

Technical Bid Proforma

Annexure I

For the engagement of reputed agency for providing Paramedical and other Staff on Outsourced Basis.

1	Date and time for the Submission of tender :	03.10.2017 on 02:30 PM
2	Date and time for the opening of the tender :	03.10.2017 on 04:00.PM
3	Period of Contract :	One Year & can be extended for a further period of one year
4	Rates quoted per Paramedical & other Staff for 8 hours duty: Post of Nursing Orderly, Lab Technician, ECG Technician, CSSD/CSR Assistant, OT Assistant, Plaster Assistant, Ambulance Driver and Junior Assistant, DEO, Office Attendants	Enclosed separated sheet for break up. NB: the agency cannot pay less than the minimum wages.
	Earnest Money:	Rs. 3,60,000./- (Earnest Money) to be submitted on or before the closing date of submission of Tender along with the letter to Head Finance & Administration
5	Name of the Agency :	
6	Date of establishment of the agency :	
7	Communication Address and Phone no., Fax number, Mobile Number, E-Mail address of the Agency :	
8	Name of Proprietor/Partner/Owner /Authorized Person/Director of the firm/Company :	
9	Communication Address and Phone no., Fax number, Mobile Number, E-Mail address of the Tenderer :	
10	Permanent Address of the tenderer :	
11	Registration No. of the Agency (Please enclose photocopy of Regn. Certificate with the Statutory Authority) :	
12	Bank Details for further transactions (Copy of One cancelled cheque to be Enclosed)	Bank Name
		A/c no.
		Address
		IFSC Code
		MICR No.
13	Earnest Money DD details :	For Rs. 3,60,000/- (Towards prescribed EMD)
	DD no. & Date :	
	Issuing Date:	
	Validity of DD :	
14	Permanent Account No. of Income Tax Department and latest Clearance Certificate (attach copy) :	
15	Please specify as to whether tenderer is a sole proprietor/Partnership firm/Company (attach document) :	

16	Please specify as to whether tenderer is recognized with Appropriate authority for deploying Paramedical and other Staff on contractual Basis. (attach documents) :	
17	Attach following documents :	
18	Audited Accounts of last three financial years i.e. 2014-15, 2015-16, 2016-17	
19	Valid GST Registration No. (enclose Photocopy) :	
20	Valid ESI Registration No. (enclose Photocopy):	
21	Valid EPF Registration No. (enclose Photocopy) :	
22	Valid PAN (enclose Photocopy) :	
23	Valid Labour License (enclose Photocopy) :	

The eligibility for the deployment of the manpower would be followed as per the guideline of Recruitment rules decided by Hamdard Institute of Medical Sciences & Research, Hamdard University, New Delhi.

The number of the manpower to be supplied would be about 100 in different cadres. The number of Paramedical and other staff may be increased or decreased depending upon the requirements. The Manpower engaged would work on the Post of Nursing Orderly, Lab Technician, ECG

Technician, CSSD/CSR Assistant, OT Assistant, Plaster Assistant, Ambulance Driver, Junior Assistant, DEO, Office Attendants etc.

The successful bidder will be required to execute an agreement on a Non judicial stamp paper (purchased by the successful bidder) within a period of 2 weeks from the date of issue of Letter of award until extended by Director General Hamdard Institute of Medical Sciences & Research and Associated Hospital, Hamdard University, New Delhi up to a maximum of another one week.

Bid Security (EMD) shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to deposit the security deposit within the time frame specified i.e. within a fortnight of award of contract which can be extended by the Director General Hamdard Institute of Medical Sciences & Research and Associated Hospital, Hamdard University, New Delhi up to a maximum of further one weeks on the written request of successful bidder.

Signature of the tenderer with seal

