

DESCRIPTION OF TENDER NOTICE FOR HOUSEKEEPING SERVICES THROUGH, OUT-SOURCING AGENCY AT HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH AND HEALTH CENTRES, NEW DELHI

Sealed tenders in two bid systems, (Technical Bid & Financial Bid) are invited from registered and experienced housekeeping agencies for housekeeping services at HIMSR Building and Health Centers (RHTC and UHTC), New Delhi.

The tender shall be in two bid systems.

- (a) Technical Bid: Containing information regarding business turnover, experience and other details of the firm, to ascertain the suitability of the tenderer (**Annexure-I**)
- (b) Financial Bid: Containing rates & amount [**Annexure-II (sqm basis) & Annexure-III (manpower basis)**]

- 1. The tender shall be deposited/dropped on or before 17.04.2023 up to 02.30 PM in the tender box placed on Ground Floor, Foyer, HIMSR Building, New Delhi.**
- 2. Tenders (Technical bids) will be opened on the same day 17.04.2023 at 3:00 PM in presence of the interested tenderer or their authorized representative of the agency.**
3. 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.
4. Preference may be given to those agencies who have experience of providing housekeeping staff in Hospital, Universities, Colleges & Educational Institutions and also registered with ISO 9001/2000 etc.
5. Tender documents can be submitted with required documents after satisfying themselves eligible for participating in tendering. The tender cost is Rs.5,000/-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.
- 6. The bidder should submit the Technical Bid (Annexure I) & Financial/Commercial Bid (Annexure II & III) as per format attached herewith along with tender document and tender cost & earnest money. The demand draft, of tender cost EMD shall be attached for 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 HOUSEKEEPING SERVICES".**

7. The documents should be numbered and indicated page nos. in an index for reference of attached documents.
8. The Institute 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.
9. **Tenders should be addressed to Dean, HIMSR, Hamdard Nagar, New Delhi - 110062.**
10. The following information shall be indicated on the Envelope cover.
 - a. Tender for hiring **HOUSEKEEPING SERVICES at HIMSR, UHTC, and RHTC on an Outsourced basis.**
 - b. Name of Firm. _____
 - c. Clearly indicate on the envelopes "**TECHNICAL BID**" OR "**FINANCIAL BID**".
 - d. Last date of submission of Tender.....

Prof. (Dr.) Mridu Dudeja
Dean, HIMSR

