



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 Quotation.
2. The agency should have valid License / Registrations whichever are applicable by law and required for providing services mentioned in this Quotation.
3. The Quotation 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 Quotation is liable for rejection. Conditional Quotation 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 Quotation.
8. HIMSR does not bind to accept the lowest or any Quotation and reserves the right to accept or reject any or all the Quotations, 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.
9. Direct or indirect canvassing in any form is strictly prohibited.

SEAL & SIGNATURE OF BIDDER



GENERAL TERMS & CONDITIONS

Job Description: Repair/Replacement of Damaged Foyer Polycarbonate Sheet at Right Wing of HIMSR Building.

Quotation 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. Quotation Fee : **Demand Draft** Rs. 500/- (Name of “HIMSR”)
 2. Earnest Money Deposit (EMD): **Demand Draft** Rs 8000.00/- (Name of “HIMSR”)
 3. The rates/price quoted by contractor should be inclusive of all material cost, labour, services/tools, GST etc.
 4. F.O.R.: HAH Centenary Hospital, HIMSR, Hamdard Nagar, New Delhi-110062, Door Delivery duly unloading.
 5. Work Completion Time: Within 25 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 Quotation documents strictly should be signed, name and sealed by bidder firm.
 8. The Bidder 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 Bidder 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. Work shall be done as per specification as specified in the BOQ. Work shall be completed within stipulated period failing which 1% penalty per week to maximum of 05% on the total work amount, shall be imposed.
 12. If Water and Electricity provided by HIMSR then Water & Electricity charges will be deducted 1% for each.
 13. Bidders are advised to submit their KYC Documents like Registration, GST No. , Related Work Experience etc.

14. A @5% security money deducted from the every bill, which will be released after the Defect Liability Period (DLP) i.e. one year.
15. No Escalation shall be considered during the execution period of the work.
16. Details of similar works executed in Higher Educational Institutions, hospitals, or Working agencies at HIMSR. Please attached the minimum three compilations certificate of 80% of the work value during the last two financial years.
17. The payment will be made within 45-60 days from the satisfactory completion of the said work after the submission of the original invoice.
18. The successful firm shall have to undertake the job for supply the items after getting orders from the HIMSR.
19. The HIMSR reserves the right to reject any or all Quotations without assigning any reason thereof.

SEAL & SIGNATURE OF BIDDER