

**JAMIA HAMDARD**  
**HAMDARD NAGAR, NEW DELHI-110062**  
**NOTICE INVITING QUOTATION**

Ref No. JH/Civil Engg/Misc/CLB/57

Date:01-12-2021

Jamia Hamdard, New Delhi invites sealed item rates Quotations from Registered Contractors at Govt./Semi Govt./State Govt. Departments/Higher Educational Institutions or Working Agencies at Jamia Hamdard for the below mentioned work.

**NAME OF WORK:** Miscellaneous work at 3<sup>rd</sup> floor Central Library Building

**ESTIMATED COST:** Rs. 3,12,227.00

**EARNEST MONEY:** Rs. 6300.00

**QUOTATION FEE:** Rs. 500 only (Non Refundable)

**TIME PERIOD:** 20 days.

The Quotation duly filled should be dropped in the Tender Box kept in Purchase Section, Admin Block on or before 15-12-2021 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 in favour of "Jamia Hamdard" payable at New Delhi. The Quotations shall be opened on same day i.e. 15-12-2021 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 Quotations without assigning any reason whatsoever.

Registrar

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

**NOTICE INVITING QUOTATION**

**FOR**

**MISCELLANEOUS WORK AT 3<sup>RD</sup> FLOOR CENTRAL LIBRARY  
(CENTRAL LIBRARY BUILDING)**

## (1) SCOPE OF WORK

- a. Miscellaneous work at 3<sup>rd</sup> floor Central Library (Central Library Building)

## (2) ELIGIBILITY CRITERIA

1. Bidders must have Registered Contractors at Govt./Semi Govt./State Govt. Departments/Higher Educational Institutions or Working Agencies at Jamia Hamdard.. 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 asked 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 Quotations: Quotations should be submitted in sealed envelope super-scribing NIQ No. & name of work, due date for opening, bidder's name & address. The Quotations duly filled should be dropped in the Quotation 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](http://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 NIQ duly signed & stamped by the bidder.
- e. BOQ is cited on **Annexure "X"**

In this bid, the related works' 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. 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 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. 6300.00** 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 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.
- 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 20 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 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 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 Quotationing, 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 Quotation/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 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.
- 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 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.
- 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 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. Quotations once submitted will remain with the Jamia Hamdard and will not be returned to the bidders.
- XXIII. 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.
- XXIV. 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

**(5) SPECIAL TERMS AND CONDITIONS.**

1. Work shall be done as per specification, 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 taxes 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 work of the department.
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 20 Days from the 3rd day of issuing date of work order
9. Before start of the work, you are requested to contact the Security Officer/Engineer In-charge to issue of gate passes for labours/supervisors

**ANNEXURE X  
BILL OF QUANTITIES**

Name of work – Miscellaneous work at 3<sup>rd</sup> floor Central Library building

S.No	Description of work	Qty	Unit	Rate	Amount
	<b>Painting work (A)</b>				
1	Removing white wash, color wash, plastic emulsion paint, oil bound distemper, synthetic enamel paint etc. by scrapping with sand papering removing loose particles etc. and making surface smooth for the work.	1337.00	Sqm		
3	Applying a priming coat with ready mixed water based interior primer of approved brand (Asian paints ,ICI Dulux ,Nerolac & Berger )make including necessary tools & paints and scaffolding /jhoola up to all heights	1337.00	Sqm		
3	Filling putty making surface using ready made powder base putty of approved brand Birla putty. JK wall putty or as approved by the engineer in charge etc. complete on walls surface interior including sand papering after filling the putty making the surface smooth for applying the finishing painting coat including necessary centering & shuttering and scaffolding up to all heights complete	367.00	Sqm		
4	Distemping with oil bound washable distemper (acrylic) of approved make and brand (Asian Paints, ICI Dulux, Nerolac & Berger) to give an even shade such as blue green buff and all other required shades including using of color strainer of approved brand for making of required shades with brushes etc, completes				
a	Old work (two or more coats)	970.00	Sqm		
b	New work (three or more coats)	367.00	Sqm		
5	Painting with synthetic enamel paint of approved brand and make (Asian paint, ICI Dulux ,Nerolac & Berger paint)to give an even shade such as blue green buff and all other requirement shades including using of colors strainer of approved brand for making of require shades with brushes etc complete including necessary centering and shuttering and scaffolding up to all height.				
a	Old work(two or more coats)	73.00	Sqm		
b	New work (three or more coats)	218.00	Sqm		
	<b>PVC Flooring (B)</b>				
6	Providing & fixing the Pvc flooring of 1.5 mm thick approve quality in required shade and color, (as per approved sample). The Pvc flooring shall be fixed with required approved quality of rubber adhesive etc complete. (Make of LG, wonder floor) as per direction of Engineer in-charge.	270.00	Sqm		
	<b>Chair Repairing (C)</b>				
7	Repairing of library chair with changing of foam and fabric etc complete with necessary required as per direction of Engineer in-charge.	25.00	Nos		
	<b>Plumbing and Mason work (D)</b>				
8	Providing and making of washing area in existing washroom with 9" thick brick work, using tile -make of (Kajaria, Orient bell), Cpvc pipe 20mm dia make of (Astral, Supreme with fittings), Cpvc bib cock heavy duty and 2" dia pvc pipe for drainage system make of (Prince, Supreme with fittings etc complete) all fitting and fixture as per site requirement with the direction of Engineer in-charge.	1.00	Job		
	<b>Total</b>				
	<b>Total in words</b>				

Contractor Signature with seal