

**JIWAJI UNIVERSITY, GWALIOR**

- |    |   |   |
|----|---|---|
| 1. | Name of tender / suppliers  | M/S,.....<br><br>.....  |
| 2. | Name of Work<br><br><b>6'</b>   | <b>Supply and fixing of 8' &amp;<br/>long Dual Desk for Jiwaji<br/>University, Gwalior.</b> |
| 3. | Approximate cost  | Rs.        /-   |
| 4. | Cost of tender form (in form of D.D.)<br><br>(enclosed with tender form)                | Rs. 1000/-  |
| 5. | Earnest money in form of D.D. in favour of<br><br>Registrar, Jiwaji University, Gwalior | Rs. 15,000/-  |
| 6. | Time of Completion of supply  | 12 Months   |
| 7. | Rate quoted including all taxes   | Item rate   |
| 8. | Date of received of Tender by Speed/Registered Post up to 26-02-2010 at 5:00<br><br>PM  |   |

**Registrar**

# JIWAJI UNIVERSITY, GWALIOR

No. FJU/Eng./2010/ 95

Date : 05-02-2010

## Tender Notice

Sealed tenders are hereby invited for supply of Dual Desk (6`&8`) long from the intrested suppliers/manufacturers who have valid Tin/PAN no. and having supply experience of similar type of furniture. Detail tender information and other condition can be down loaded from the University website [www.jiwaji.edu](http://www.jiwaji.edu) upto 22/02/2010.

Resistrar

### THE ELIGIBILITY CRITERIA:

1. Contractors who fulfill the following requirements shall be eligible to apply.  
**Joint ventures are not accepted.**
2. Should have valid registration in Sales Tax & other relevant department.
3. Should have PAN no.
4. Should have valid registration copy of suppliers/manufacturers
5. Should have relevant plant and machinery available on hand (own) and willingness to be inducted (own and hired) if instructed by university for the subjected work.
6. Submitt the list of supply of similar type of furniture in diffrent Govt. department.

### SUBMISSION PROCEDURE:-

The proposal will be submitted in two separate sealed envelopes viz envelopes (A) pre-qualification documents (B) prize bid.

### WORK GUARANTEE:-

The period for the work guarantee will be 12 months from the date of completion of job, any short coming of the supply/work during this period if observe shall be rectified by the contractor of there own cost and the performance guarantee shall be released after guarantee period is over.

*Last date of availability of tender on website  
pm*

*22-02-2010 by 3:00*

*Last date of submission by Reg./Speed Post  
3:00 pm*

*24-02-2010 up to*

- The prize bid of the tender shall be sought only from tenderer qualified for the work at a later date after evaluation of pre-qualification document.
- The tender documents of above works can be downloaded from university website [www.jiwaji.edu](http://www.jiwaji.edu) and the cost of the tender document should be paid at the time of submission of the tender.

- If the date of submission, opening happens to be holiday the tender form will be submitted/opened on the next working day at the same time without any further notice.
- University Registrar reserve the right to reject any or all tenders without assigning any reason there of.

**Registrar**

**SUBMISSION PROCEDURE:-**

**Envelop for part- I :-** Shall contain

1. Tender cost in the form of Bank draft/Banker's cheque (Non refundable) of schedule bank in favour of Registrar Jiwaji University Gwalior.
2. Earnest money in form of Bank draft/Banker's cheques of schedule bank in favour of Registrar Jiwaji University Gwalior.
3. All relevant document in support of eligibility for tender.
4. The Duly filled and signed downloaded (unreadable prints are not acceptable) Pre-Qualification Document.

**Envelop for part –II :-** Shall contain

1. Original Downloaded Prize Bid Document (unreadable prints are not acceptable)

The contractors are required to submit the tender cost in the manner as detailed above. The contractors are also required to submit the attested copies of the certificate/documents as desired in tender notice, in support of their eligibility in view of the term and conditions of the tender notice & these papers should be kept in “Envelop -I” Please note that Envelop - II of the tender will Contain all the terms and conditions & schedules of quantities/prize bid of the tender only. Tenderer not submitting the above details shall not be considered.

The tenderers downloading the tender document from the Jiwaji University Website shall be responsible for the downloading the entire tender document from the website. Incomplete/unreadable/edited or any over writing tender documents submitted with the bid shall be summarily rejected & no claim in this regards shall be entertained, whatsoever the reason may be. The tender document downloaded from website will be considered legally valid for participation in the tender process.

The agencies participating in the tender should intimate the University Engineer in writing before submitting the tender and to contact the office if any clarification is required in this matter.

The agencies/firms/tenderers are advised to submit the completed tender document in the desired manner. If any concealment in the information submitted by the tenderer is discovered at any later stage, the concerned contractor shall be summarily disqualified for doing business with Jiwaji University and their earnest money shall be forfeited for his misconduct.

The Tender is item rate wise tender so lowest rate of each item shall be consider and supply order is given on piece meal and rate is applicable for 12 month.

The Registrar Jiwaji University, reserves the right to reject any or all tenders without assigning any reasons thereof, University will not responsible any postal delayed.

**REGISTRAR**

## **SPECIAL TERM & CONDITION**

1. The following special condition shall be read in conjunction with the General condition of contract. If these are any provision in these special condition which is at variance with the provisions in the above mentioned documents. the provision in these special conditions shall take precedence. The General condition of contract and standard contract form the work of Jiwaji University will part of contract and the same can be seen in the office of the University Engineer.

2. **Protection of work / workers.**

The safety of the work in all respect is contractor's responsibility till the site is handed over back to University after completion of project.

3. **Measurement**

The quantities given in the tender are approximate but however the payment shall be made on the basis of actual measurement taken on site and in conformity with BIS codes.

4. **Lighting arrangement**

The contractor shall provide adequate lighting arrangements as approved by the Project Engineer for carrying out the works during night time also provide all other facilities for the labour employed to carry out the works.

5. **Site Constraints**

The quoted rate shall, among others, include mobilisation of various types of materials and labour tools, plants, lighting etc. Working at all heights, depths, widths etc. And also the constraints at site like access, simultaneous working of other agencies engaged by the owner, lead, lift shortage of storage space and such other situations as exist at sit of works.

6. **Water and Electricity**

The contractor shall make his own arrangement for water & electricity required for construction as well as for drinking water at his won cost. The contractor shall make necessary arrangement for the above at his won cost and remove the same on completion/termination of the work .

7. **Rates**

Contractors quoted rate shall include the VAT, sales tax, excise duty, Service Tax, octroi, ESI & EPF and any other taxes/levies, Packing forwarding and transits insurance etc. It shall be clearly understood that no claim for any extra payment on account of above shall be entertained after the opening of tender.

8. **Safe Custody**

The safe custody and up-keep, till handing over, is the sofa responsibility of the contractor. The contractor shall employ sufficient supervisory personal and watchman to ensure that the different items fabricated, supplied by him are kept in fine condition till they are hand over satisfactorily.

9. **Phasing of work**

The University may require the work to be executed in phases as may be indicated. Nothing extra shall be payable for execution the work in phased as required and should the exigencies of business demand temporary stoppage of work, the contractor would not be allowed any increase in cost there of The site may be handed over in phases. Nothing extra shall be payable on this account.

10. **Handing over**

On completion of the, the site work shall be thoroughly cleaned and all debris removed before the work is handed over satisfactorily as per the agreed phases.

11. **Specifications**

All work their execution, workmanship; measurements shall be carried out as per the latest B.I.S. codes unless otherwise specified.

12. **Quantity**

The contractor is deemed to have studied the site carefully and arrived at quantities or materials so as to complete each item of schedule of quantities in its entirety.

13. **Additional work**

During the course of execution, if any related additional work are specified, notified, the same shall be executed by the contractor.

14. In order to arrest the reversal of the tender position after completion of the work, the total amount of the tender items of the agency shall, be restricted to the lowest amount obtained from the post comparative statement prepared after completion of the work.

15. Any discrepancies found in the documents / drawings must be brought to the notice of the University Engineer and clarification sought well in advance and his decision shall be final and binding on the contractor..

16. The contractor shall submit a phased work programme for execution of the work immediately after award of work.
17. Contractor shall provide - All Risk insurance policy" beneficiary to Jiwaji University, equivalent to the contract sum, which shall be validated till the defect liability period is over.
18. The contractor should strictly comply with the provision of EPF & ESI Acts and keep indemnified the corporation against all actions, claims, demands, liabilities whatsoever under and in respect of breach of any provision of clause of the said Act. The agency should be registered with EPF & ESI to comply above.
19. If the quantity of abnormally high rated items executed exceed more than 5% than those specified in schedule of quantity, the contractor will be paid lowest rates quoted amongst the tenderers for this work. The list of high rated and low rated items will be informed before the award of work.

20. **Reduced Rate payment**

All works have to be carried out as per standard specification and the drawings Any work found below specifications and not as per the drawings and sample is liable to be rejected. However, if any work is below specifications but is technically accepted as per the discretion of the University Engineer, the same work may be accepted and will be paid at reduced rate. Regarding the acceptance of such work the finalization of the reduced rate will be as per the discretion of the Project Engineer and his decision will be final in this respect.

21. The decision of the Vice-chancellor, Jiwaji University, Gwalior or his nominee shall be final and binding to all concerted. Any authorized nominee(s) shall be called the competent authority in this respect of it.
22. Day to day issue & receipt and consumption registers shall be maintained in the standard formal at the site of work with the Project Engineer and it will be responsibility of the contractor to get these entered.
23. The entry of material and workers of the contractor shall be from given restricted route.
24. The rates shall be quoted in figure & words.
25. The work is to be executed in Guest House. The contractor is requested to take every precaution so that no n inconveniences is caused to guest.
26. The contractor shall be responsible for keeping general cleanliness and good sanitary condition in and around site during the period of construction.

27. The contractor shall ensure good conduct of the workmen at the site of work.
28. The contractor's workers shall not misuse the premises in any manner and they should behave in proper manner with the University Engineer or their representative failing which the contractor shall be held responsible including termination of contract without any obligation for assigning any reason.
29. The contractor or his workers should not cause any damage to the property in any case. For all such damages, the contractor shall be responsible to rectify / replace the same to reinstall in the original shape at his won cost and risk to the enter satisfaction of the University Engineer.
30. The Materials to be used on this work shall be first quantity ISI marked as specified in the approval list. those materials for which ISI Certification Mark Is not issued shall confirm to relevant BIS specifications and or latest CPWD specifications with correction slips. up to date.

## **TECHNICAL SPECIFICATIONS**

### **SECTION 'A' MATERIAL AND WORKMANSHIP**

1. All Materials brought on site of works and meant to be used in the same shall be the best of their respective kinds and to the approval to the architects/Employer/As per approved list of material.
2. Samples of all materials shall be got approved by the Architects/Employer and shall be deposited with him before the order for the material is placed with the suppliers. The material brought on the works shall confirm in every respect with approved samples.
3. The contractors shall check each fresh consignment of materials as it is brought on the site of the works, to see that they conform in all respects to the satisfaction of engineer in charge and/or samples approved by the Architects.
4. The Architects/Employer will have the option to have any of, the materials tested to find whether they are accordance with the satisfaction and the contractor will bear all expenses in that connection. All bills vouchers and test certificates which

in the opinion of the Architects/Employer or the representative, as necessary to convince him as to the quality of the materials of their suitability shall be produced for his inspection of requisition Testing charges, if and shall have to be borne by the contractor.

5. Any material that have not been found to be conforming to the specification will be rejected forthwith and shall be removed from the site by the contractors within 48 hours at their own cost.
6. The Architect/Employer shall have power the cause the contractors to purchase and use such materials, from any particular source, as may in his opinion be necessary for the proper execution of the work.
7. Workmanship: All works shall be to level plumb and square corners, edges and arises in all cases shall be unbroken and finished neat.
8. Skilled workmen/technicians for the respective trades shall be employed by the contractors to monitor the work progress and to instruct and extract the right kind of workmanship from the men employed on the works instructions given to such work force by the architect or his representative shall be carried out with a view to get the work executed in neat and workman like manner according to the specification.
9. The Architect/Employer may order the inspection any finished work as he chooses and in a manner he decides, and the contractors shall bear all expenses in the connection. If the results of such inspection prove that the workmanship is not of the standard as required, the work will be rejected and removed forthwith and be replaced by works of the accepted standard of quality.

#### **HARDWARE & METALS: (Section- B)**

10. Tables side units back consoles or other articles as per schedule of quantities shall be deemed to be inclusive of all the hardware required e.g. locks, sliding channels handles / knobs, bolts screws PVC buffers for the legs of sofas chairs tables etc. as per instructions of engineer in charge.
11. Screws are to match the finish of the articles to be fixed and to be round or flat headed or counter sunk as required.

12. The contractor should cover up and protect the brass and bronze surfaces with a thick grease or other suitable protective materials renew as necessary and subsequently clean off and clear away join completion.
13. All glass is to be of approved manufacturer of approved quality and shall be free from bubbles, smokes, waves, air holes and other defects at the time of handing over of site, none of glass should be found broken / damaged in any respect..
14. White cutting glass, proper allowance by made for expansion. Each square of glazing to be in one whole sheet. On completion of work, all glass shall be cleaned inside and outside and all cracked scratched and broken panes shall be replaced and left in a good condition.
15. All exposed edges of glass shall be lead polished.
16. The workmanship is to be the best available and of a high standard. Use must be made of special tradesmen in all aspect of the work and allowance must be made in the rates for doing so.
17. Samples of all material are to be submitted to the Architect for approval before the contractor orders or delivers the materials at site. Samples together with their packing are to be provided free of charge by the contractor and should an materials be rejected they will be removed from the site at the contractors expenses. All samples will be retained by the Architects/Employer for comparison with the materials which well be supplied. The contractors submit specimen finish of colors, fabrics, etc. for the approval of the Architect before proceeding with the work.
18. The contractor shall be responsible for providing and maintaining any boxing or other temporary coverage required it the protection of dresses or finished work if left unprotected. He is also to clean out all shelving cut ends and other waste from all parts of the works before coverings or in-fillings are constructed.
19. Templates, boxes and moulds shall be accurately set out rigidly constructed so as to remain accurate during the tin. they are in use.
20. Only the class workmanship will be accepted contractor shall maintain uniform quality and consistency in workmanship throughout.

**JOINERY**

21. Joinery is to be taken up immediately after the placing of the contract frame-up, bonded and wedged up. Any portions that are warped or found with other defects are to be replaced before wedging up. The whole of the work is to be framed and finished in a proper workman like manner in accordance with the detailed drawings, wrought and whenever required, fitted with all necessary metal ties, straps, bolts, screws glue etc. Jointers work, generally to be finished with fine sand glass paper.
22. **JOINTS:** All joints will be standard mortise and tenon, dowel, dovetail, and cross halved. Nailed or glued butt joint will not be permitted. Screws nails etc. will be standard iron or oxidized and of nettle fold make joint less state otherwise. Where mortise and tenon joints are used, tenons should fit the mortises exactly. In respect of points in the hollock timber frame wash in sofas the joints should confirm to the best practice in the trade.
23. Nailed or glued butt joints will not be permitted, except in exceptional cases with approval of Architects/Employer.
24. Where screws shown on a finished surface, these will be sunk and the hole plugged with a wood plug of the same wood and grain of the finished surfaces unless detailed otherwise. Nails on finished surfaces will be nearly punched and the hole filled with wood filler to match the color.
25. Should joints in joiner's work, or other defects arise within the period stated for defect liability in the contract and the clause thereof, such defective joinery shall be taken down and refilled, redecorated and/or replaced necessary and any work disturbed shall be made good at the contractor's expense.
26. Nails, spikes and bolts shall be of length and weights approved by the Architects/Employer Nails shall comply with IS 1959-1960 or equivalent approved quality sample. Brass hedge nails are to comply with B.S. 1210. Wire staple shall comply with B.S. 1494 or equivalent.
27. The contact surface of dowel, wedges etc. shall be glued with an approved adhesive.

28. Where glued joinery and carpentry work is likely to come into contact with moisture, the glue shall be waterproof.
29. All dovetail joints shall be further strengthened with M.S. Cleats for cabinet furniture like tables, storage units etc.
30. Where Boards/plywood has to be fixed on another boards/plywood the two surfaces shall be fixed together by applying special carpenter's adhesive and headless nails and nothing extra will be paid and this accounts.

#### **PAINT AND POLISHES:**

31. All materials required for the works shall be of specified and approved manufacturer, delivered to the site in the manufacturer's containers with the seals, etc. unbroken and clearly marked with the manufacturer's name or trade mark with a description of the contents and colour. All materials are to be stored on the site of the work.
32. Spray painting with the approved machines will be permitted only if written approval has been obtained from the Architect/Employer. The paint used for sparing is to be specially prepared by the manufacturer for spray Thinning of paint made for brushing will not be allowed.
33. Wood preservative shall be Ascu Green Saver or any other equal and approved by E-n-C, impregnating wood preservative at all concealed wood work shall be treated with wood preservative.
34. All brushes tools pots, kettles, etc. used in carrying out the work shall be clean and free from foreign matter and at to be thoroughly cleaned out before being used with a different type of class of material.
35. All iron or steel surfaces shall be thoroughly scraped and rubbed with wire brushes and shall be entity free from rusting mill scale etc. before applying the priming coat

36. Surfaces of new wood work which are to be painted are to be rubbed down and cleaned to the approval of the Architects/Employer.
37. All exposed wood surfaces and veneer ply surfaces and surfaces which are not treated otherwise shall be finish with distress wenge finish melamine polish to the required shade.
38. **The tendred rates shall include cost of seasoning and providing wood preventive and as given in the specification and complete antitermite treatment of furniture .**

#### **TIMBER :**

39. The timber shall be of the species stipulated in the schedule of Quantities/Drawings.
40. (a) Teak wood shall be of best quality.  
(b) Wood for frame work/rough wood shall be hollock even though drawings may show Kail.
42. All dimensions given in the schedule of quantities and drawings are the required finished size, however before making the furniture item, the space available to provide the loose/fixed furniture may be checked at site of work in each room.
43. Timber shall be well seasoned and kiln dried with a moisture content of 12% nominal +2% for teakwood. The contractor should get the timber tested for moisture content of wood. The contractor should get the Architects/Employer.
44. All timber shall be free from worm holes, loose or dead knots or other defects and shall not suffer from warping splitting or other defects. All timber shall be approved by the Architect/Employer before use.
45. The Engineer-In-Charge / Architect may require mock ups be installed for certain items in advance for approval. Undamaged material from mock up shall be allowed to be reused in work without any deduction.
46. The whole items shall be supplied satisfactorily within 20 days from the date of issue of work order, Time extension shall not be permitted, any delay of supply Rs. 1000/- per day shall be deducted from the tenderers bills.
47. The tenderers should ensure that in the wood or ironwork, material to be used shall be any defect/rust free. The same may be inspected by the university authorities before start of painting/police of these articles.

48. A duly constituted committee of the university may inspect the completed work/supply, infrastructure of those applicants, who qualify the tender for their satisfaction.
49. The tenderers can see the sample of articles for which the tenders are invited during the office hours.
50. Samples of each item shall be got approved by the committee constituted by the university, before the fabrication and supply of whole quantity.
51. University deduct the vat / any other tax as applicable as per Govt. Law from their bill
52. Registrar, Jiwaji University reserves the right to accept or reject any item of tenders or any/all tender without assigning and reason.

**List of Approved Make Material**

- |    |   |                           |
|----|---|---------------------------|
| 1. | Commercial Board Ply, Com Ply etc<br>equivalent | Duro, Green, Century or   |
| 2. | White Oak Veneer/Sunmica<br>equivalent          | Duro, Green, Century or   |
| 3. | Teak Wood                                       | Best Quality              |
| 4. | Melamine  | ICI, Asian or equivalent  |
| 5. | Adhesive  | Pidilite or equivalent    |
| 6. | Mirror, Clearglass                              | Modi, Saint Gobain        |
| 7. | Aluminum  | Hindalco, Indian aluminum |
| 8. | Steel   | Tisco or equivalent       |

## JIWAJI UNIVERSITY, GWALIOR

### SHEDULE OF QUANTITIES

**NAME OF WORK : Supply and fixing of 8' & 6' long Dual Desk for Jiwaji University, Gwalior.**

S.No.	Detail of Furniture	Quantity	Rate
1.	P/F of dual desk of size 8' length, table top height 2'6" seat height 1'5" and back height 2'6" with 25 mm thick pre-laminated Novopan / Ecoboard with teakwood lipping 25x6 mm duly finished and polished. Size of table top 8'x1'6" seat 8'x1'3" and 8'x9" back. Frame of dual desk shall be made from 1.5"x1"x16 gauge rectangular hollow-pipe section. The prelaminated particle board shall be fixed on frame with hard cut black screw suitable for particle board. Back frame shall be made from 1.5"x1"x16 gauge pipe as per sample. The painting of the frame shall be permitted after the inspection of the university authorities.	As per requirement	
2.	P/F. of dual desk of size 6' length, table top height 2'6" seat height 1'6" and back height 2'6" with 25mm thick pre-laminated Novopan / Ecoboard with teakwood lipping 25x6 mm duly finished and polished. Size of table top 6'x1'6" seat 6'x1'3" and 6'x9" back. Frame of dual desk shall be made from 1.5"x1"x16" gauge rectangular hollow-pipe section. The pre-laminated particle board shall be fixed on frame with hard cut black screw suitable for particle board. Back frame shall be made from 1.5"x1"x16 gauge pipe as per sample. The painting of the frame shall be permitted after the inspection of the university authorities.	As per requirement	

3.	<p>P/F. of dual desk of size 4' length, table top height 2'6" seat height 1'6" and back height 2'6" with 25mm thick pre-laminated Novopan /Ecoboard with teakwood lipping 25x6 mm duly finished and polished. Size of table top 4'x1'6" seat 4'x1'3" and 4'x9" back. Frame of dual desk shall be made from 1.5"x1"x16" gauge rectangular hollow-pipe section. The pre-laminated particle board shall be fixed on frame with hard cut black screw suitable for particle board. Back frame shall be made from 1.5"x1"x16 gauge pipe as per sample. The painting of the frame shall be permitted after the inspection of the university authorities.</p>	As per requirement	
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**Note :** Sample of Dual Desk may be seen in the office of the University Engineer during office hour at Jiwaji University.

Signature of the contractor