DESCRIPTION OF TENDER NOTICE FOR HIRING OF SECURITY SERVICES THROUGH OUT-SOURCING AGENCY AT HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH AND ASSOCIATED HAH CENTENARY HOSPITAL, NEW DELHI - 110062

1. It is in continuation of tender notice for inviting sealed tenders under two bid systems (Technical Bid & Financial Bid) from registered and reputed, eligible and qualified Security Agencies for providing 24x7 integrated watch & ward services in different areas of HIMSR & HAHC Hospital, New Delhi with required number of suitably equipped, trained and uniformed security personnel for one year (extendable further on mutually agreeable terms)

The tender shall be in two bid systems.

   (a) Technical Bid: Containing information regarding business turn over, experience and other details of the firm, to ascertain the suitability of the tenderer. (Annexure I)

   (b) Financial Bid: Containing of rates & amount. (Annexure II)

S. No	Brief Description of Service	Deployment of Security Personnel
1	Deployment of Security personnel for providing Watch & Ward Services for different areas HIMSR & HAHC Hospital, New Delhi	Supervisor 3-5 Marshals 7-10 Security Guards 45-60 Note: (i) Posts are for 365 days. (ii) Contractor to plan for day off / Gazetted holidays. (iii) The above mention manpower strength may increase or decrease by 20% at short notice.
Pre-Bid Conference Meeting to give clarification to the prospective bidders if any, will be held on 12.11.2020 at 02:30 PM (Monday) in the office of Medical Superintendent, HAHC Hospital		
Closing date & time for receipt of bids	16/11/2020 – 02:00 PM	
Date & time for opening of technical bids	16/11/2020 – 03:00 PM	

2. The tender shall be deposited/dropped on or before 16.11.2020 up to 01.30 P.M in the tender box placed in Medical Superintendent Office HAHC Hospital, New Delhi.
3. Tenders (technical bids) will be opened on the same day 16.11.2020 at 03:00 PM in the office of the Medical Superintendent in presence of the interested tenderer or their authorized representative of the agency.
4. The competent authority of Hamdard Institute of Medical Sciences & Research and Associated HAHC Hospital, New Delhi may send a committee for visit of the establishments of the tenderers to assess their suitability, as part of the Technical Bid. The Commercial/ Financial bids of only those tenderer will be opened, who are found suitable by the committee appointed for the purpose.

5. Preference may be given to those agencies who have experience of providing security services in Hospital, University, College & Educational Institutes.

6. Tender documents can be submitted with required documents after satisfying themselves eligible for participating in tendering. The tender cost is Rs.5000/- only (non-refundable) & earnest money is Rs. 5,00,000/- only, that shall be in the form of demand draft in favor of Hamdard Institute of Medical Sciences & Research.

7. The bidder should submit the Technical Bid (Annexure I) & Financial/Commercial Bid (Annexure - II) as per format attached herewith along with tender document and tender cost & earnest money. The demand draft, of tender cost Rs.5000/- only (non-refundable) and EMD for Rs. 5,00,000/- only along with the Technical Bid in Separate sealed envelopes super-scribing "Technical Bid" and "Financial/Commercial Bid" respectively. These two envelopes shall be sealed properly and Super-Scribed "TENDER FOR SECURITY SERVICES AT HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH AND ASSOCIATED HAHC HOSPITAL".

8. The documents should be numbered and indicated page nos. in an index for reference of attached documents.

9. Hamdard Institute of Medical Sciences & Research shall reserve the right to bi-furcate the whole work, allot to more than one contractor or reject any/all the tenders without assigning any reason whatsoever.

10. Tenders should be addressed to the Medical Superintendent, HAH Centenary Hospital, Hamdard Nagar, New Delhi -110062.

11. The following information shall be indicated on the Envelope cover.

    a) Tender for hiring SECURITY SERVICES at Hamdard Institute of Medical Sciences & Research and Associated HAHC Hospital

    b) Name of Firm _____

    c) Clearly indicate on the envelopes "TECHNICAL BID" OR "FINANCIAL BID".