

**JAMIA HAMDARD**  
**(Hamdard University)**  
**HAMDARD NAGAR, NEW DELHI - 110062**

**TENDER DOCUMENT**

**FOR**

**FABRICATION, SUPPLY, INSTALLATION AND COMMISSIONING  
OF LED SIGN BOARDS FABRICATED OUT OF 3MM THICK BLUE  
COLOURED ACRYLIC 'A' GRADE/IMPORTED SHEET AND BASE  
4MM ACP SHEET FOR INSTITUTIONAL BUILDINGS AND GATES  
OF JAMIA HAMDARD**

## **NOTICE INVITING TENDER**

Sealed item rate quotations are invited for the following job. The agency having sufficient experience of such works and having TIN/WCT may only apply.

**Name of Work:** Fabrication, supply, installation and commissioning of 3D LED sign boards fabricated out of 3mm thick blue coloured acrylic 'A' Grade /Imported sheet and base 4mm ACP sheet for institutional buildings and gates of Jamia Hamdard.

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**Site / Location of Work:** Institutional Buildings and Gates of Jamia Hamdard  
New Delhi-110062

**Time Period for completion of work:** - 45 days from the approval of the design/sample after issuing work order.

**Estimated Cost:-** 29.00 Lakhs

**EMD: - 50,000.00**

The BOQ may be downloaded from the website of Jamia Hamdard or collected from the office of the Electrical Department w.e.f. 22-02-2017 to 03-03-2017 from 9:00am to 3:00pm. The tenders should be filled up clearly in digit and words. The sealed tenders be deposited in the tender box kept at Purchase Section of Jamia Hamdard by 3:00pm on or before 03-03-2017. Tenders will be opened on same day at 3:30pm in the office of the Chairman Building Advisory committee. Bidders are also requested to be present at the time of opening of Tenders.

The bids may be submitted by the following categories of parties.

Contractors should have executed similar nature of work in prestigious institutional buildings, Universities, Hospitals etc, and produce credentials in support thereof.

The quantities given in the schedule are tentative and the actual quantities to be executed may vary (+ or -). The total works have to be executed within 45 days from the approval of the design/sample after issuing work order. Therefore, contractors with large and competent work force/resources need only apply. Delay in execution of works shall attach liquidated damage charges as per CPWD condition of contract.

Last date of submission of bid	03.03. 2017	(up to 3pm)
Date of opening of bids	03.03. 2017	(at 3:30 pm)
Time for completion	45 days	

**Requirements to be fulfilled:**

- i. No subletting or subcontracting of the work will be permitted.
  - ii. The Company shall give an undertaking that they shall not employ minor workman.
  - iii. The Bidder has not been black listed by any of the Govt./semi-government Depts./ Institutions etc. during last three years.
1. The tenderers shall attach copy of PAN Card.
  2. Duly sealed tenders shall be dropped in the tender box placed at the Purchase Section, Basement of Administrative Building.
  3. The conditional bids shall not be considered under any circumstances and rejected without any notice or assigning any reasons thereof.
  4. All bids once submitted shall be the property of Jamia Hamdard, and bidders will lay no claim whatsoever on the same.
  5. Jamia Hamdard, reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the University in this regard will be binding on all the bidders. Tenderers not complying with any of the provisions stated in this tender document are liable to be rejected. Jamia Hamdard, reserves the right to accept or reject any or all tenders without assigning any reason.
  6. No T & P shall be supplied by the University.
  7. Taxes as applicable shall be deducted from the contractor bill.
  8. Jamia Hamdard welfare fund charges will be deducted@0.25% of the amount of total billed amount.
  9. Security shall be deducted @ 5 % of value of work done. The same shall be released after the completion of two years of defect and liability period.
  10. Successful bidders shall deposit an amount equal to 5% of the tendered and accepted value of work in the form of Bank Guarantee as performance guaranty within 10days of issue of letter of acceptance. This will remain till successful completion of work.
  11. The time allowed for completion of work shall be 45 days which shall be reckoned from the date of approval of design/sample. Time allowed for the work shall be strictly followed and no delay without any genuine reason will be accepted. A penalty of @ 1% per week subject to a 10% of maximum of total value will be imposed against delay. The decision of Engineer-in-charge about the delay shall be final and binding.
  12. No escalation in any form either of material or labour shall be payable by the University.

13. All material brought at site shall be as per list of specification & schedule of quantities (shall be strictly followed) and shall be got entered in the site book and approved by Engineer-In-charge before being used.
14. Mandatory tests have to be carried out as asked for by the Engineer-In-Charge. Nothing extra shall be paid for such purpose.
15. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
16. The Engineer- in-Charge without prejudice to any other right or remedy against the contractor which have either accrued or accrue thereafter to the Government, by a notice in writing to take the part work / part incomplete work of any item(s) out of his hands and shall have powers to take possession of the site and any materials, constructional plant, implements, stores, etc., thereon; and/or Carry out the part work / part incomplete work of any item(s) by any means at the risk and cost of the contractor.
17. The tenderer shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at Jamia Hamdard. The Jamia Hamdard shall have no liability in this regard.
18. The personnel provided by the agency will not claim to become the employees of Jamia Hamdard and there will be no Employee and Employer relationship between the personnel engaged by the Agency and Jamia Hamdard.
19. No tent or hut shall be allowed to be put up for workers to stay within the campus. The contractor is deemed to have inspected the site and thoroughly acquainted himself with the site conditions, availability of storage space for materials etc.
20. The tenderer should take extra precaution to ensure that there is absolutely no damage to the surrounding structure/existing system etc. If any damage made by agency, it will be got repaired/replaced/rectified by the agency itself at no extra cost.
21. The tenderer should make special note of the fact that the Renovation/remodelling/repair works are to be carried out in the existing functional building and the agency will adopt necessary barricading / covering of the area under execution with no / least disturbance to adjoining / surrounding areas of the building under use for teaching / research, etc. The tenderer shall depute their own security staff for watch and ward of their materials supplied/ installed at site till the final handing over of the complete work and temporary lockable shed/Almirah etc. shall be arranged by contractor at his own risk and cost. No

accommodation/ staff/ lockable space will be provided by Jamia Hamdard under any circumstances.

22. It may here be noted, that the entire staff and labour of the Agency will follow all the security instructions issued by Jamia Hamdard University from time to time and these instructions may include the provisions to make suitable barricades or temporary wall fence to ensure that the labour confines itself to the area of the work ONLY. Serious action will be taken in case any of the contractor's workmen are found to be tampering with the Laboratory equipment and property of the University. Suitable damages will be recovered from the contractor's bills if anyone is found to do so. All decisions of the Engineer-in Charge in respect of the same will be final and binding on the contractor.
23. On completion of all work, Agency shall remove all surplus materials & leave the site in a broom clean condition, failing which the same shall be done at Agency's risk & cost.
24. The Agency shall ensure compliance of all statutory laws & bye laws of the central govt./ state govt./Municipal authorities related to the employment of their staff and all obligations under Minimum Wage Act, Workman Compensation Act, Provident Fund & Miscellaneous Provision Act, Bonus Act & Contract Labour Act 1970 etc. Jamia Hamdard University will not be responsible for such purposes in anyway.
25. Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitrator to be appointed by the Competent Authority of Jamia Hamdard. The decision of the Arbitrator shall be final and binding between the parties as per the terms & conditions of the Agreement to be executed on award of contract. The Arbitrator proceeding shall be governed by the Arbitration and Conciliation Ordinance dated 26th March, 1996 and shall be conducted in Delhi. The agreement drawn shall be subjected to the jurisdiction of the courts at Delhi.

## **GENERAL CONDITIONS FOR SUBMISSION OF TENDER**

### **1. Submission of Tender:**

Tenders should be submitted in sealed envelopes. The tender duly filled in should be sent to above mentioned address either by post or hand delivered in the tender box kept in the Purchase Section, Basement of Administration, Jamia Hamdard. Jamia Hamdard will not be

responsible for tenders lost in postal transit or otherwise. 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. Tender once submitted will remain with the Jamia Hamdard and will not be returned to the bidder.

## **2. Price Bid:**

In this bid, the bidder is required to quote his items rates/prices for the **above said works “at JAMIA HAMDARD.”** in the schedule of work attached. Items rates should be filled in both i.e. figure and words. The scope of work & technical specifications are provided for your reference. The quoted prices shall be including all the taxes levied by statutory Govt. bodies. It is mandatory on bidder to quote all items rate as asked for in the **BOQ/ Schedule of work (Annexure-II)**. Failure to adhere to this condition may lead to rejection of tender. The bidders should quote unconditional rates, neatly written without any overwriting and duly signed & stamped in all pages.

### **2.1**

- a. The alphabets of LED sign board should be of same size and design / colour as of existing LED signboards of HIMSR and HAHC Hospital (New Block).
- b. The contractor has to submit sample/design for approval.
- c. The contractor has to submit drawing within 7 days from the issue of work order for its approval.
- d. Firms Registered with NSIC as small /medium Enterprise for product of LED Sign Board need not to deposit EMD.
- e. The contractor must enclosed attested copies of NSIC Certificate for seeking exemption.
- f. Rates in per square feet for Comprehensive Maintenance Contract of 3D LED Boards for a period of three years (year wise) commencing after the completion of two years warranty period should also be quoted by the bidders on formats given table at **Annexure – II, Part –B**.

### **2.2 CONTRACTOR TO SATISFY HIMSELF ABOUT SITE CONDITIONS**

**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 Electrical Engineering Department.**

## **3 SCOPE OF WORK**

### **3.1 SCOPE**

The general character and the scope of work is illustrated and defined by the Schedule of Quantities (Annexure-II), tentative sample ( Annexure- II, Part-C) and Specifications (Annexure – I) herewith attached.

### **3.2 EXTENT**

The Contractor shall carryout and completes the said work in every respect in accordance with the contract, and with the directions of and to the satisfaction of the Engineer-in-charge.

#### **4. TYPE OF CONTRACT**

The Contract shall be an item rate contract. The Contractor shall be paid at the contract rates, for the actual quantity of work carried out by him in accordance with the Contract documents as measured.

#### **5. SCHEDULE OF QUANTITIES**

The quantities given in the Schedule of Quantities are provisional and are meant to indicate the intent of the work and provide a uniform basis for tendering. The Contractor shall be paid for the actual quantity of work executed by him in accordance with Contract Documents at the contract rates.

#### **6. PAYMENT OF CONTRACTORS BILL**

Subject to the provisions of terms and conditions of the contract, JAMIA HAMDARD, shall affect Contract payments against RA Bills.

**Final Bill:-** Within one (1) months of submission of the Bill after satisfactory completion certificate of works and as per the terms and conditions of the Contract.

*Note: All Bills are required to be supported by Detailed Measurement Sheet and Analysis of Rates for Extra Items, if any and its approval along with the Bill. The Bills shall be submitted in specified format which should indicate quantities executed in all RA Bills and cumulative Quantities besides current bill quantities along with tendered quantity/unit/rates.*

#### **7. SCHEDULE OF RATES TO COVER ROYALTIES, RENTS, WAGES, PROVIDEND FUND, AND CLAIMS.**

The schedule of rates shall be deemed to include and cover the cost of all royalties and fees for all articles process protected by letters, patent or otherwise in corporate in or used in connection with the works, also all royalties, rents and other payments in connection with obtaining materials of whatsoever kind for the works and shall includes an indemnity to Jamia Hamdard which the contractor hereby give against all actions proceedings claims, damages cost an expenses arising from the incorporation for the use on the works of any such articles processes or materials. Octoroi or other municipal or local board charge, if levied on materials, equipment or machineries to be brought to site and removed from site for use on work or after completion of work, shall be borne by the contractor. The contractor should be Registered for provident form and would be require to make the deductions on the salaries pay to the workers and deposit the same to the concerned department.

#### **8. SCHEDULE OF RATES TO COVER TAXES AND DUES.**

No exemption or reduction of custom duties, excise duties sales tax, VAT or any part duties, transport carriages, stamp duties or Central or State Government or other bodies including one company or dues, Taxes or charges (from or of any body including the company) whatsoever

will be granted or obtained all of which expenses shall be deemed to included in and cover by the schedule of rates. The contractor shall also obtain and pay for all permits or other privileges necessary to complete work. In case where Jamia Hamdard. Wishes to avail Tax /duty exemptions as applicable to the contractors shall comply with the instructions from Jamia Hamdard.

**9.** Generality of this present provision shall not be deemed to cut down or limited in any way because in certain cases it may and in other cases it may not be expressly stated that the Contractor shall do or perform a work or supply articles or perform services at his own cost or without additional payment or without extra charges or words to the same effect or that it may be stated or not stated that the same are included in and covered by the Schedule of Rates.



## ANNEXURE-‘I’

### List of approved make for Electrical works

S. No.	Particulars	Make
1.	Acrylic Sheet A Grade / Imported 3mm thick	‘A’ Grade / Imported
2.	Aluminum Composite panel (ACP) Sheet 4mm base	‘A’ Grade / Imported
3.	LED Modules	Resang /powered by Samsung
4.	Driver	Bylite/Hi Sign / Neon Pro
5.	Timer	L &T / equivalent
6.	Cable /wire (FR)	Havells/ Finolex

**SIGNATURE OF CONTRACTOR WITH SEAL**

## ANNEXURE-'II'

Date: 22/02/2017

### BOQ FOR 3D LED SIGN BOARDS OF INSTITUTIONAL BUILDINGS AND GATES OF JAMIA HAMDARD CAMPUS.

#### Part-A

S. No.	Particulars	Qty	Unit	Rates	Amount
1.	Fabrication, supply, installation and commissioning of 3D LED sign boards fabricated out of 3mm thick blue coloured acrylic sheet and base 4mm ACP sheet (out door, with IP-65) for institutional buildings and gates of Jamia Hamdard with timer (on each board) of L & T equivalent ACP sheet of Indo-born or equivalent. ACP sheet fitted on double frame fabricated out of 32mm X 32mm MS Square pipe, having 3" depth. All five sides of frame covered with ACP Sheet and back side covered with 26 guage GI sheet. Acrylic letters fabricated out of 3mm thick acrylic A Grade/imported sheet, having minimum 2" depth. Text matter alphabets raised 2 1/2" (or identical to the existing boards at HIMSR and HAHC Hospital (New Block). LED modules of Resang/ powered by Samsung or equivalent make with IP-65 grade to eliminate the letter to the satisfaction of Engineer In-charge. Power supplies/drivers must be IP-65 of Brylite/Hi sign/ Neon Pro make. Price must be quoted on per square feet basis. Matters with size of each sign board attached at Annexure-I.	2600	sqft		
2.	Fabrication, supply, installation and commissioning of required supporting MS structure, wherever needed, using MS angle, sheet, C channel with complete nut bolts and required materials and scaffolding complete in all respect as per the direction of Engineer In-charge.	3000	Kg		

CHAIRMAN, BAC

SIGNATURE OF CONTRACTOR WITH SEAL

## Part-B

S. No.	Particulars	Quantity	Rate per square feet	Amount
1	CMC charges of Sign Boards including cost of materials like acrylic letters ACP sheet, GI Sheet, LED module, drivers, wire/cable, timers and all labour charges after warranty period of two years.			
A	For 3 <sup>rd</sup> Year			
B	For 4 <sup>th</sup> year			
C	For 5 <sup>th</sup> year			

**CHAIRMAN, BAC**

**SIGNATURE OF CONTRACTOR WITH SEAL**

## Part-C

RABIA MASJID	3.5'x10.5' Letter Size: 1'
SCHOOL OF LAW	3.5'x12.5' Letter Size: 1'
SCHOOL OF MEDICINE	3.5'x15.5' Letter Size: 1'
SCHOOL OF UNANI MEDICINE AND ASSOCIATED MAJEEDIA UNANI HOSPITAL	3.5'x28.5' Letter Size: 1'
SCHOOL OF INTERDISCIPLINARY STUDIES	3.5'x28.5' Letter Size: 1'
SCHOOL OF GOVERNANCE, FINANCE AND POLICY STUDIES	3.5'x28.5' Letter Size: 1'
SCHOOL OF CHEMICAL AND LIFE SCIENCES	3.5'x30' Letter Size: 1'
SCHOOL OF MEDIA & MASS COMMUNICATION	3.5'x31' Letter Size: 1'
SCHOOL OF SKILLS AND VOCATIONAL STUDIES	3.5'x32.5' Letter Size: 1'
SCHOOL OF MANAGEMENT & BUSINESS STUDIES	3.5'x33.5' Letter Size: 1'
SCHOOL OF HUMANITIES AND SOCIAL SCIENCES	3.5'x33.5' Letter Size: 1'
SCHOOL OF NURSING SCIENCES AND ALLIED HEALTH	3.5'x35.5' Letter Size: 1'
SCHOOL OF EDUCATION, TRAINING & EMPOWERMENT	3.5'x37.5' Letter Size: 1'
SCHOOL OF ENGINEERING SCIENCES & TECHNOLOGY	3.5'x37' Letter Size: 1'
SCHOOL OF PHARMACEUTICAL EDUCATION AND RESEARCH	3.5'x41' Letter Size: 1'



جامعہ ہمدرد جَامِيَا ہَمْدَرْد

JAMIA HAMDARD

NEW DELHI-110062

Size – 30'x6'

Qty. – 06 Nos.