

INSTITUTE OF HOME ECONOMICS

University of Delhi
F-4, Hauz Khas Enclave, New Delhi-110016
Tel. Nos . 011-47702166, 011-46018108

Tender for aluminium work and Repair

NOTICE INVITING OFFLINE TENDER

Ref. No. IHE/2024-25/Admin/468

Dated: 31/05/2024

The Institute of Home Economics (IHE) is a premier college under University of Delhi. Sealed quotation are hereby invited from reputed contractors or service providers or firms for “**Installation of Aluminium door/window/partition and Repair of existing loose/damaged aluminium windows**” at Institute of Home Economics. The Tender/Quotation should be reach, on or before 15/06/2024 to the Director’s office, Institute of Home Economics.

CRITICAL DATE SHEET

| | |
|-------------------------------------|---|
| Tender Reference No. and Date | <u>IHE/2024-25/Admin/468, 31/5/24</u> |
| Bid Submission Start Date (Offline) | 01/06/2024 |
| Last date for submission of Bids | 15/06/2024 |
| Bid Opening Date | 17/06/2024 |
| Tender fees | Rs 500/- in the form of DD in favour of Director, IHE payable at New Delhi <i>Note:- Those who had applied for the same tender earlier (IHE/2023-24/Admin/1929 dated 10/01/2024) need not to pay again but they have to apply again.</i> |
| Address for Communication | The Director, Institute of Home Economics, F-4, Hauz Khas Enclave, near Hauz Khas Metro station, New Delhi-110016 Ph: 011-47702166 |

Tender Inviting Authority

Radhika Bakhshi

Prof. (Dr.) Radhika Bakhshi
Director

Institute of Home Economics
(University of Delhi)
F-4 Hauz Khas Enclave

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Details of work

| S. No. | Description |
|--|--|
| Installation of Aluminium door/window | |
| 1 | <p>Aluminium door (openable)</p> <p>Supply and installation of openable Aluminium Door Powder coated with two openable sections fixed with hinges in Aluminium outer frame.</p> <p>Outer frame (2 ½ x 1 ½), guaze-16</p> <p>Doors</p> <p>Height panel 2 ½ x 1 ¾</p> <p>Bottom panel 4 ½ x 1 ¾</p> <p>Upper and middle 3 ¼ x 1 ¾</p> <p>5mm plain glass (Saintgobain or Modiguard) will be installed in upper section using EPDM rubber gasket and bottom section fitted with laminated particle board (12mm) /glass (5mm).</p> <p>Doors must be installed with all required accessories. All complete.</p> |
| 2 | <p>Aluminium sliding door</p> <p>Supply and installation of sliding Aluminium Door (powder coated) with one fix portion Outer frame and fixed panel (2 ½ x 1 ½), Guaze-16</p> <p>Doors</p> <p>Height panel 2 ½ x 1 ¾</p> <p>Bottom panel 4 ½ x 1 ¾</p> <p>Upper and middle 3 ¼ x 1 ¾</p> <p>5mm plain glass (Saintgobain or Modiguard) will be installed in upper section using EPDM rubber gasket and bottom section fitted with laminated particle board (12mm)/glass (5mm).</p> <p>Doors must be installed with all required accessories. All complete.</p> |
| 3 | <p>Aluminium Fixed Windows (without powder coated)</p> <p>Supply and installation of Aluminium windows (using section 2 ½ x 1 ½, guaze 16) fixed with 5mm plain glass (Saintgobain or Modiguard) using EPDM rubber gasket as per approved design. All complete.</p> |
| 4. | <p>Bombay Aluminium sliding Two track (without powder coated)</p> |

| | |
|---|--|
| | Supply and installation of Bombay sliding Aluminium window (2 track) having the required number of sliding doors with accessories (handle, ACP sheet/MS sheet etc). Material should be of reputed company and having Guaze-16. All complete. |
| 5. | Aluminium Partition Supply and installation of Aluminium partition using powder coated aluminium section 2 ½ x 1 ½, guaze 16 fixed with laminated particle board (12mm) as per drawing and approval. All complete. |
| 6. | Aluminium door (openable) to be fixed in Aluminium partition Supply and installation of openable Aluminium Door Powder coated fixed with hinges in Aluminium partition. Height panel 2 ½ x 1 ¾ Bottom panel 4 ½ x 1 ¾ Upper and middle 3 ¼ x 1 ¾, guaze -16 5mm plain glass (Saintgobain or Modiguard) will be installed in upper section using EPDM rubber gasket and bottom section fitted with laminated particle board (12mm) /glass (5mm). Doors must be installed with all required accessories. All complete. |
| Repair of existing loose / damaged aluminium windows | |
| 4 | Repair of existing loose/ damaged window , work execute upto all height including Scaffolding & all necessary tool & plants complete as per direction of In-charge. |
| 5 | Providing & fixing aluminium Hinges, Z handles, EPDM rubber and 5 mm plain glass approved by in charge, work execute upto all height including Scaffolding & all necessary tool & plants complete as per direction of In-charge. |
| Installing of reflective glass films | |
| 1. | Installation of reflective glass films on window glasses of reputed company having UV protection (>97%), Heat reduction (>70%), Glare reduction (>80%), high reflectivity, Heat absorption (>50%). Product and company needs to be approved by in-charge. The specifications must be send with the quotation of the quoted item. |

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Terms and Conditions

1. The bidder shall Interest bona fide and reputed Indian agency or company must have experience in the similar service.
 2. The bidder must have office in Delhi-NCR region only.
 3. The bidder must submit all requisite documents along with **Tender Fee** (in form of Demand Draft only) of **Rs. 500/- (Non-Refundable)** in favour of **“Director, Institute of Home Economics”** payable at New Delhi on or before **last date of bid submission**.
- Note:- Those who had applied for the same tender earlier (IHE/2023-24/Admin/1929 dated 10/01/2024) need not to pay again but they have to apply again.*
4. **The bids/quotations received after the last date of bid submission will be summarily rejected.**
 5. The rates should be quoted must be in INR and in the format given in Annexure II.
 6. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IHE, New Delhi reserves the right to accept or reject any part or all the tender.
 7. The firm must also possess valid PAN No., GST registration Number and a copy of the same must be send with the quotation.
 8. Bid Validity: 120 days.
 9. **Acceptance/Rejection of bids:** The IHE reserves the right to reject any or all offers without assigning any reason. No claim whatsoever will be entertained/paid by the college to the bidder(s). Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected.
 10. **Pre-qualification criteria:** Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid. Bids of only those vendors will be evaluated who have submitted the Tender fees and other required documents.
 11. **Award of contract:** The IHE reserves the right to award of contract for different items to different bidders based on technical and financial evaluation. The IHE reserves the right to award either a part of or whole contract to the bidder(s) at a single time.

12. **Delivery and execution of work:** As per the date of work order.

13. The work should be completed within 15 days from the date of issue of the work order.

14. Payment:

- No advance payment shall be made to the contractor.
- 5% of total bill amount shall be retained with the institute and released after 3 months of completion of work.
- 95% payment shall be made by the Institute only after getting the satisfactory and inspection report by the authorised person assigned by the institute after the completion of assigned work within the four weeks.
- The Payment will be released through RTGS. The vendors are required to submit Bank details along-with the Bill for this purpose.

15. On inspection, if the material or workmanship is not found as per the specification or any item is found damaged the same shall be rejected. In case of rejection of the materials, no payment will be made for the rejection item.

16. Incomplete/conditional quotation will not be accepted.

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Important Instructions to the bidders

1. The bidders are advised to visit the Institute before submit the Quotation.
2. All material/s must be approved by in-charge before start the work.
3. Payment will made as per actual measurement after verified by User and In charge of work.
4. Work shall not be executed during the class timings.
5. Documents must be attached with the quotation. Specification document for films for the quoted item must be attached with quotation.
6. Tender Acceptance letter should be on company letter Head (annexure I).
7. Bank details and quoted price as per format (annexure II)
8. Tender fees in the form of Demand draft.
9. Copy of Pan No & GST No.
10. Copy of similar nature of work in any Govt. Department/Institute /College.
11. Copy of last three year turnover having valid UDIN.
12. Copy of last three year ITR.
13. Quotation should be sent through speed post or submitted by hand in the office before the last date.

TENDER ACCEPTANCE LETTER
(To be given on Company letter head)

Annexure-I

Date:

To,

The Director,
IHE,
Hauz Khas,
New Delhi-110016

Sub: Acceptance of Terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

Dear Director,

1. I/we have downloaded the tender documents for the above mentioned Tender/work from the website (s) namely:
_____ as per your advertisement, given in the above mentioned website(s).
2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum(s) in its totality /entirety.
5. I/we do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking.
6. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Signature of the Bidder, with Official Seal

Annexure-II

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E.Mail. principal@ihe.du.ac.in Web site: <http://www.ihe-du.com/>

(On the letter head of the Firm)

MANDATE FORM FOR BANKING DETAILS

Name of the Firm:

| | | |
|---|--|--|
| 1 | Permanent Account No. (PAN no.) | |
| 2 | GST No. | |
| 3 | Bank details: a. Bank Name b. Branch Address c. Account No. d. Type of Account (current/saving) e. MICR No. f. IFSC code | |

Registered /Postal Address:

Financial Quotation Format

| S. No. | Description | Unit (sq ft or per pc) | Rate / unit (INR) | Taxes (GST) (INR) | Total Cost inclusive of all taxes (INR) |
|--------|--|--|----------------------|-------------------------|---|
| 1 | Aluminium door (openable) | Sq. ft. | | | |
| 2 | Aluminium sliding door | Sq. ft. | | | |
| 3 | Aluminium Fixed Windows (without powder coated) | Sq. ft. | | | |
| 4 | Bombay Aluminium sliding Two track (without powder coated) | Sq. ft. | | | |
| 5 | Aluminium Partition | Sq. ft. | | | |
| 6 | Aluminium door (openable) to be fixed in Aluminium partition | Sq. ft. | | | |
| 7 | Repair of existing loose/ damaged window or installing of any item/s such as hinge/rubber/ handle/glass etc | Sq. ft. | | | |
| 8 | Providing of following: <ul style="list-style-type: none"> • aluminium Hinges • Z handles • EPDM rubber • 5 mm plain glass | Per pc Per pc Sq. ft. Sq. ft. | | | |
| 9 | Installation of reflective glass films | Sq. Ft. | | | |

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

