



जानकी देवी मेमोरियल कॉलेज JANKI DEVI MEMORIAL COLLEGE

(दिल्ली विश्वविद्यालय)/(University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-110060
Sir Ganga Ram Hospital Marg, New Delhi-110060

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आइ एस ओ 21001 : 2018 व आइ एस ओ 9001 : 2015 प्रमाणित एवं NAAC प्रत्यायित A+ महाविद्यालय
An ISO 21001 : 2018 and ISO 9001 : 2015 Certified and NAAC Accredited 'A+' College

TENDER DOCUMENT

Open E-Publishing Tender under Two-Cover System with Physical Submission

Appointment of Project Management Consultant (PMC) for Comprehensive Maintenance Management Services

NIT / Tender No.	JDMC/PMC/2026/
Owner	Janki Devi Memorial College, Sir Ganga Ram Hospital Marg, Rajender Nagar, New Delhi 110060
Type of Tender	Consultancy Services
Bid Type	Two-Bid (Technical Bid + Financial Bid); physical submission in sealed envelopes
Contract Period	24 Months (Extendable)
Tender Fee	Rs. 1,000/- (Rupees One Thousand only)
Earnest Money Deposit	Rs. 20,000/- (Rupees Twenty Thousand only)
Date of Tender Publication	01.09.2026
Last Date and Time of Bid Submission	15.09.2026 upto 03:00 pm (physical submission)
Date And Time of Opening of Technical Bid	15.09.2026 at 03:30 pm

Issued by: The Principal, Janki Devi Memorial College (University of Delhi), New Delhi – 110060.

The Financial Bid must be printed, completed, sealed, and submitted separately in the envelope marked "Financial Bid".

CONTENTS

Part I	Notice Inviting Tender (NIT)
Part II	Instructions to Bidders (ITB)
Part III	Eligibility / Qualifying Criteria and Technical-Bid Checklist
Part IV	General Conditions
Part V	Scope of PMC Services
Part VI	Responsibilities of PMC Services
Part VII	Forms and Annexures (Technical Bid)
Part VIII	Financial Bid (separate sealed envelope)

Note: The College reserves the right to issue corrigenda/addenda on its website www.jdm.du.ac.in and on the e-publishing portal. Bidders must check these before submission.

PART-I: NOTICE INVITING TENDER

1. Janki Devi Memorial College invites sealed bids from experienced Project Management Consultants for providing Project Management Consultancy Services for comprehensive maintenance management of Civil, Electrical, HVAC, Plumbing, Fire Fighting and External Infrastructure.
2. The tender document is available on the Central Public Procurement Portal (e-Publish module) at <https://eprocure.gov.in/epublish/app> and on the College website at www.jdm.du.ac.in. It may be downloaded free of cost. Bidders are advised to download the tender document by the said cut-off date so as to allow adequate time for preparation and physical submission of bids by the deadline 15.09.2026 upto 03:00 pm at Janki Devi Memorial Memorial College, sir Ganga Ram Hospital Marg, New Delhi-110060.
3. Bids shall be submitted only in physical form. Online submission, e-mail submission, file transfer, or any other electronic mode of submission shall not be accepted. A Digital Signature Certificate (DSC) is not required for this tender.
4. Bids may be submitted by hand or by registered post so as to reach the office of the Principal, Janki Devi Memorial College, before 15.09.2026. Bids received after the prescribed deadline shall not be accepted, irrespective of the reason for delay.
5. A non-refundable Tender Document Fee of Rs. 1,000/- (Rupees One Thousand only) and an Earnest Money Deposit of Rs. 20,000/- (Rupees Twenty Thousand only) shall be submitted through separate Demand Drafts drawn in favour of "JDM SS Account," payable at Delhi. Bids not accompanied by the required Tender Fee and EMD shall be summarily rejected.
6. Only bidders meeting the eligibility criteria shall be considered.
7. The Bids received within the stipulated time shall be opened on 15.09.2026 at 3:30 PM at the office of the Principal, Janki Devi Memorial College, in the presence of bidders or their authorised representatives who choose to attend.
8. The selected PMC shall act as Engineer-in-Charge and shall administer all maintenance contracts on behalf of the College. The PMC shall not execute any physical maintenance work. All maintenance activities shall be carried out through approved contractors finalized and managed by the PMC.
9. The College reserves the right to accept or reject any or all bids, in whole or in part, without assigning any reason, and shall not be bound to accept the lowest bid.

Sd/-

Principal

Janki Devi Memorial College

(University of Delhi)

PART-II: INSTRUCTIONS TO BIDDERS

1.1. GENERAL

The Tenderer is to read carefully the instructions set out below and no claim will be entertained on the grounds of failure to read or comply with these instructions nor for any alleged misunderstanding of their import.

1.2. TENDER SCOPE AND SCOPE OF WORK

The Employer invites tenders for Comprehensive Maintenance Management Services **at Janki Devi Memorial College Campus at Delhi**". The scope of work includes **‘Coordination and Supervision of Civil, MEP and external development maintenance work**, (hereinafter referred to as “Works”) as per Technical specifications, Drawings, BOQ and Instructions given by the concern authority..

The scope of work covered in this Tender shall be supervision of maintenance work at College campus as per the Bill of Quantities, Specifications, Drawings, Instructions, instructions from Concern Authority from time to time during the pendency of work.

1.3. TENDER DOCUMENTS

The following documents will complete a set of Tender Documents.

- a. Appendix to Tender
- b. Tender Document
- c. Scope of Work
- d. Letter of Acceptance

It is the Tenderer’s responsibility to examine carefully the whole of the Tender Documents and to satisfy himself that he understands their full import severally and jointly.

It is the Tenderer’s responsibility to obtain all the information he requires to arrive at his tender price and no claim for the alteration of the tender amount will be entertained on the grounds of failure to obtain accurate information or any alleged misrepresentation, misinformation or of any written instructions given by any person other than that allowed in the Contract Documents and any official revision notices forwarded by the Principal Project Consultant prior to the tender submission date.

1.4. TENDERER CONFIRMATION

Tender confirms that they have read and understood and have copies of the 'Tender Documents' and have visited the site and their offer will be based on the 'tender Documents' and caters to all the works, requirements, etc. thereof.

1.5. TENDER DOCUMENT FEE

One complete set (soft copy) shall be provided to the Tenderers free of cost.

All the pages in the tender documents shall be stamped by the Tenderer and included in his tender submission. The Form of **Tender shall be signed (and stamped) by the authorized signatory** failing which the tender may be rejected.

Submission of a tender by the tenderer implies that he has read the complete contract documents and has made himself aware of the scope, terms & conditions and specifications of the work to be done.

1.6. ADDITIONAL INFORMATION

In addition to the tender documents mentioned above the submission shall include the following additional information. The Tenderer shall clearly list in his tender cover Letter the additional information included in his tender. This additional information shall be included as a separate section in the tender submission.

1. Power of Attorney/Board resolution for the signatory signing the Tender
2. Proposed key personnel with their brief resume
3. Copies of Registrations under GST.

1.7. PREPARATION OF TENDER

Tenderers are advised to strictly comply with the requirement to submit the tender document only by inserting the information as required without making any changes in the contents of the tender document issued. If the Tenderer makes any such changes his tender will be rejected.

1.8. SITE VISIT

The Tender award, execution and completion of work shall be governed by Tender Documents consisting of (but not limited to) Letter of Acceptance etc. The tenderers shall be deemed to have gone through the various conditions and clauses of the Tender and visited the Site and satisfied itself with Site conditions including sub -soil water conditions, topography of the land, drainage and accessibility and its surrounding and acquainted itself with the nature of the ground, accessibility of the Site.

The costs of visiting the Site shall be at the Tenderer's own expense. Further the Tenderer shall make all necessary arrangements for the safety of the persons visiting the site and shall indemnify the Employer against any claims arising out of the Tenderer's site visit.

1.9. Tender Amendments

The Tenderer is not authorized to make any amendments in the tender documents unless it is officially issued as an ADDENDUM by the Concern Authority/Employer. During the tender period the Employer shall notify the Tenderers on any amendments to be made in tender conditions or other tender documents. Employer shall issue these amendments to the Tenderers in the form of tender Addendum. The issue of such addendum within such date shall not entitle the Tenderer for any extension of tender submission time.

Tenderers shall review the tender documents and if any clarifications are required they should send requests for clarifications to the person/team as stated in tender information.

1.10. EMPLOYER'S RIGHTS

The Employer reserves the right to accept or reject any tender, to annul the tender process and reject any or all tenders, at any time prior to award of contract, without thereby incurring any liability to the Tenderer

or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the Employer's action. The Employer also reserves the right not to accept the lowest tender.

The Employer further reserves the right to split the Tender at any time prior to the award of a contract or call for revised tenders with amendments to the original tender.

1.11. TENDER VALIDITY

The tender shall be valid for a period of 15 days from the submission of their original tender. The Employer may request the Tenderer to extend the tender validity by a further duration and the Tenderer shall either accept or reject the request but under no circumstance accept for extension by adjusting the tender price.

1.12. ETHICAL STANDARDS

The Employer requires that Tenderers participating in this tender shall observe the highest standard of ethics during the procurement and execution of this contract. In pursuance of this policy, the Employer will reject a proposal for award of work if he determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract under consideration. For this provision, the terms set forth below as follows:

“Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of an official in the procurement process or in contract execution; and

“Fraudulent Practice” means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of the Employer and includes collusive practice among Tenderers (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition.

1.13. TENDER CONFIDENTIALITY

Information relating to the examination, clarification, evaluation and comparison of Tenders and recommendations for the award of a contract shall not be disclosed to other Tenderers or any other persons not officially concerned with such process until the award to the successful Tenderer has been announced. Any effort by a Tenderer to influence the Employer's processing of Tenders or award decisions will result in the rejection of his Tender.

1.14. NO CONTRACTUAL RELATION

The Tenderer shall acknowledge and agree that this is only an invitation to tender and shall not commit or bind the Employer to enter into a contract or otherwise.

1.15. On acceptance of Tender, the name of the accredited representative(s) of the Contractor who would be responsible for taking instructions from PM or its authorized representative shall be intimated by the Consultant within 02 days after intimation.

1.15.1. PROGRESS REPORT

The contractor should submit the progress report of the project in specific format which will be issued to the contractor. The following report needs to be submitted by the contractor:

- 1.** Weekly Progress Report
- 2.** Monthly Progress Report

PART-III: ELIGIBILITY / QUALIFYING CRITERIA

To qualify, a bidder must meet all criteria given below and submit the required proof:

1. The bidder should deploy one on site representative- (a) BE/B.Tech (Civil Engg) with min 2 years experience

Or

Diploma (Civil Engg)- min 8 years of experience

2. Firm should have a projected turn over for current year of min 1 crore- firm to submit a CA certificate for the same.

3. Submit valid PAN and GST

4. A declaration that the bidder has not been blacklisted/debarred by any Government Department, PSU, University or local body as on the date of bidding. Proof: A declaration on the bidder's letterhead.

Technical-Bid document checklist

The Technical Bid (Envelope No. 1) shall contain the following, preferably in this order, page-numbered and indexed:

S.No.	Document
1	EMD of Rs. 20,000/- (DD / Banker's Cheque / FDR / Bank Guarantee) favoring JDM SS Account
2	Complete tender document downloaded, with every page signed and stamped in token of unconditional acceptance.
3	Bidder's details and Technical-Bid covering letter.
4	Turnover statement, CA-certified or audited accounts (clause B).
5	PAN and GST
6	Declarations of eligibility, non-blacklisting and integrity

PART-IV: GENERAL CONDITIONS

- Contract Period: 24 months, extendable by mutual consent based on satisfactory performance.
- Payment: Monthly, within 15 days of submission and certification of invoice.
- All personnel shall comply with statutory labour laws, safety regulations, and the College's security protocols.
- Confidentiality of drawings, records, and institutional information shall be maintained.
- Disputes shall be subject to the jurisdiction of the courts at Delhi.
- The Employer reserves the right to accept or reject any or all bids without assigning reasons.

PART-V: SCOPE OF PMC SERVICES

The PMC shall provide complete Engineering Management Services including:

- | | |
|------------------------------------|-------------------------------|
| • Inspection of all assets | • Safety Monitoring |
| • Preparation of Asset Register | • Measurement Verification |
| • Preventive Maintenance Planning | • Certification of Bills |
| • Breakdown Maintenance Management | • Cost Monitoring |
| • Annual Maintenance Planning | • Progress Monitoring |
| • Site Supervision | • Documentation |
| • Quality Assurance | • MIS Reporting |
| | • Asset Life Cycle Management |

PART-VI: RESPONSIBILITIES OF PMC

- Prepare annual maintenance plan
- Prepare monthly maintenance plan
- Attend emergency complaints
- Carry out inspections
- Deploy engineering manpower
- Prepare BOQs
- Invite quotations
- Finalize contractors
- Monitor contractor manpower
- Verify measurements
- Maintain quality
- Maintain safety
- Issue NCRs
- Prepare snag lists
- Close defects
- Maintain asset records
- Prepare monthly reports
- Maintain preventive maintenance records
- Conduct joint inspections
- Verify contractor bills
- Recommend payments
- Maintain AMC tracker

PART-VII: FORMS AND ANNEXURES (TECHNICAL BID)

The following forms shall be completed on the bidder's letterhead where applicable, signed and stamped, and placed in the Technical Bid (Envelope No. 1). All forms are to be read with Part III.

Form 1 – Bidder's details (Technical-Bid covering letter)

Name of bidder / firm	
Type (Proprietorship / Partnership / Company / LLP)	
MSE (Udyam) / DPIIT Startup status, if any	
Registered address	
Contact person, mobile and e-mail	
PAN / GST No.	
EPF / ESI registration No. (if any)	
Bidders registration	

I/We have read and unconditionally accept all terms of this tender.

I/We submit the Technical Bid accordingly.

Place: _____ Date: _____ Signature & Seal: _____

Form 2 – Declaration of eligibility and non-blacklisting

I/We declare that the firm is not blacklisted/debarred by any Government Department, PSU, University or local body as on the date of bidding. that all information and documents submitted are true. If any information is found false, our bid/contract may be cancelled and EMD/Security forfeited.

Signature & Seal: _____

Form 3 – EMD details

Instrument (DD/BC/FDR/BG)	No. & date	Bank & amount (Rs.)

Place: _____ Date: _____ Signature & Seal: _____

Form 4 – Acceptance of conditions / no deviation

I/We confirm that the bid is unconditional and contains no deviation from the tender conditions. Any deviation, if inadvertently stated elsewhere, stands withdrawn.

Signature & Seal: _____

Form 5 – Integrity declaration

I/We have not engaged and shall not engage in any corrupt, fraudulent, collusive or coercive practice in connection with this tender, and have not offered any inducement to any official of the College.

Signature & Seal: _____

Form 6: Manpower Deployment

Position	Qty	Deployment (Full Time/Partially)

Signature & Seal: ____

PART-VIII: FINANCIAL BID

The bidder shall quote:

Monthly Professional Consultancy Fee

Position	Qty	Monthly Fee (INR)

Total Monthly Consultancy Charges

GST Extra

Grand Total

Signature & Seal: ____

APPENDIX TO TENDER

Item	Data
Work Commencement Date	Shall be the date of Letter of Acceptance
Time for Completion	24 months, extendable by mutual consent based on satisfactory performance.
Mobilization Advance	One Month Fee in Advance which shall be adjusted against the Last month Payment.
RA Bills Submission Date	2 nd of Every Month, for works done until last day of previous month.