

NIQ DOCUMENTS

FOR

**SITC of Modular Laboratory Platform (Island Table) for
the Newly renovated lab at Botany Department.**



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

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NOTICE Inviting Quotation

Ref. No:-JH/Civil/SITC Lab/SCLS(Botany)/25/21

Date:11/07/2025

Jamia Hamdard invites sealed items rate tender in single bid system from eligible and experienced OEM (Original Equipment Manufacturer) OROEM Authorized Dealer for the below mentioned work. The tender documents and other details are available on the website: www.jamiahamdard.edu. **Last date of submission of the Quotations is 11-07-2025 up to 3.00 PM.**

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

NAME OF WORK: SITC of Modular Laboratory Platform (Island table) for the Newly renovated Lab at Botany Department.

ESTIMATED COST: Rs. 2,55,886.00 (i/c GST)

EARNEST MONEY: Rs 5,000.00

TENDER COST: Rs. 1000.00 (Non-Refundable)

TIME PERIOD: 15 days.

The Tender duly filled should be dropped in the Tender Box kept in Purchase Section, Admin Block **on or before 11/07-2025 upto 3.00 PM** along with demand draft of Earnest money & Quotations 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 Quotations shall be opened on same day at 3.30 PM by the Quotations opening committee in the presence of available interested parties in the Office of Executive Engineer.

In case the required procedure is not followed, the Quotations can be rejected. Jamia Hamdard reserves the right to reject any or all Quotations or split the Quotation without assigning any reason whatsoever.

Registrar

Copy to:

1. System Analyst, Computer Center, to kindly upload the NIQ with Quotations documents on the University's website.
2. PA to Finance Officer for kind information
3. Executive Engineer for kind information

INSTRUCTIONS TO BIDDER / TENDER CONDITIONS

Jamia Hamdard invites tenders from experienced and eligible OEM (Original Equipment Manufacturer) OR OEM Authorized Dealer dealing with Furniture works in Educational, Institutional and Healthcare Sectors for Supply, Installation and Commissioning of Furniture. On site comprehensive warranty shall commence from the date of receipt of the material as per terms & conditions specified in the tender document.

1.0 Bidder's Qualifying Requirement (QR):

Vendors of appropriate class of those who have carried out similar work in Govt. and Semi Govt. Institutes & Organizations, who are eligible as per the minimum requirements defined as below:-

- a. The bidder should be a manufacturer registered in India or should be 100% subsidiary in India of parent company, if any.
- b. **Infrastructure:** The Vendor / Bidder or its parent company should have a well – established (their own) in – house manufacturing unit for the steel Laboratory Furniture and General furniture, quality management system as per International Standards providing the products and services on the continuous basis at least for the last 10 years or OEM's Authorized Dealer for supply. The Vendors/ Bidders or its parent company in India or abroad should possess the current/valid approval for such items manufacturing facility by a statutory certifying authority, like Factory Inspector etc.
- c. **Work experience:** The Vendors/Bidders should have work experience as per following parameters. Supportive documents like copy of P.O., completion certificate etc. should be submitted in this regard.
 - a) Three similar completed works each costing not less than the amount 40% of the bid amount in last 7 (seven) years for Educational, institutional & research centers under Central / State Government/Central Autonomous Body/Central Public Sector Undertaking/ Educational Institute/University.
 - b) Two similar completed works each costing not less than the amount 60% of the bid amount in last 7 (seven) years for Educational, institutional & research centers under Central / State Government / Central Autonomous Body/Central Public Sector Undertaking/ Educational Institute/University.
 - c) One similar completed works each costing not less than the amount 80% of the bid amount in last 7 (seven) years for Educational, institutional & research centers under Central / State Government / Central Autonomous Body/Central Public Sector Undertaking/ Educational Institute/University.
2. Should have had an annual financial turnover at least of Rs.05 Lakhs during each of the last three years ending 31st March. Latest audited financial statement to this effect may be submitted.

2. Scope of vendor:

Following shall be under vendor's scope:

1. The scope of work includes Supply, Installation & Commissioning of Furniture, as required inclusive of all Electrical points fittings and wiring as per BOQ.

2. Vendor should quote the price basis up to FOR door delivery up to Jamia Hamdard inclusive of Packing Charges, Loading Charges, Freight Charges, Unloading & Internal Shifting Charges, Installation Charges and Commissioning Charges up-to the installation area.
3. Removal of all the debris and dirt accumulated during the installation of Furniture.

ELIGIBILITY CRITERIA

- Reputed worked/working Contractors at Govt./Semi Govt. Departments/Higher Educational Institutions or Working Agencies at Jamia Hamdard
- 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 Govt./Semi Govt./State Govt. Departments/Institutional Buildings, Universities and produce credentials in support thereof.
- The Bidders must have G.S.T & PAN No., and should attach ESI, EPFO registrations, if applicable.

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 Quotation
- d) Quotation not submitted on prescribed Performa.
- e) Telegraphic Quotation.
- f) Quotations submitted without E.M.D. and Cost of Quotations document.

(3) SUBMISSION OF BIDS

Submission of Quotation: Quotation should be submitted in sealed envelope super-scribing NIQ No. & name of work, due date for opening, bidder's name & address. The Quotation duly filled should be dropped in the Quotations box kept in the Purchase Section; it should not be handed over to any employee of the Jamia Hamdard. No Quotations shall be accepted later than the time schedule specified above. Any clarifications/amendments/corrigenda etc., to NIQ before last date of submission of bid will only be available on our website: <https://www.jamiahamdard.ac.in/>. 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. (to be deposited by every bidder without any exemption)
- c. Copies of GST, PAN and other necessary Registration Certificate
- d. Entire pages of Quotations documents should be duly signed & stamped by the bidder.
- e. Bidder not complying the bid & equability criteria is liable to be rejected.
- f. BOQ is cited on **Annexure "X"**

3. Terms & Conditions

- I. In this bid, 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 Quotations 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 Quotations. The bidders should quote unconditional rates, neatly written without any overwriting and all pages should be duly signed & stamped.
- II. **Earnest Money:** An earnest money of **Rs. 5000.00** have to be enclosed along with the Quotations documents. 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.
- III. **Validity of Quotations:** Quotations shall be valid for our acceptance without any change in rates and NIQ conditions for a period of 90 days from the date of opening of price bid.
- IV. **Escalation:** No escalation over and above items rates quoted by the bidder shall be paid during the execution of contract.
- V. **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 15 days from 2nd day of the date of issue of work order. Any delay in completing the work for reasons attributable to the Contractor is liable for liquidated damages as per NIQ clause. The contractor shall not be entitle to any compensation for any loss suffered by hindrance on account of delay in commencing or executing the work, whatever the cause for such delays may be including delays in procuring Government controlled or other materials. 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 regarding Time extension will be final and binding on the contractor.
- VI. The rates shall be inclusive of all taxes (Service Tax, GST etc.) duties and
 - i. cartage etc. Jamia Hamdard welfare Relief Fund will be deducted @ 0.25% of the amount of total bill claimed.

- VII. **Deviations:** No deviation from the stipulated terms and conditions will be allowed. Quotations will be unconditional.
- VIII. **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. Site will be handed over as it is where it is and nothing extra shall be paid for clearing and disposal of Rubbish & Malba.
- i. Before submitting Quotations, the Contractor shall visit and examine the site and satisfy himself as to the site conditions, the correct dimensions of the work and facilities. The rates of different items are for all heights, depth, curvature and width unless otherwise specified against the item. In case of any doubt, may be clarified from the office of the Assistant Engineer (Civil).
- IX. **Water & Electricity :**
- i. **Electricity:** Temporary Electric Connection if required will be supplied by the Jamia Hamdard. The necessary cabling and metering etc. will be done by the contractor at his own cost. He shall be pay for the consumption at the prevailing rates of charges as per bills of Jamia Hamdard.
 - ii. **Water:** Contractor to make their own arrangement of potable water for execution of work and drinking of labours by or arrange from outside at their own cost. The Contractor will ensure by Laboratory test that water is fit for construction and drinking purpose, if required.
- X. **Correspondence:** All the correspondence in respect of Quotations/award of work shall be made to Executive Engineer.
- XI. The Contractor shall not be allowed to possess any space or rooms inside the building.
- XII. No work shall be done at night (8 PM to 9 AM) or as decided mutually and on National Holidays without the instruction in written of Jamia Hamdard.
- XIII. **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 one full & 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..
- XIV. **Labour Laws:** The contractor will abide by all the rules and regulations related to labour laws, accident, workmen compensation act, workmen insurance etc.
- i. 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.

- XV. **Work not to be sublet:** If the Contractor shall assign or sublet this contractor, or attempt so to do, or become in solvent or commence any insolvency proceeding of, if any bribe, gift, loan, given promised or offered by the Contractor to any person in the employ of Employer, then Jamia Hamdard shall have power to termination of contract.
- XVI. Rules governing the Contractor's employees working in the Jamia Hamdard
- i. 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.
- XVII. **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.
- XVIII. **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 for determining item rate and pay to contractor accordingly.
- XIX. **Defect Liability period:** Defect liability period shall be six (06) months from the date of completion of work. Any defect arising in this period will be rectified by him at his own cost. Failure to do so, shall lead to forfeiture of security deposit.
- XX. **Security Deposit:** A security deposit equal to 05 % of the value of work will be deducted from Contractor's bills.
- XXI. **Release of Security Deposit:** after the completion of the Defect liability period of 06 months, subject to satisfactorily rectification of all defects.
- XXII. Contractor should depute a qualified supervisor dedicated for this work, who will moNIQor and coordinate the works from contractor's side and interact with the Jamia Hamdard Engineers, responsible for supervision of work, on regular basis.
- XXIII. Contractor will take due permission for entry of all his workmen in Jamia Hamdard. No unauthorized person will be allowed to work inside.
- XXIV. 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.

- XXV. 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.
- XXVI. 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.
- XXVII. 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.
- XXVIII. 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.
- XXIX. No material belonging to the contractor whether consumable or nonconsumable 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.
- XXX. 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.
- XXXI. 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.
- XXXII. Quotations once submitted will remain with the Jamia Hamdard and will not be returned to the bidders.
- XXXIII. **Termination of Contract:** The Jamia Hamdard reserve the right to terminate the contract on account of poor workmanship, failure to mobilize site within 15 days, 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.
- XXXIV. The contract can also be terminated on the request of contractor. In such cases the contractor is liable to pay Liquidated damages @ 5% of Quotationsed value besides forfeiture of EMD & security deposit recovered so far.
- XXXV. Any dispute arising out of this contract will be subjected to jurisdiction of New Delhi/Delhi.
- XXXVI. Quotation 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 Quotation without assigning any reason and does not bind himself to accept the lowest Quotations or split the work in two or three parts.

XXXVII. 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 thereafter, 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 with the mutual consent of both the parties where decision shall be final and binding upon the parties concerned.

a. :

XXXVIII. **Bidders are advised to quote their rates in typed form and handwritten quotations will not be accepted. In case the required procedure is not followed, the quotation may be liable for rejection**

4. Tenderers to quote for all items and in figures & words:

The tenderer shall quote his rates in words and figures both with reference to each item and must enter for all the items shown in the attached Bill of quantities. Incomplete offer shall be liable for rejection. In case, there is a discrepancy in "words" and "figures", the rate in words will be taken as correct for evaluation of tender. The total amount shall be written both in figures and in words. The rates should be written in computerized/typed format and NOT in hand written.

GENERAL INFORMATION

1.	Accepting Authority	Jamia Hamdard, Hamdard Nagar, New Delhi
2.	Earnest money	Rs. 5000.00 to be furnished with the tender in the form of the DD drawn on Indian scheduled bank in Favour of Jamia Hamdard New Delhi
3.	Security deposit	Security Deposit in the form of Retention Money shall be deducted from the VENDOR's running account bill at the rate of five percent (5%) of the bill amount till it reaches 5% of the total Awarded Tender value.
4.	Authority competent to grant extension of time	Jamia Hamdard, Hamdard Nagar, New Delhi
5.	Tools & plants	To be arranged by Vendor
6.	Defect Liability Period	Twelve months from the 3 rd day of acceptance of completion by the Jamia Hamdard.
7.	Warranty certificate	All items supplied/Installed shall have a warranty of 05 yrs. from the date of takeover by Institute for any manufacturing/ workmanship defects
8.	Release of Security Deposit	The performance security shall be refunded to the vendor on completion of the Defect Liability Period.
9.	Authority Competent to Appoint Arbitrator	Jamia Hamdard, Hamdard Nagar, New Delhi

List of approved makes/specification:

Items	Makes/Brand
MS Tube	Apollo, Tata, Sri Ram, Finolex
Pre-laminated Particle Board	Century, Greenlam
CR Sheet	Tata, Jindal Stainless
Copper wiring	Havells, KEI, Polycab
MCB	L&T, ABB & Havells

Schedule of Quantities

Name of work: SITC of Moudular Laboratory Platform (Island Table) at Botany Department

	Description of work		Qty	Rate	Amount
1	Providing and fixing of ISLAND BENCH (3000LX1500BX900H) mm consist with following items		1.00		
		Table Consisting of:			
	Bottom Arrangements	Base Unit: 1 Door 1 Drawer - 466mm			
		Base Unit: 2 Door - 900mm			
		Base Unit for Sink: 2 Door - 1400mm			
		Leg Space Assembly with back panel			
	BP	Blank Panelling			
	PVC	PVC Skirting			
	CW	Copper conductor wiring with 2.5 sqmm wire complete as per requirement			
	MCB	Electrical MCB			
	EP	Electrical Points on Raceway -5/15 Switch sockets (Without wiring)			
	SD	Service Dropper 200 X 120 X 2100mm			
	RR	Reagent Rack Two Tier, with adjustable Glass Shelves, Pillar Assembly in GI Powder Coated, (black colour) removable Protection Steel Rods, Square Metal Electrical Raceway			
	WTG	Jet Black Granite Work Top of 18 ± 1 mm thick			
Total					
GST Amount					
Total i/c GST					
<u>Note: Bidders are advised to quote their rates in typed form and handwritten quotations will not be accepted. In case the required procedure is not followed, the quotation may be liable for rejection</u>					

(Signature of the Contractor & Stamp)

