



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

Hamdard Nagar, New Delhi-110062

Website: www.himsr.co.in

TENDER DOCUMENT

FOR

Regarding the supply and installation of a new LED illuminated Sign Board at the top of the VIP porch area of HAHC Hospital Block-B.



Date: 01/04/2026

NOTICE INVITING TENDER

Sealed tenders in Single bid system are hereby invited on behalf of HIMSR from experienced and interested Contractors/agencies.

- Name of the work : Regarding the immediate supply and installation of a new LED illuminated Sign Board at the top of the VIP porch area of HAHC Hospital Block-B
- Tender Fee : Rs. 500/- (Rupees Five Hundred only)
- Completion Time : As per the Requirement.
- Issue of Tender Document : 01/04/2026
- Last Date of Submission : 24/04/2026

1. The Contractors having relevant experience in such field may download tender documents from the institute's official website www.himsr.co.in. The filled tender along with the prescribed Tender Fee should be submitted in the tender box at 9th floor of HAHC Hospital 'B' Block on or before 24/04/2026 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. The party shall be deemed to have visited to the site, understood the work prior to quoting of rates.
2. The agency should have valid License / Registrations whichever are applicable by law and required for providing services mentioned in this tender.
3. The tender is not transferable.
4. The Agency should have experience of undertaking such works/projects for Commercial/Education/Government establishments etc.
5. Assigning or Subletting full or any portion of the contract shall not be allowed under any circumstances.
6. The bidder must quote the prices strictly in the matter as indicated in the document, failing which tender is liable for rejection.
7. The bidder must provide all technical specifications and designs for approval from the competent authority. If any change is required in the submitted design, the bidder must comply with the same.
8. The proposed LED illuminated board should be waterproof and properly sealed on all sides.
9. Tender with incomplete details / false details / with omissions & errors etc. shall be rejected. Conditional tender will be rejected.
10. Tenders offer shall be valid for a period of 90 days from the date of submission of tender.
11. HIMSR does not bind to accept the lowest or any tender and reserves the right to acceptor reject any or all the tenders, either in whole or in part, without assigning any reasons thereof. HIMSR may finalize the agency based on the criteria which deemed to be fit as per HIMSR requirements.
12. Direct or indirect canvassing in any form is strictly prohibited.
13. **Warranty / Guarantee:** Bidder must provide two year warranty and it commence from the date of the satisfactory commissioning of signage against any manufacturing defect, workmanship or poor quality of the components. No offer of the vendor will be accepted without warranty/ guarantee of their supplied/ installed goods. During warranty defective signage will be replaced free of cost.
14. **Installation:** All the work shall be completed within 30 days from the date of issue of work order. All the aspects of safe installation shall be the exclusive responsibility of the supplier.
15. The above rates must be inclusive of all applicable Taxes, handling and freight charges etc. & all applicable taxes shall be deducted at source from the contractor's bill.

Note: Payment will be made as per actual measurement basis.



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.....
.....
- 3 Name of proprietor/partner.....
- 4 Details of Tender fee: Rs. 500/- (**Name of HIMSR**)
- 5 Details of EMD: NOT APPLICABLE
- 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



Annexure-II

FINANCIAL BID

SN	Description	UOM	Qty	Rate	Amount
1	LED 3D Letter, 1.5 V with latest water proof Hi Light -Samsung Modules or equally reputed module in 3mm Acrylic sheet, Iron Frame, ACP Sheet 3 mm thick, beneath each letter as per cutting to impart mechanical strength to letters fixing, sealed with sealant complete to make IP Grade 67, moisture dust ingress free, in the approved font of white color light complete with electrical wiring, power drivers and back side should be covered with GI sheet and rain water & air should not be entered inside the board as per site requirement and as per instructions of Engineer-in Charge, Letter height should be between 18" to 24" as per the direction of competent authority, color white 3 mm acrylic sheet.	Sqft	250		
				Add GST @ 18%	
				Total Amount	

SEAL & SIGNATURE OF BIDDER