

DESCRIPTION OF TENDER NOTICE FOR HIRING OF SUPPORTING STAFF THROUGH OUT SOURCING AGENCY AT HAMDARD INSTITUTE.OF MEDICAL SCIENCES & RESEARCH AND ASSOCIATED HAHC HOSPITAL, NEW DELHI

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 Outsourcing Agencies for providing 24x7 integrated support services including Paramedical Staff, Maintenance Staff etc. in different areas of HIMSR & HAHC Hospital, New Delhi with required number of suitably, trained 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	Category of Outsource Staff
1	Deployment of Supporting Staff for providing Services for different areas in HIMSR & HAHC Hospital, New Delhi	1. Admin. Staff (Clerical & Attendants) 2. Maintenance Staff (Plumber, Carpenter, Electrician etc.) 3. Nursing Staff (Nursing Aid, Ward Boys) Note: (i) Contractor to plan for day off / Gazetted holidays / leaves. (ii) The ordered manpower strength may increase or decrease by 25% at short notice.
Pre-Bid Conference Meeting to give clarification to the prospective bidders if any, will be held on 15.03.2021 at 12.30 P.M (Monday) in the office of Medical Superintendent, HAHC Hospital.		
Closing date & time for receipt of bids		16/03/2021 – 02:00 P.M
Date, time & venue for opening of technical bids		17/03/2021 – 03:00 P.M

2. The tender shall be deposited/dropped on or before 16.03.2021 up to 02.00 P.M in the tender box placed in Medical Superintendent Office HAHC Hospital, New Delhi.
3. Tenders will be opened on the same day 17.03.2021 at 03:00 P.M in presence of the interested (technical bids) 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 tenderers 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 supporting staff in Hospitals.
6. 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 SUPPORTING STAFF AT HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH AND ASSOCIATED HAHC HOSPITAL".
7. The documents should be numbered and indicated page nos. in an index for reference of attached documents.
8. Hamdard Institute of Medical Sciences & Research shall reserve the right to bifurcate the whole work, allot to more than one contractor or reject any/all the tenders without assigning any reason whatsoever.
9. Tenders should be addressed to the Medical Superintendent, HAH Centenary Hospital, Hamdard Nagar, New Delhi -110062.
10. The following information shall be indicated on the Envelope cover.
 - a) Tender for hiring SUPPORT STAFF 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".