

**TENDER DOCUMENTS**

**FOR**

**ESTABLISHING MASS COMMUNICATION DEPARTMENT**

**AT 1<sup>ST</sup> FLOOR OF H.C.C (CIVIL WORK)**

**JAMIA HAMDAD**

**HAMDARD NAGAR, NEW DELHI-62**

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**NOTICE INVITING TENDER**

Date: 31/08/2021

Ref. No : JH/civil(Mass com HCC)/38/2021

Jamia Hamdard invites sealed items rate Tenders in two bids system (Technical & Financial Bid) from Registered Contractors/Agencies at Doordarshan/Govt. e-marketing (GEM) /DRDO/Universities/ Reputed Higher Educational Institutions. The agency must have completed 5 similar works in Last Five years. The Tender documents and other details are available on the website: [www.jamiahamdard.edu](http://www.jamiahamdard.edu). Last date of submission of the Tender 10-09-2021 up to 3.00 pm.

The bidders are also advised to visit site to satisfy themselves before submitting the bids. Bidders not fulfilling the eligibility criteria may be rejected.

<b>NAME OF WORK:</b>	ESTABLISHING MASS COMMUNICATION DEPARTMENT AT 1 <sup>ST</sup> FLOOR OF H.C.C (CIVIL WORK)
<b>ESTIMATED COST:</b>	Rs. 7,10,000.00
<b>EARNEST MONEY:</b>	Rs 14,500.00
<b>TENDER COST:</b>	Rs. 500 only (Non Refundable)
<b>TIME PERIOD:</b>	25 days.

The Tender duly filled should be dropped in the Tender Box kept in purchase section on or before 10-09-2021 upto 3.00 PM along with demand draft of Earnest money & Tender fee in sealed envelope clearly specifying the name of work. The D.Ds shall be in favour of "Jamia Hamdard" payable at New Delhi. The Tender shall be opened on 10-09-2021 at 3.30 PM by the tender committee in the presence of available interested parties in the Office of Executive Engineer and the Financial bid of the eligible parties will be opened on 13-09-2021 after due information to eligible parties.

In case the required procedure is not followed, the tender can be rejected. Jamia Hamdard reserves the right to reject any or all tenders or split the 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. Executive Engineer for kind information
4. HoD, Department of Mass Communication for kind information.
5. Notice board of Admin. Block
6. Concerned AE(Civil)/JE (Civil) for necessary action

## (2) **SCOPE OF WORK**

The scope of work includes Setup of Mass Communication Department at 1<sup>st</sup> floor of H.C.C (Civil work) comprising Acoustic work, Partitioning, Wall Paneling, False Ceiling, Aluminum, painting, brick work and dismantling work etc.

## (3) **ELIGIBILITY CRITERIA**

- The agency must have completed 5 similar works in Last Five years in Doorsarhan/Govt, e-marketing (GEM)/ DRDO/Universities/ Reputed Higher Educational Institutions for not less than 5 similar works in Last Five Years.

Copy of work /purchase order or contract / Completion Certificate/ satisfactory report from Client, duly attested by bidder should be enclosed along with the Technical Bid.

- The bidder should be a single Company. No consortium is allowed.  
The bidder must enclose a certificate on non – judicial stamp paper of Rs. 100 (Rupees hundred only) that the Organization has not been black listed by any institution of the Central/ State / PSU/ University/ Institute etc. in the past three years.
- The firm should have average annual financial turnover of at least Rs. 2 Crores during the preceding last 3 consecutive financial years. Copies of the audited balance sheet of the vendor/bidder for the last three financial years, details of Permanent Account Number and ITR (Income Tax Return) for last 3 financial years must be attached by the Bidder.
- The Bidders must have G.S.T & PAN No.

## (4) **SUBMISSION OF BIDS**

1. Submission of Tender: Tenders should be submitted in two Parts i.e. “Technical bid” (Part-A) and “Price bid” (Part-B) in two separate sealed envelopes. Both the parts should be further put in a single sealed envelope super-scribing NIT No. & name of work, due date for opening, bidder’s name & address. The tender 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](http://www.jamiahamdard.edu). Therefore bidders are advised to keep visiting our website.

### **Technical Bid (Part-A):**

In this bid, the bidder shall submit the following:

- a. Covering letter on Company's Letter head
- b. Bio data of company (Company profile, organizational setup, credentials, list of plant, machinery & tools in his possession).
- c. Earnest Money Deposit.
- d. Copies of GST no., PAN no. etc.
- e. Bankers certificate for credit worthiness.
- f. Company's financial performance documents ( Audited balance sheet, and profit and loss statement)
- g. Copies of work orders for 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.
- h. Entire NIT (except Price bid) duly signed & stamped by the bidder.
- i. Experience of having successfully completed works during the last 5 years ending last day of the month previous to the one in which applications are invited.
- j. Average annual financial turn over on said work should be at least 30% of the estimated cost during the last 3 financial year. Documents in support should be attached.

**Note**

1. Completion certificate submitted should be by an officer not below the rank of Executive Engineer.
2. All documents submitted by the bidder should be self-attested along with stamp

**Price Bid (Part-B):**

- i. BOQ of Civil Engineering Works is cited on **Annexure "X"**

In this bid, the related works' 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.

## **5 GENERAL TERMS & CONDITIONS**

- I. **Earnest Money:** An earnest money of **Rs14,500.00** for the civil Engineering works have to be enclosed along with the Technical bid (Part-A). The EMD shall only be in the form of Bank Draft in favour of Jamia Hamdard, New Delhi. No Cheques/Cash shall be accepted as EMD. The refund of EMD to the technically disqualified shall be made within 15 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.
- 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 two 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 12 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 Executive Engineer (E & M) 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. **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.

- VIII. 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, may be clarified from the office of the Assistant Engineer (Civil)
- IX. **Correspondence:** All the correspondence in respect of tender/award of work shall be made to Executive Engineer (E & M).
- 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 two interim or running bills and one 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. 5% deductions will be made towards the security deposit from each running bill. The security deposit shall only be refunded after expiry of the defect & liability period.
- 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, carelessness on the contractor's or his workmen's part will be recoverable from the contractor's bills.
- XIII. **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 @1/2% 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.
- XIV. **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 18 document of CPWD or based on market rates for determining item rate and pay to contractor accordingly.
- XV. **Defect Liability period:** Defect liability period shall be six (6) month from the 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.
- XVI. **Security Deposit:** A security deposit equal to 05 % of the value of work will be deducted from Contractor's bills and shall be refunded after the completion of defect liability period of six month after ensuring successful performance of the system executed by the contractor.
- XVII. 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.

- XVIII. Contractor will take due permission for entry of all his workmen in Jamia Hamdard. No unauthorized person will be allowed to work inside.
- 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 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.
- XXVI. 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 during execution of work. The contractor has to make his own arrangements for water.
- XXVII. Tender once submitted will remain with the Jamia Hamdard and will not be returned to the bidders.
- XXVIII. **Termination of Contract:** The Jamia Hamdard reserve the right to terminate the contract on account of poor workmanship, failure to mobilize site within 15days, 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.
- XXIX. 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.

- XXX. Any dispute arising out of this contract will be subjected to jurisdiction of New Delhi/Delhi.
- XXXI. 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 or split the work in two or three parts.
- XXXII. 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.

#### **(6) SPECIAL TERMS AND CONDITIONS**

- I. Makes of Items to be used by contractor will be according to the list of approved makes given. No other makes will be used by the contractor.
- II. Contractor will first submit the sample of relevant make to Executive Engineer (E&M) for approval before procuring the material.
- III. Contractor will arrange proper necessary material at his own cost and will take all safety measures like safety belts, extra labour to hold ladders etc. If it is observed that work is proceeding without adequate safety precautions, work may be stopped by Engineer in-charge and in such cases, contractor will be solely responsible for delay and its consequences thereof.

#### **(7) TECHNICAL SPECIFICATIONS**

As per CPWD Specifications and attached BOQ.



## **(8) 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 fulfillments of tenderers requirement.

S. No.	Enclosures	Submitted
1.	Cost of tender document	
2.	EMD	
3.	Similar works order	
4.	Annual turnover certificate for the last three years with certification from practicing chartered accountant	
5.	Copy of registration letter	
6.	Signature with stamp in all pages of tender documents.	
7.	Bank account detail	
8.	E-mail address	
9.	Address for communication	
10.	Phone no, Mobile no, Landline no.	

Signature of the Tenderers

**(9) LIST OF APPROVED MAKES (Civil Works)**

1.	Ordinary Portland Cement	L&T, Ultra Tech, ACC, or other brads approved by the Architect
2.	Steel Reinforcement Bars	TISCO, SAIL, RINL, Rathiudyog Ltd.
3.	Structural Steel Sections	TISCO, SAIL RINL, Supreme....
4.	Stone Aggregate (Blue/Black)	Sohna, Pali or other Approved
5.	Carpet	Imperial or Equivalent
6.	Commercial ply laminate	Centaury/ Green Ply or Equivalent
7.	false ceiling	Armstrong or equivalent.
8.	Glass wool	Twingaor Equivalent
9.	Aluminum Section	Jindal or equivalent

(Signature of bidder)

**Note:-Contractors are requested to read the complete tender documents and visit the site before submission of Bids.**

<b>B.O.Q</b>					
<b>Establishing Mass Communication department at 1st floor of HCC.</b>					
<b>S.No</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY.</b>	<b>Rate</b>	<b>Amount</b>
1	Demolishing brick work manually/ by mechanical means including stacking of serviceable material and disposal of unserviceable material within 50 metres lead as per direction of Engineer-in-charge.				
	In cement mortar	cum	1.60		
2	Demolishing R.C.C. work manually/ by mechanical means including stacking of steel bars and disposal of unserviceable material within 50 metres lead as per direction of Engineer - in- charge.	cum	0.50		
3	Dismantling of flushing cistern/sink of all types (C.I./PVC/Vitrious China) including stacking of useful materials near the site and disposal of unserviceable materials within 50 metres lead.	each	1.00		
4	Dismantling tile work in walls/floors and roofs laid in cement mortar including stacking material within 50 metres lead.				
	For thickness of tiles 10mm to 25mm	Sqm	18.00		
5	Providing & fixing glass panes with putty and glazing clips in steel doors, windows, clerestory windows, all complete with : 4.0 mm thick glass panes	Sqm	1.00		
6	Half brick masonry with common burnt clay F.P.S. (non-modular) bricks of class designation 7.5 in superstructure above plinth level up to floor V level.				
	Cement mortar 1:4 (1 cement :4 coarse sand)	Sqm	20.00		
7	12 mm cement plaster of mix : 1:4 (1 cement: 4 fine sand)	Sqm	20.00		
8	15 mm cement plaster on the rough side of single or half brick wall of mix : 1:4 (1 cement: 4 fine sand)	Sqm	20.00		

9	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 irection of Engineerin- Charge. With cement mortar 1:4 (1 cement : 4 fine sand)	Sqm	1.00		
10	Wall painting with plastic emulsion paint of approved brand and manufacture to give an even shade: One or more coats on old work	sqm	10.00		
11	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade : One or more coats on old work	Sqm	10.00		
12	Providing and fixing double action hydraulic floor spring of approved brand and manufacture conforming to IS : 6315, having brand logo embossed on the body / plate with double spring echanism and door weight upto 125 kg, fordoors, including cost of cutting floors, embedding in floors as required and making good the same matching to the existing floor finishing and cover plates with brass pivot and single piece M.S. sheet outer box with slide plate etc. complete as per the direction of Engineer-in-charge. With stainless steel cover plate minimum 1.25 mm thickness	each	2.00		
13	Providing and fixing the Accoustical Grid false Ceiling of size 2'x2' fixed on the standard channel of approved make . The accoutical tile should be minimum of NRC of 0.6 .	sqm	38.00		
14	Providing and fixing of 55 mm thick single leaf Acoustic Door of size 1050 x 2100 with vision panel of 300x300 and the door hardware including door closer, handle, lock and a door stopper. The door made out of 12 mm thick ply	Each	1.00		

	on both sides pasted with 1mm thick laminate of approved color and make with wooden batten including filling of glass wool of 40 kg density complete as required.				
15	Providing & fixing of carpet with 8 mm thickness and 8mm thick Hitlon sheet underneath. Color to be decided by Engineer In-charge	Sqm	38.00		
16	Dismantling of existing wooden panelling including disposal of the same on the location as directed by Engineer In-charge complete as required.	sqm	22.64		
17	<p>Providing and fixing wooden panelling on walls comprising followings :</p> <p><b><u>Membrane EVDM-T-5 - For Sound Proofing</u></b> - 8 mm thickness ( Density 5000GSM / 0 air suction / water proofed / to be pasted directly on to walls &amp; joints filled with acoustic sealants / wall to wall covering - 1.5mtr width / Length - 24.24 Mtrs length of one metres / 125 Kg with per role</p> <p><b><u>GI Channel</u></b> - Studds / Floors &amp; Section 2"x1mm - 3rd Grade / 12Ft Length / 3.66 running meters each channel</p> <p><b><u>MDF Board</u></b> - 12 mm thickness ( Brand : Action / Green )</p> <p><b><u>Rockwool</u></b> - LRB Mattresses - Density -96, 1.66M*1.22M* ( 50 MM thickness ) - 1 bundle having 8Sqm</p> <p><b><u>Grippers</u></b> / Centre / Corner &amp; Budd - PVC Gripper / 0.25mm x 1.75mm x 3.15mm</p> <p><b><u>Dycrone</u></b> - 1/2" thickness with 500 GSM - 1 Bag having 30 Mtrs</p> <p><b><u>Fabric</u></b> ( Outer Layer ) According to design - Estimated QTY - 55 Mtrs Required Overall / Porous Acoustical Fabric - recommended density 300GSM ( QTY may vary according to desing )</p>	sqm	65.26		
18	Providing and fixing the Vertical blinds of approved make and fabric .The vertical blind will be fixed on the wall by gitti with screws compete as required.	sqm	25.00		

19	<p>P/f Full Height Partitions 75 mm thick double skin with MS hollow section (18 gauge) framework – 52 mm X 32 mm in max. 600 x600 mm C/C in both direction as required. Partition shall be provided with 12mm thick MDF board of approved quality duly screened &amp; fixed on both faces on the MS framework. Finished with 1mm thick. 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. The skirting shall be 100 mm high &amp;12 mm recessed skirting as per design of MS section BWP 8 mm ply finished with metallic laminate 1mm thick of approved manufacture and shade complete as required with 50 mm thick glass wool of density 48kg/m3 i/c fabricating of door with fittings</p>	Sqm	14.00		
20	<p>Providing and fixing the aluminum partitions with extruded built up standard tubular sections of size 2.5”x1.5” of 16 gauge, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions i.e at top ,bottom and sides with required EPDM rubber/neoprene gasket etc .Aluminium sections shall be smooth ,rust free, straight, mitered and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing /paneling ,c.p brass/stainless steel screws, all complete as per the direction of Engineer in charge. The partition having the 5mm thick glass on top and on bottom 12 mm thick particle board of approved color complete as required/as existing.</p>	sqft	30.00		

21	Providing and fixing the aluminium Door with extruded built up standard tubular sections of size top, vertical and middle 3.25"x1.75" of 16 gauge, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions i.e at top ,bottom and sides with required EPDM rubber/neoprene gasket etc .Aluminium sections shall be smooth ,rust free, straight, mitered and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing /panelling ,c.p brass/stainless steel screws, all complete as per the direction of Engineer in charge. The door having the 5mm thick glass on top and on bottom 12 mm thick particle board of approved color including p/f the aluminium tower bolt, al-drope. door stopper complete as required.	sqft	61.00		
22	Providing& fixing of 8 mm thick Sand witched Glass Observation Window between Studio and PCR of size 1500x750mm complete as standard requirement	sqft	12.00		
	<b>Total</b>				

(Signature of the Contractor & Stamp)