



P.G.D.A.V. College (Eve.)  
(University of Delhi)  
Nehru Nagar, New Delhi-110065

**NOTICE INVITING TENDER**

F.No.7/76/Vol.II/Eve./122

Dated: June 24<sup>th</sup>, 2024

Signal cover sealed bid on behalf of Principal, P.G.D.A.V. College (Evening) are invited from the eligible, qualified and experienced bidders for "Topographical Survey & Building Measurement" at P.G.D.A.V. College Evening premises.

The tender documents can be obtained from the college office from 24<sup>th</sup> June to 01<sup>st</sup> July 2024 during working hours (from 1400 to 1800 hrs.) on payment of Rs.500/- only or download from the <https://eprocure.gov.in/epublish/app>, college website <https://pgdavecollege.in> and University of Delhi's website <https://www.du.ac.in>

The "Tender Document" in sealed covers duly addressed to The Principal, P.G.D.A.V. College (Evening), Nehru Nagar, New Delhi, along with EMD Demand Draft of 2% of bid value in favor of P.G.D.A.V. College (Evening), New Delhi should be submitted on or before 01<sup>st</sup> July 2024 by 1800 hrs. in the college office.

Tender shall remain open / valid for acceptance for a period of 45 days from the date of opening of tender.

The Owner is not bound to accept the lowest tender and reserves the right to itself, to reject any or all the tenders without assigning any reason. The successful tenderer would be decided on a point system. The points would be given for technical competency/experience, work experience, along with the quoted price.

Tender ID: 2024\_UoD\_761408\_pack1\_1787832

**Prof. R.K. Gupta**  
**Principal**

प्राचार्य / PRINCIPAL  
पी.जी.डी.ए.वी. महाविद्यालय (सांध्य)  
P.G.D.A.V. College (Eve.)  
(दिल्ली विश्वविद्यालय / Delhi University)  
नेहरू नगर, /Nehru Nagar,  
नई दिल्ली / New Delhi-110065



**P.G.D.A.V. College (Evening)**  
**(University of Delhi)**  
**Nehru Nagar, New Delhi-110065**

## **Special Term and Condition**

for the Service of

**“Topographical Survey & Building Measurement”**

at

**P.G.D.A.V. College (Evening)**

No. of days for carrying out Service: - Twenty One (21) Days

Estimated Cost of Work: - 1,00,000/- Approximately  
(Rupees One Lakh Only).

### SCHEDULE

Name of Inviting Authority	P.G.D.A.V. College (Evening)
Tender Reference Number	<b>7/76/Vol.II/Eve./122</b>
Tender Type	Open
Tender Category (Services/Goods)	Service
Type/Form of Contract (Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Contract
Service Category	Survey
Is Multi Currency Allowed	No
Date of Issue/Publishing	24/06/2024 (1700 Hrs)
Document Download/Sale Start Date	24/06/2024 (1700 Hrs)
Document Download/Sale End Date	01/07/2024 (1800 Hrs)
Last Date and Time for Submission of Bids	01/07/2024 (1800 Hrs)
Date and Time of Opening of Technical Bids	02/07/2024 (1700 Hrs)
No. of Covers	01
Bid Validity days (180/120/90/60/45/30)	45 days
Completion of Service	21 days
Performance Security	@5% of contract amount should be submitted within 7 days of receipt of letter of acceptance
Address for Communication	P.G.D.A.V. College (Evening) (University of Delhi) Nehru Nagar, New Delhi-110065
Contact No.	+91-9899776732, Dr. Jay Shankar Sharma Assistant Professor, Deptt. of Commerce
Email Address for Correspondence	<a href="mailto:principalpgdaveve@gmail.com">principalpgdaveve@gmail.com</a>
Language of Communication	Hindi & English

## **Invitation of Bid for the Service of “Topographical Survey & Building Measurement at P.G.D.A.V. College (Evening)”.**

P.G.D.A.V. College (Evening), invites offline single packet bid for “**Topographical Survey & Building Measurement at P.G.D.A.V. College (Evening)**” as per the scope of work. All offers should be made in English and should be written in both figures and words. Tender forms can be downloaded from the e-publish portal (<http://eprocure.gov.in/eprocure/app>), College website <https://pgdavecollege.in> and University of Delhi’s Website <https://www.du.ac.in>. The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The college reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored /rejected.

### **1. Scope of Work:**

The entire survey will be carried out using 'state of art' e.g. topography survey, plotting ensure accuracy & all other features regarding survey, work will be executed as per instructions given in Annexure-II.

Use of total station in projected site, Nikon, Topcon, Focus/High Target with 2' sec and using accuracy or as advised regarding scope of work

### **2. Instructions for Offline Bid Submission:**

- (i) There are various search options such as e-publish portal, college website as well as University of Delhi website to facilitate bidders to search active tenders by several parameters.
- (ii) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- (iii) Bidder will go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

### **3. Submission of Bids**

- (i) The bidders need to download the bid document from e-publish portal, college website as well as University of Delhi website and submit the same duly filled.
- (ii) Each bidder should be marked with the following reference on the top bids cover “7/76/Vol.II/Eve./122”

### **4. Instructions to Bidders**

**Amendment of Bidding Documents:** At any time prior to the deadline for submission of bids, the college may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document. All prospective

BIDDERS who have downloaded the bidding document may visit college website <https://pgdavecollege.in> for amendments / modifications from time to time.

### **Terms & Conditions: -**

1. Bid must be submitted in the prescribed Performa by the firm duly signed by the Proprietor/ Partner or their authorized representative. In case of signing of bid by the authorized representative letter of authorization must be attached along with the bid document.
2. Rate/s must be quoted as per the format specified excluding of all taxes/GST/Professional fee etc.
3. Bidders are not allowed to submit more than one bid for the same/similar tendered item else all his bids shall be cancelled thereby disqualifying him.
4. The successful bidders shall have to execute a contract on Indian non judicial stamp paper of Rs.100/- (Rupees one hundred only) within ten (10) days from the date of award of service.
5. The bid shall be valid and open for acceptance by the college for a period of 45 (forty-five) days from the opening of the bid and no request for any variation in quoted rates and / withdrawal of tender on any ground by bidders shall be entertained.
6. Becoming **L1** will not be the criteria for awarding of Service order unless the rates are reasonable & justified.
7. After evaluation, the Service shall be awarded normally to the Agency fulfilling all the conditions of the contract and who has quoted the lowest rate after complying with the all the Acts / provisions stated / referred to for adherence in the bid.
8. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out rightly.
9. **Legal Jurisdiction:** -The Courts at Delhi/New Delhi alone and no other Court will have the jurisdiction to try the matter, dispute or reference between the parties arising out of this tender/Service order/contract.
10. The contract shall be governed by the laws and procedures established by Govt. of India / University of Delhi within the frame Service of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
11. The corrections made by using fluid and overwriting/cutting will not be permitted and bid would be summarily rejected.
12. RTGS/NEFT details need to be furnished by the supplier with the bid or after bid on the letter head of contractor/firm/agency.
13. The Contractor/Vendor shall be responsible for any injury / losing to equipment while rendering the service.
14. Bids qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional bid shall be rejected summarily.
15. The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the bid:
  - The firm shall have valid GST Registration.
  - The firm should not be black listed by any Govt. Agency/Department.

16. **Time Period for carrying out Service** - within 21 (twenty-one) days from issuing of the work order or otherwise specified (Site for the Service is available).

17. **Limitation of operations:** - Contractor's employees- The Contractor shall employ in and about execution of works only such person as are skilled and experienced in their several trades. The college and its representative shall be at liberty to object to and require the Contractor to remove from the works any person employed by the Contractor in or about the execution of the works who in the opinion, of the Engineer-in-charge misconducts himself or is incompetent or negligent in the proper performance of his duties and such person shall not be again employed on the works without the prior permission of the college.

18. **Liquidated Damage:** - If the contractor fails to complete Service within specified period, then a penalty at the rate of 0.5 % per day of the work order value shall be levied subject to maximum of 10% of the total Service order value or forfeit the performance security deposit without assigning any reason what so ever.

19. **Deliverable:** - All field survey data to be provided in soft copy in all respect.

20. **Payment Terms:**

- 20% advance;
- 30% after completion of field work;
- 20% after submission draft drawing and
- 30% after completion of entire work i.e. submission of final drawing.

21. **Disputes:** -In the event of any dispute or disagreement arising between the bidder and college with regards to the interpretation of "Terms & Conditions" of this inquiry, the same shall be referred to the Building / Infrastructure Committee of P.G.D.A.V. College (Evening) whose decision shall be final and binding upon the contractor.

22. The college reserves the right to increase or decrease quantity and / or amount of Services. Decision of quantity of service in the college will be final in this regard.

23. The college reserves the right to reject any bid or part or the whole of inviting bid process without assigning any reason. Decision of the college will be final in this regard.

24. The bid received after this deadline mentioned shall not be entertained under any circumstances whatsoever may be reason.

25. The contractor shall co-ordinate with all other agencies involved in the service for timely completion of Service.

26. Deposited EMD will be refunded within 60 days after satisfactory completion of the service. In case of failure of execution of the aforesaid service, the deposited EMD will be treated as forfeited.

27. **Termination of contract:** - Foreclosure in full or in part in due to abandonment or reduction in scope of work.

28. For any query, bidder may write an email to [principalpgdaveve@gmail.com](mailto:principalpgdaveve@gmail.com)

**Pre-Qualification Criteria: -**

Annexure-I

All prescribed document mentioned in below table shall be submitted.

#	Following documents to be provided for Pre-qualification.	Xerox Submitted (Yes/No)
1.	Registration certificate of the firm	
2.	PAN / TAN/ GST	
3.	Whether claimed exemption from EMD under MSME? If so, enclose valid MSME registration certificate.	
4.	Whether firm have experience?	
5.	Bank details (enclose a cancelled bank cheque)	
6.	Whether concerned engineer have adequate qualifications and skills?	
7.	Whether firm blacklisted?	

**Financial Bid (Scope of Service): -****Annexure-II**

#	Description	Qty. (sqft.)	Rate/Unit	Total amount
1.	Topographical Survey of the P.G.D.A.V. College Evening, Nehru Nagar, Delhi, all existing features like, park, footpath, water tank, gym, tree, store water tank, road, approach road, administrative block canteen etc. (outside of building and in side of plot boundary)	306672 (Approx.)		
2.	Towards building measurement from ground floor to top floor of new block and old block existing the floor feature and like, all section, showing class room, admin block, library and all department, lift staircase ramp area etc.,	100000 (Approx.)		
3.	Floor plan			
4.	Transportation, lodging and boarding			
5.	Total (1+2+3+4)			
6.	Taxes/GST			
7.	Grand Total (5+6)			
Amount in words:				