

**JAMIA HAMDARD  
HAMDARD NAGAR NEW DELHI-62**

Ref. No. JH/ES/220/09

Date: 05-04-2016

**SHORT TERM TENDER/QUOTATION NOTICE**

Sealed items rate quotations are invited for the repairing of class room chairs from the spealized & experienced agencies/contractors. The quotation forms can be download from the University Web Site of Jamia Hamdard [www.jamiahamdard.ac.in](http://www.jamiahamdard.ac.in) & [www.jamiahamdard.edu](http://www.jamiahamdard.edu) from 05-04-16 to 08-04-16 up to 1.00 p.m. after satisfying themselves eligible for the work as per tenders term & condition.

NAME OF WORK: Repair of broken class room chairs & tables at computer science & F.O. Science.

EARNEST MONEY: Rs. 2,500.00 only.

TIME PERIOD: 30 days

The tender/quotations will be opened by the committee on 08-04-16 at 3.30 p.m. in the office of the estate officer in presence of interested bidders/representatives. The earnest money should be deposited in favours of Registrar, Jamia Hamdard in the form of bank draft. The non-following of the required procedure i.e. filling of rates and amount in word & figure and non depositing the required earnest money and non submitting the required documents etc., will lead to rejection of the tender without assigning any reason.

Jamia Hamdard reserves the right to reject any/all the tenders or divide in two bidders without assigning any reason.

(Dr. Firdous A. Wani)

Registrar

C. C. to.

1. Finance Officer
2. Estate Officer
3. Notice Board
4. University web site

JAMIA HAMDARD  
HAMDARD NAGAR  
NEW DELHI -110062

TENDER DOCUMENT  
FOR  
REPAIR OF BROKEN CHAIRS & TABLES

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

TENDER FOR: Repair of broken chairs & tables at Jamia Hamdard.

EARNEST MONEY: Rs. 2,500.00 only

TIME PERIOD: 30 Days

DATE OF ISSUE & RECEIVING OF TENDER: From ..... to ..... up to 3.00 p.m.

DATE OF OPENING OF TENDER: On ..... at 3.30 p.m.

CONTRACTORS SIGNATURE  
AND ADDRESS

## **SUMMARY OF VARIOUS CLAUSES**

1. Defects Liability Period	Six Months
2. Period of final payment	one month
3. Date of commencement	shall be mentioned in work order.
4. Time of Completion	30 Days.
5. Liquidated damages	1% per day subject to max. of 10% of the awarded value.
6. Earnest money deposit	Rs. 2,500. 00 only
7. Escalation	No escalation on any account shall be payable.
8. Extra Items	As decided by the competent authority of Jamia Hamdard.
9. Supply of Material for the work	To be arranged by the contractor as approved by the in-charge of work or as directed.
10. Electric Charges	To be recover @ 2.5% of the total cost of work done.
11. Taxes	Income tax, W.C.T. & 0.25% J.H. Staff Welfare & other taxes as per prevailing rules shall be deducted from the bills.

**JAMIA HAMDARD  
HAMDARD NAGAR NEW DELHI-62**

Ref. No. JH/ES/220/09  
Date: 07-03-2016

SHORT TERM TENDER/QUOTATION NOTICE

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(Dr. Firdous A. Wani)  
Registrar

C. C. to.

1. Finance Officer
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## **General Term & Conditions**

1. Tenders not properly filled mutilated with incorrect calculations or generally not complying with the condition may be rejected.
2. Tenderers should quote their rates both in figures and in words. The schedule or quantities must be fully priced and no blank spaces shall be left.
3. If the tender is made by or on behalf of a company incorporated under the companies Act it shall be signed by the Managing Director or by one of the Directors duly authorized on that behalf. If it is made by a partnership firm it shall be signed with the Co-partnership name by a member of the firm who shall sign his own name and give the name and address of each partner of their firm and attach copy of Power of Attorney with the Tender authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.
4. **ACCEPTANCE PERIOD**  
The tender shall remain valid for acceptance for a period of 30 days from the date of opening of tender.
5. **SITE INSPECTION**  
**Every tenderer is expected to inspect the items for repair before quoting his rates. He must also go through and see the condition of items.**
6. **SCHEDULE OF QUANTITIES**  
A schedule of quantity of various items accompanies this tender. It shall be definitely understood that the Jamia Hamdard does not accept any responsibility for use of whole quantity as mentioned in the schedule of quantity, correctness or completeness of the schedule in respect of items and specification. This schedule is liable to alterations by omissions, deductions or additions at the discretion of the competent authority of Jamia Hamdard or his authorized person.
7. **CONTRACTORS' RATES**  
The contractors rates must include the cost of transportation of material to the site, all taxes such as Sales Tax, Excise, 0.25% for J.H. staff welfare and octroi etc. and the fixing or placing in position for which the items of work is intended to be operated. The rates shall be inclusive of all lead, lift and scaffolding required cleaning the site after completion of work.
8. **ALTERATIONS IN N.I.T.**  
The tenderer shall not make any alterations in N.I.T., Instructions to the contractors, conditions of the contract, instruction and design and its specifications, and if any such alterations are made shall be rejected.
9. **ACCEPTANCE OF TENDER**  
The acceptance of the tender will rest with the competent authority of Jamia Hamdard, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders, and also authorize to award the work to any contractor/other than the lowest bidder without assigning any reason (s) or bifurcate the whole tender in two contractor's.
10. **SITE SUPERVISION**  
The work shall be carried out under the direction and supervision of the In-charge of work. On accepting of the tender, the contractor shall intimate the name of his accredited representative who would be supervising the work and should be responsible for taking instructions for carrying out the work. The competent authority of Jamia Hamdard or their representative at site shall have access to the workplace to the successful tenderers so as to ensure themselves of the quality of material and workmanship.
11. **QUALITY**  
The decision of the competent authority of Jamia Hamdard or his authorized person regarding the quality of the material and workmanship will be final and binding. The competent authority of Jamia Hamdard shall during the progress of the work have power to order in writing form time to time the removal of the work, within such reasonable time or times as may be specified in the order, of any material which in the opinion of owner is not in accordance with specification or instructions. The substitution or proper re-execution of any work or replacement of bad material shall be borne by the contractor with no liability towards the owners.

**12. DISMISSAL OF WORK:**

The contractor shall on the request of competent authority of Jamia Hamdard immediately dismiss from work any person employed thereon by him, who way in the opinion of the owner be unsuitable or in competent or who may misconduct himself. Such discharges shall not be the basis of any claim for compensation of damages against the owner or any of their officers or employee.

**13. INCOME TAX AND OTHER TAXES**

Statutory deduction of Income tax, 0.25% J.H. Staff welfares tax on works, contact shall be made from all interim and final payments as per present statute.

**14. E.M.D./RETENTION MONEY**

(a) E. M. D of Rs. \_\_\_\_\_ in the form of bank draft drawn on any scheduled bank approved by the Reserve Bank of India in favour of REGISTRAR JAMIA HAMDARD shall be submitted along with the tender. The tender received without E M D or in any other form than as stated above may be rejected.

(b) The retention money amount shall not bear any interest.

**15. REFUND OF DEPOSIT**

The E.M.D. amount will be refunded on satisfactory completion of the project/contract.

**16. SUPPLY OF MATERIALS**

The contractor shall arrange all the material required for the work and use after check by the engineer in charge.

**17. PAYMENTS**

Bills shall be made of the supplied and fixed items at site. Contractor shall submit the bill. Payment will be released within 15 days after submitting and proper check of the bill by the in charge of work.

**18. LIQUIDATED DAMAGES**

Entire work will be completed and handed over within stipulated time period from the date of issue of work order/ letter of intent. The competent authority of Jamia Hamdard shall levy liquidated damages at the rate of 1% per day subject to maximum of 10% of the total value of the work against delay of work.

**19. WATER AND ELECTRICITY**

The contractor at his own expense shall arrange water and electricity charges shall be recovered @ 2.5% from the total work done amount, Jamia Hamdard does not take any responsibility for the same.

**20. RECEIPT OF TENDER**

Tender shall be addressed to The Registrar Jamia Hamdard, Hamdard Nagar New Delhi 62.

**21. MATERIALS, TOOLS AND PLANT**

The contractor shall supply all materials required for the execution of the works other than those mentioned in the Notice Inviting Tender. Materials so applied shall have the approval of the engineer in charge before using on the works. All the rejected materials shall be removed at once from the site of work at Contractor's own cost.

**22. SAFE STORAGE OR MATERIALS**

The contractor shall be responsible for the safe storage of material supplied by the employer for execution of the works. Surplus materials or materials lost or damaged or unaccounted for or made unserviceable by the contractor shall be charged at the prevailing market price.

**23. SITE TO BE KEPT CLEAR**

The surplus items and dismantled debris shall be removed to a place as directed by the in charge of work.

**24. AGE LIMIT OF LABOUR**

The age limit for employment of labour shall be in strict accordance with the existing labour Legislations.

**25. COST OF TESTS**

The cost of making any test except in respect of the materials supplied by the Employer shall be borne by the Contractor, if such test is intended by or provided for in the contract.

Contractor's Sign & Address

**Schedule of quantity for repair of broken class room chairs in comp. science & exam. hall at F.O.S.**

<b>S. NO</b>	<b>DESCRIPTION OF ITEM</b>	<b>QTY.</b>	<b>UNIT</b>	<b>RATE</b>	<b>AMOUNT</b>
1	Providing and fixing P.V.C. molded seat of approved quality in existing/old M.S. pipe frames chair with necessary materials like screws, washers & nails etc. complete. Including necessary welding etc. For fixing of P.V.C. Seat.	100.00	each		
2	Providing and fixing writing pads/handles made of nova pan board with all necessary material like screws, washers & nails etc. complete. Including the required necessary welding etc. for fixing of writing pads.	210.00	each		
3	Providing and fixing P.V.C. molded seat and Writing Pads/Handles made of nova pan board of approved quality in existing/old M.S. pipe frames class room chair completes with necessary materials like screws, washers, required pipe & nails etc. complete. Including also the necessary welding etc. for fixing of plastic seat and writing pad.	50.00	each		
4	Repair of existing M.S. frame exam table by welding etc, complete including fixing of missing M.S. pipe etc. pipes etc. complete including fixing of shoes to table.	50.00	each		
5	Painting on existing old chairs with synthetic enamel paint of approved quality and shade.	450.00	each		
6	Upholstery of lecture theater chairs with approved cloth of min. rate of Rs.150/mt. the stitching, fastening and chairs dori etc. shall be included in the rate.	45.00	each		
	Canning of ordinary pipe chairs Seat chairs with plastic cane of approved quality and shade. (a) Seat	100.00	each		
	Canning of ordinary pipe chairs Back chairs with plastic cane of approved quality and shade. (a) Back	50.00	each		

Amount in Words

Contractor Sign