 only (Non Refundable)

TIME PERIOD: 03 Days

The Quotation duly filled should be dropped in the Tender Box kept in Purchase Section. Admin Block on or before 11.07.2023 up to 3.00 PM along with demand draft of Quotation fee & Earnest Money in sealed envelope clearly specifying the name of work. The D.Ds 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 Estate Office.

In case the required procedure & eligibility criteria are not fulfilled, the quotation can be rejected. Jamia Hamdard reserves the right to reject any or all Quotations without assigning any reason whatsoever.

**Registrar**

Copy to:

1. System Analyst, Computer Center, to kindly upload the NIQ with Quotation documents on the University's website.
2. PA to Finance Officer for kind information
3. Assistant Registrar/VCS
4. PA to Registrar Officer

## **1. SCOPE OF WORK**

Removal of the discarded materials, non-workable equipment, remains of construction materials, non-workable furniture, Fridge, D-fridges, dismantled chairs, tables, steel goods, electrical PVC conduits, dry woods, hard bushes, windows, doors, frames, grills, scraped GI/CI pipes, China wares etc. The equipments/machines required for the removal of said materials and site clearances are in the scope of the agency.

The successful bidder shall deposit full amount quoted by him to the University within 3 days from the receipt of the award letter of the work. The agencies are advised to quote the rates only after visiting the site & materials.

## **2. SUBMISSION OF QUOTATION**

Submission of Quotations: Quotations should be submitted in sealed envelope super-scribing NIT 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 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](http://www.jamiahamdard.edu).

Therefore bidders are advised to keep visiting our website. The bidder shall submit the following:

- a. Covering letter on Company's Letter head.
- b. Earnest Money & cost of tender. (to be deposited by every bidder without any exemption).
- c. Copies of GST, PAN Certificate.
- d. Entire pages of Quotation documents should be duly signed & stamped by the bidder.

## **3. TERMS & CONDITIONS**

Bidder not complying the bid & eligibility criteria is liable to be rejected. Bidders are required to quote his amount in accordance with the scope of works, terms & conditions enclosed. The amount should be quoted in figures and works as well. The amount 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. Further nothing extra in rates will be considered for any variations in Quotation quantities or due to any site difficulties. The bidders should quote unconditional amount, neatly written without any overwriting and all pages should be duly signed & stamped.

**Tenders shall also be liable for rejection on any of the following grounds:**

- a. Late Tenders submission.
- b. Tenders containing remarks uncalled for.
- c. Conditional tenders.
- d. Tenderers not submitted on prescribed Performa.
- e. Telegraphic tenders.
- f. Tender submitted without E.M.D. and Cost of tender document.

Contractors' signature with seal

