

**Engineering & Maintenance Department**  
**Hamdard Institute of Medical Sciences & Research**  
**& Associated HAH Centenary Hospital**

**Hamdard Nagar, New Delhi-110062**

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**TENDER DOCUMENT**

**For the replacement of rusted & damaged rainwater Gutter & glass structure in the new block Substation to prevent the rain water leakage on the recently commissioned HT, LT Panels & transformers of new block sub-station.**

## **NOTICE INVITING TENDER**

Sealed tenders in Single bid system are hereby invited on behalf of HIMSR from experienced and interested Contractors registered with Govt. Semi Govt. or State Govt. organization or worked/working in reputed institutions for the below mentioned work.

Name of the work	:	Regarding the replacement of rusted & damaged rainwater Gutter & glass structure in the new block Substation to prevent the rain water leakage on the recently commissioned HT, LT Panels & transformers of new block sub-station.
Tender Fee	:	Rs. 500/- (Rupees Five Hundred only)
EMD	:	Rs. 20,000/- (Rupees Twenty Thousands only)
Completion Time	:	20-25 days
Issue of Tender Document	:	02.09.2025
Last Date of Submission	:	04.10.2025

1. The Contractors having relevant experience in such field may download tender documents from the institute's official website [www.himsr.co.in](http://www.himsr.co.in). The filled tender along with the prescribed Tender Fee should be submitted in the tender box at 9<sup>th</sup> floor of HAHC Hospital 'B' Block on or before 04/10/2025 up to 2:00 PM. The bid will be opened on the same day at 3:00 PM.
2. HIMSR reserves the right to reject any or all the tenders without assigning any reason thereof and also not bound to accept lowest tender. Tenders in whom any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
3. Canvassing whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the contractors who resort canvassing will be liable to be rejected.

**Dean/Principal  
HIMSR & HAHC Hospital**

## **Instructions to Bidders**

### **1. SCOPE OF WORK**

The successful tenderer shall be in a position to provide the repairing and replacement of rusted & damaged rainwater gutters & glass structure in the new block Substation to prevent the rainwater leakage on the recently commissioned HT, LT Panels & transformers of the new block substation.

### **2. ELIGIBILITY CRITERIA**

- 2.1 The tenderer should be Competent and authorized service provider/Authorized contractor for the execution of similar types of repair works of structures & rainwater, etc.
- 2.2 Certified documents of having successfully completed similar works during the last 3- years should also be attached.
- 2.3 The tenderer must have its office /branch located either in Delhi/ New Delhi/NCR. The bidder must have his own T & P and qualified and experienced manpower. Certified copy in support must be attached.
- 2.4 The Bidders must have GST, PAN, etc.

### **3. SUBMISSION OF BIDS**

Tenders should be submitted in sealed envelopes, super-scribing NIT & Name of work, due date for opening, bidder's name & address. The sealed tender duly filled should be dropped in the tender box kept in the Purchase Section on the 9<sup>th</sup> floor of Block-B. It should not be handed over to any employee of the HIMSR. No tender shall be accepted later than the time schedule specified above. Any clarifications/amendments/corrigendum etc., to NIT before last date of submission of bid will only be available on our website: <https://www.himsr.co.in/> Therefore, bidders are advised to keep visiting our website

**Note:** The bidder shall submit the following:

- a. Covering letter on Company's Letter head
- b. Tender Fee
- c. Earnest Money Deposit.
- d. Copies of GST & PAN etc.
- e. Copies of work orders for similar nature of works as per criteria for eligibility mentioned above.
- f. Entire NIT and document duly signed & stamped by the bidder.
- g. Bidder not complying the bid & eligibility criteria is liable to be rejected.
- h. BOQ as cited on **Annexure "II"**
- i. Bidders are required to quote his item rates in the above said attached BOQ in accordance with the scope of works, terms & conditions & technical specifications enclosed. *The rates/price quoted by contractor should be all inclusive i.e. should include all material cost labour, services, plant/machinery/tools & tackles, ladders & scaffolding required for work, freight, Insurance, Octroi, Govt. duties & levies, GST, Service Tax, Sales Tax etc.), transport/cartage of materials/labour and all other expenses not specifically mentioned but reasonably implied.* It is mandatory for bidder to quote all items rate as asked for in the BOQ/ PRICE schedule. Failure in not filling some item rates will lead to rejection of tender. The bidders should quote unconditional rates, neatly written/typed without any overwriting and all pages should be duly signed & stamped

#### **4. GENERAL TERMS & CONDITIONS**

- 4.1 HIMSR is at liberty to make additions/deletions/modifications/amendments in the tender document and the applicants are bound by the same.
- 4.2 The tender proposal, completed in all respects, should be signed by the authorized signatory of the bidder/agency on all the pages of the application document at bottom right side corner in token of acceptance of the terms and conditions of the tender and for the purpose of identification. This is to ascertain that the bidder has quoted against all relevant items.
- 4.3 The EMD in the form of DD of Rs 20,000/- & tender fee of Rs.500/- should be in favor of “HIMSR”. Tenders received without tender fee & EMD will be rejected without assigning any reasons. EMD & tender fee mentioned in the tender document has to be submitted without fail. The EMD of unsuccessful tenderer will be returned after issue of work order to the successful tenderer.
- 4.4 ***Bidder/Agency are advised to examine and fully satisfy themselves before submitting their applications as to the nature of work/project to be executed and the other aspects pertaining to and/or impacting the work/project and shall themselves obtain all necessary information/clarification as to the risks, contingencies and other circumstances which may influence or affect the work/project.***
- 4.5 The tenderer will not be entitled to any claim of compensation, financial or otherwise, for difficulties, if any, faced or losses incurred by them on account of submission of the tender.
- 4.6 The price quoted in price bid should be inclusive of all types of taxes. No extra charges will be paid over and above the contract amount on account of any taxes (existing or future addition) or on any other account.
- 4.7 The warranty should be valid for a period of at least three years.
- 4.8 Losses incurred due to mishandling/misplacement/theft or any malpractice by technicians during the execution of work, the Contractor has to reimburse/make good of the losses suffered by HIMSR due to the fault of his technicians. In case of non – non-reimbursement / making good by the contractor, the same will be recovered from the bills by the HIMSR.
- 4.9 Tenderers / Bidders are advised to visit the proposed site where the work is to be carried out and understand the scope of work from the concerned Engineer-in-Charge before quoting rates.
- 4.10 The HIMSR does not bind itself to accept the lowest quotation and reserves the right for accepting any quotation or to reject any or all quotations and also to reduce or enhance the quantity and period of order according to departmental requirement without assigning any reason.
- 4.11 The decision of the HIMSR will be final in case of any dispute arising in implementation of the terms of the contract.
- 4.12 All security and safety regulations and guidelines as per the applicable law & Engineer-in-Charge must be followed.
- 4.13 The contractor will be liable for any loss, damage of casualty happened to the equipment of person during work. All labor laws amended time to time by Govt. of India will be strictly followed

*Annexure - I*

**PROFILE BID**

*(To be filled in and submitted along with the offer by the tenderer)*

- 1 Name of the firm M/s.....
- 2 Address of the firm.....  
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- 3 Name of proprietor/partner.....
- 4 Details of Tender fee: Rs. 500/- (Name of “HIMSR”)
- 5 Details of EMD: Rs. 20,000/- (Name of “HIMSR”)
- 6 Telephone No / Mobile No.....
- 7 Email ID .....
- 8 PAN No. ....
- 9 GST No. ....
- 10 Any other information important in the opinion of the tenderer:

SEAL & SIGNATURE OF BIDDER

## PRICE BID

SN	Description	UOM	Qty	Rate	Amount
1	Providing and fixing double scaffolding system (cup lock type) on the exterior side of building/structure, up to 25 metre height, above ground level, including additional rows of scaffolding in stepped manner as per requirement of site, made with 40 mm dia M.S. tube, placed 1.5 metre centre to centre, horizontal & vertical tubes joint with cup & lock system with M.S. Tubes, M.S. tube challis, M.S. clamps and staircase system in the scaffolding for working platform etc. and maintaining it in a serviceable condition for execution of work of cleaning and/ or pointing and/ or applying chemical and removing it thereafter. The scaffolding system shall be stiffened with bracings, runners, connecting with the building etc., wherever required, if feasible, for inspection of work at required locations with essential safety features for the workmen etc., complete as per directions and approval of Engineer-in-charge.	Days			
2	Steel work in built up tubular (round, square or rectangular hollow tubes etc.) trusses etc., including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer, including welding and bolted with special shaped washers etc. complete. Hot finished welded type tubes.	KG	500		
3	Dismantling aluminium/ Gypsum partitions, doors, windows, fixed glazing and false ceiling including disposal of unserviceable material and stacking of serviceable material within 50 meters lead as directed by Engineering- charge.	SQM	224		
4	Supply & installation of 6mm Polycarbonate Sheet (Jindal Lexan) inclusive Labour charges & GST.	SQM	224		
5	Supply & installation of 18 Gauge GI Sheet roof rainwater Gutter including bending, fitting etc.	RMT	61		
Sub-Total					
Add GST @ 18%					
Grand Total					

## Note:

- Price must be inclusive of all charges like Fright/cartage, loading, unloading charges etc.

SEAL &amp; SIGNATURE OF BIDDER