

**File No. 68-3/2011-Maintenance/PGIMER
GOVERNMENT OF INDIA
POST GRADUATE INSTITUTE OF MEDICAL EDUCATION & RESEARCH
DR. RML HOSPITAL, NEW DELHI**

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Dated: May, 2011

Empanelment of Agencies from suitable and willing Agencies for empanelment for providing the services for Seminars, Workshops, etc. being organized by various Organizations at Post Graduate Institute of Medical Education & Research (PGIMER), Dr. RML Hospital, New Delhi .

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Director, Post Graduate Institute of Medical Education & Research (PGIMER), Dr. Ram Manohar Lohia Hospital, New Delhi invites Empanelment of Agencies from the interested and experienced Agencies for their empanelment to provide their services in under mentioned fields for Seminars, Workshops frequently held at the Institute by various organizations.

Introduction

PGIMER at Dr. RML Hospital is a premier Institution which conducts post graduate and super specialty courses in medical sciences. PGIMER is planning to empanel various Agencies to provide their services for Seminars, Workshops frequently held at the Institute by various organizations.

In this connection, agencies interested and experienced in the following fields are requested to submit formal application for Empanelment of Agencies along with terms and conditions for their empanelment:-

1. Event Management
2. Catering services
3. Floral Decoration / Services
4. Preparation of banners, stage backdrops and signages
5. Tent services
6. Audio / Video Systems
7. Video / Still photography

Conditions:

- (i) This is only an invitation for Empanelment of Agencies and once applicants after mutual discussion are selected, a panel for Agencies will be prepared.
- (ii) The Institute will provide the list of empanelled Agencies to the Organization who organizes their Seminars, Workshops, etc. The organizer will directly deal with the empanelled Agencies for their services and finalize rate, etc.

Contd..2/-

- (iii) The empanelled Agency will raise the bills to the organizers and take payments from them. The Institute will in no way be responsible for such payments.
- (iv) If any disputes arise, the same will be mutually solved by the Organizers and the Agencies and the Institute will have no roll in this regard.
- (v) The proposal is to be submitted as per format given in this document.
- (vi) The Agencies may be called for to give the presentation.
- (vii) Based upon the presentations made, the Institute will decide to empanel the Agencies.
- (viii) Director, PGIMER reserves the right to reject any or all EOIs or cancel/withdraw the request inviting proposal without assigning any reason whatsoever and in such case no Agency shall have any claim arising out of such action.
- (ix) This proposal does not constitute nor should it be interpreted as an offer or invitation for providing their services in the Institute.
- (x) Agencies will ensure that no damage to floors and buildings of the Institute is be done while providing their services.
- (xi) If any damage is noticed, it will be the responsibility of Agencies to repair the same at their own cost.
- (xii) Agencies will be responsible to clean the area after providing their services and will be governed by all terms and conditions laid by the Institute, in the E.O.I. or subsequently.

Eligibility

Only such agencies, who have past experience in providing these services will be considered as eligible. The Agencies found eligible after scrutiny will be empanelled.

3. The formal Application Form can be downloaded from the website: **www.rmlh.nic.in** and can be obtained from the Office of the Registrar, 1st Floor, Admn. Block, PGIMER, Dr. RML Hospital, BKS Marg, New Delhi-110001. Filled up application form can be submitted to the office of Registrar, 1st Floor, Admn. Block, PGIMER, Dr. RML Hospital, BKS Marg, New Delhi-110001 superscribing "Empanelment of Agencies for Empanelment of Agency in PGIMER, Dr. RML Hospital"

4. Last date for submission of Empanelment of Agencies is 3rd June, 2011 upto 02.00 PM.

(Surinder Mohan)
Registrar

APPLICATION FORM FOR EMPANELMENT OF AGENCIES FOR EMPANELMENT OF AGENCIES FOR PROVIDING THEIR SERVICES AT PGIMER, DR. RML HOSPITAL, NEW DELHI

Nature of service.....

1. Name of the Agency (Please attach a Profile) :
2. Registered Address (With Phone, Mobile, Fax, E-mail and Web address & attach address proof) :
3. Name of Contact Persons and their Contact Number :
4. Details of Director/Partner/Staff and their brief profile :
5. Paid up capital
6. Yearly Turnover Income for the last three years as per audit report (Attach copy for Financial Statement) :
7. PAN/TAN No. :
8. VAT/CST Registration No. :
9. Details of similar works handled earlier (attach copies of work orders) :

Signature of the Applicant

Place:

Date :

Name & Address of the Applicant

(Office Seal)

