



Instructions to Bidders

1. The agency is advised to visit the proposed site to understand the nature of work, and work scope from the concerned in charge before submitting the tender.
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 must bid for whole quantity. Partial bidding will not be accepted and will not be considered for further process.
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. Conditional tender will be rejected.
7. The Prices quoted should be having inclusive of all applicable taxes and all other applicable charges related with providing services mentioned in tender.
8. Tenders offer shall be valid for a period of 90 days from the date of opening of tender.
9. HIMSR does not bind to accept the lowest or any tender and reserves the right to accept or 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.
10. Direct or indirect canvassing in any form is strictly prohibited.

SEAL & SIGNATURE OF BIDDER



GENERAL TERMS & CONDITIONS

Job Description: Aluminium Partition work in A-Block Basement for creating an IT Workroom.

Tender type:

- (i) Technical Specification: As per Annexure-I and the bidder can also submitted supporting documents/leaflet/catalogue etc.
 - (ii) Price Bid : As per Annexure-II
1. Tender Fee : Rs. 500/- (**Name of “HIMS”**)
 2. Earnest Money Deposit (EMD): Not applicable
 3. Validity: 90 days from the date of opening of the tender, offer valid for a shorter period shall be treated as unresponsive & rejected.
 4. F.O.R.: HAH Centenary Hospital, HIMS, Hamdard Nagar, New Delhi-110062, Door Delivery duly unloading.
 5. Work Completion Time: Within 15 days from the date of issue of Purchase/work Order.
 6. If any defect is found in the work & spare parts it should be replaced immediately.
 7. All Sections & pages of the tender documents strictly should be signed, name and sealed by bidder firm.
 8. The tenderer shall visit the site and acquaint himself fully of the site and no claims whatsoever will be entertained on the plea of ignorance of difficulties involved in execution of work of carriage of materials.
 9. The tenderer is to indicate here the proposed site organization be proposes to set up for execution of the work it is understood that will be augmented from time to time demanding on the requirement for timely completion of work as per bid.
 10. The Contractor shall properly clean work as it progress and shall promptly remove all rubbish and debris from the site from time to time, as is necessary and as directed on completion.
 11. Details of similar works executed in Higher Educational Institutions, hospitals, or Working agencies at HIMS. Please attached the minimum three compilations certificate of 80% of the work value during the last two financial years.
 12. The payment will be made within 45-60 days from the satisfactory completion of the said work after the submission of the original invoice.
 13. The successful firm shall have to undertake the job for supply the items after getting orders from the HIMS.

14. The HIMSR reserves the right to reject any or all tenders without assigning any reason thereof.

15. Jurisdiction of Delhi Courts only shall be for all legal disputes.

SEAL & SIGNATURE OF BIDDER



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

PRICE BID

Name of Work: Aluminium Partition work in A-Block Basement for creating an IT Workroom.

S.NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	Providing and Fixing Aluminium section Partition (18 gauge power coated) , Doors, Jaali & Glass etc.	Sqm	18		
2	62 mm thick cement concrete flooring with concrete hardner topping under layer 50mm thick cement concrete 1;2;4 4 graded stone aggregate 20 mm nominal size and top layer 12 mm thick cement hardner consising of mx 1;2 hardening compound mixed ,this includes cost of cement slury but excluding the cost of nosing of steps etc complete.	Sqm	25		
3	Filling for floor height brick aggregate 63/50mm nominal size	Cum	3		
4	Supplying, making, installing wooden cabinets, making of wooden cupboards by using 12mm Ply board & 1mm necessary fittings, Locks, SS handles, sliding channels, 6mm Glass etc.	Sqft.	40		
TOTAL					

Note:

- **Price must be inclusive of all charges like Freight/cartage, loading, unloading and labour charges etc.**

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