

JAMIA HAMDARD
(Hamdard University)
HAMDARD NAGAR, NEW DELHI-62.
(Re-Accredited By NAAC In Grade 'A')

Expression Of Interest

The Expression of interest is invited from reputed and experienced agencies for Up-Keep & Maintenance of the Medical Collage HIMSR at Jamia Hamdard. The approx. covered area is 134413.92 Sq.ft. (12492.00 Sq.mt.)

The HIMSR is well equipped with Fire Fighting System, two Passenger Lifts, Centrally air condition plant, Computer labs, Cadavers Lab, Museum, Air conditioned Lecture theaters & Library etc. The interested agencies/contractors may visit & see thoroughly the HIMSR Building before giving the proposal.

The proposal should be bases on the attached Annexure-I contain all details of their experience, List of clients, Turnover of last three years, Registration of the Firm, Numbers of personnel to be deployed and also detailed procedure for the Upkeep & Maintenance works.

The last date for submission of the EOI is 07 -03-2014 up to 3.00 p.m. other details can be downloaded from the University website:- www.Jamiahamdard.ac.in or www.Jamiahamdard.edu

Jamia Hamdard reserves the right to accept or reject any or all quotations without assigning any reason whatsoever and do not extended or deviated the quantum of work.

(Dr. Firdous A. Wani)
REGISTRAR

Ph.No. 011-26059688 (12 Lines) Extn. 5373 & 5304

**The following details to be furnished by the agency with EOI for Upkeep & Maintenance of
HIMSR Building at Jamia Hamdard.**

1. Names, Address of firm/agency and telephone no.....
2. Registration number of the firm/agency registered for maintenance & up-keep of buildings.
(must be registered minimum five years old. (attach the copy of registration certificate).....
3. Name, Designation, Address and Telephone no.....of authorized
person of firm /agency to deal with.....
4. Please specify as to whether tenderer is a sole proprietor/partnership firm/ company name,
address, telephone number should be specified.
(a)..... (b).....
.....
5. Memorandum in case of company and partnership deed in case of partnership firm to be
provided.
6. Pan..... (enclosed attested copy of pan)
7. Tan..... (enclosed attested copy of pan)
8. E.P.F. no. and authority with whom registered (enclosed
attested copy of registration certificate)
9. E.S.I. no..... (enclosed attested copy of epf registration
certificate)
10. License no. under contract labour (R & A) Act.
11. ISO 9001/2000 certificate (enclosed attested copy of ISO certificate)
12. Service tax registration certificate.....
(enclosed attested copy of service tax registration certificate)
13. Turnover of last 3 financial years.
(enclosed attested copy of auditor's report with balance sheet each year)
14. List of clients where the said services provided or providing by the agency in last two years.
15. Performance certificates issued by the director/ authorities against the similar work executed or
in working at leading corporate, industrial houses, universities, hostels and reputed
organization. (enclosed the copies)
16. Declaration of deployment of manpower for upkeep & maintenance, declare also how much
man power shall remain in building to keep services in smooth functioning & working conditions.
17. Detailed procedure/mechanism to upkeep & maintenance of HIMSR Building.
18. Proof of providing services of last 07 years experience and Proof of at least two works of
minimum amounting Rs. 50.00 lakh each year of each work (enclosed copies of work orders &
completion certificate of each work) at reputed corporate offices.

19. **Brief Details for Up-Keep & Maintenance of HIMSR Building at Jamia Hamdard.**

- i) The HIMSR has air conditioned lecture theaters, labs, computer lab, museums, cadavers, library, Faculty rooms, conference hall, computer labs, common rooms, reception area, 32 toilet blocks, passengers lifts (2nos.), fire fighting system comprising sprinkler system in basement, approx. 50 A.Cs (1.5 t), approx. 12 water coolers with R.O. system.
- ii) The external development of lawns and approach roads are also part of building for upkeep & maintenance. (but the area of lawns, approach roads & all-around area shall not be paid separately)
- iii) All equipments (excepts labs & computers) whether warranty or not will be maintained by the agency which will ensure its proper working.
- iv) The agency shall be responsible for smooth functioning of all services like plumbing, electrical, carpentry, horticulture, roads, drain, water tanks at terrace and underground tanks i/c periodical cleaning and proper functioning of all equipment etc. complete.
- v) The agency may be asked to deploy man power on Sundays & holidays for the work in said building, but no payment shall be made separately.
- vi) The agency shall deploy at least two trained workers in anatomy department exclusively for dealing with the cadavers their maintenance, cleanliness of dissection room and its upkeep etc.

20. **EOI should be addressed to the Registrar Jamia Hamdard New Delhi-110062.**

The following information will be indicated on the envelope cover.

- a) EOI for upkeep & maintenance services for **Up-Keep & Maintenance of HIMSR Building at Jamia Hamdard.**
- b) Name of firm. _____
- c) Clearly indicate the list of enclosures. _____

CONTRACTOR SIGN AND SEAL