

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/2023-24/Admin/1929

Dated: 10-01-2024

The Institute of Home Economics (IHE) is a premier college under University of Delhi. Sealed quotation are hereby invited from the contractor enlisted with PWD/CPWD and contractor of Delhi University for the work of "Installation of Aluminium door/window and Repair of existing loose/damaged aluminium windows" at Institute of Home Economics. The Tender/Quotation should be reach, on or before 24/01/2024 to the Director's office, Institute of Home Economics.

CRITICAL DATE SHEET

Tender Reference No. and Date	<u>IHE/2023-24/Admin/1929 & 10-01-2024</u>
Bid Submission Start Date (Offline)	11/01/2024
Last date for submission of Bids	24/01/2024
Bid Opening Date	25/01/2024
Tender fees	Rs 500/- in the form of DD in favour of Director, IHE payable at New Delhi
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

[Signature]
10/1/24

Radhika Bakhshi
Tender Inviting Authority 10/1/24
Prof. (Dr.) Radhika Bakhshi
Director
Institute of Home Economics
(University of Delhi)
F-4, Hauz Khas Enclave
New Delhi-110016

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Details of work

S. No.	Description	Approx. Size
Installation of Aluminium door/window		
1	<p>Aluminium door</p> <p>Supply and installation of openable Aluminium Door with two doors having two sections fixed with hinges in Aluminium outer frame without powder coated.</p> <p>Outer frame (2 ½ x 1 ½)</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 gasket and bottom section fitted with board. Doors must be installed with all required accessories. All complete.</p>	40 sq ft (1 quantity)
2	<p>Aluminium sliding door</p> <p>Supply and installation of sliding Aluminium Door with one fix portion</p> <p>Outer frame and fixed panel (2 ½ x 1 ½)</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 gasket and bottom</p>	

	section fitted with board. Doors must be installed with all required accessories. All complete.	
3	Aluminium Fixed Windows Supply and installation of Aluminium windows (using section 2 ½ x 1 ½) fixed with 5mm plain glass (Saintgobain or Modiguard) using gasket as per approved design. 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 aluminum Hinges approved by in charge, work execute upto all height including Scaffolding & all necessary tool & plants complete as per direction of In-charge.	
6	Providing & fixing aluminum Z Handle approved by in charge, work execute upto all height including Scaffolding & all necessary tool & plants complete as per direction of In-charge.	
7	Providing & fixing aluminum EPDM Rubber approved by in charge, work execute upto all height including Scaffolding & all necessary tool & plants complete as per direction of In-charge.	
8	Providing & fixing 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.	

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Terms and Conditions

1. The bidder shall Interest bona fide and reputed Indian agency or company must be registered under PWD/CPWD.
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.
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. The IHE reserves the right to award of purchase order for different items to different bidders based on technical and financial evaluation.
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. **Delivery and execution of work:** As per the date of work order.
12. The work should be completed within 15 days from the date of issue of the work order.
13. **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.
14. 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.
15. 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
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 with Balance Sheet & Profit & Loss Statement having valid UDIN.
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)

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:

Quotation Format:

S.No	Description of Item/s (as mention in tender)	Unit (sq ft or per pc)	Rate / unit (INR)	Taxes and other charges (INR)	Total Cost inclusive of all taxes (INR)
1.					
2					
3					

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature