

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR NEW DELHI: 110 029**

**[RESEARCH SECTION]
INVITATION FOR EMPANELMENT OF FIRM ON AIIMS PANEL FOR
INTERNATIONAL SHIPPING/COURIERS SERVICES**

Applications are invited from International courier's service provider with facility from DOOR TO DOOR services. Firm should be able to handle TEMPERATURE and NON TEMPERATURE controlled shipments of BIOLOGICAL MATERIAL as well as documents (IMPORT/EXPORT). Firm should fulfil following essential requirements: -

1. Provide Central Account Number for courier service
2. Experience of handling public sector and Govt. Organizations courier's services of similar nature.
3. Statement of turnover/annual report for each of the last three years to be attached.
4. Firm should have direct presence in various countries throughout the world.
5. Firm should be registered by the appropriate authority.

DETAILED INFORMATION FOR THE EMPANELMENT: -

1. Ref. No. 01/Store section/11-12/RS
2. Name: **Empanelment of International Shipping**
3. Documents may be downloaded from the AIIMS web site (www.aiims.ac.in, www.aiims.edu. and www.tender.gov.in)
4. For details please refer SCHEDULE (A) Terms and conditions may be read thoroughly and signed with their offers.
5. Last date for submission: 31.01.2012.
6. Contact Persons for any clarification: -
 - Dr. R. Goswami, Sub-Dean, Research Section, AIIMS.
 - Mr.A.K.Sharma, Account Officer, Research Section, AIIMS.
 - Mr. Pradeep Gupta, Store Officer, Research Section, AIIMSEmail address: gosravider@hotmail.com
7. The offer may be submitted to office of Stores Officer, Research Section, Room No. 19-20, Ground Floor, New Private Ward, Near SBI, New Delhi – 110 029

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TERMS AND CONDITIONS

1. Empanelment would be for initially two years on competitive rates subsequent continuation would depend upon the satisfactory service of the firms.
2. The empanelled vendor shall not outsource the work to any other associate/franchisee/third party under any circumstances.
3. **Penalty:** Delay in delivery attributed due to any reasons to be intimated immediately through email/fax for necessary action to the Research Section, AIIMS. For delays (except due to unforeseen circumstances or “forced majeure”) caused by vendor and if the number of such cases are increasing, AIIMS reserves the right to terminate the empanelment/contract & penalty to be imposed by Competent Authority of the Institute, which will be final and binding on the Vendor.
4. **Payment Terms:** Payments would be processed on submission of pre-receipted bills, in triplicate, in the name of Account Officer (RS), AIIMS, duly certified by concerned Principal investigator along with proof of delivery (POD) or any other relevant document confirming delivery along with the project No. & project Investigator name etc.
5. The transporter copy of the invoice to be handed over to the consignee along with the consignment. If the transporter copy is not given/lost in transit, an Indemnity Bond or relevant document to be provided immediately by the transporter to the consignee.
6. Government levies like Octroi & Entry Tax will be paid by AIIMS wherever applicable.
7. All payments will be made subject to deduction of TDS as per Income Tax Act 1961 and other taxes if any as per Government of India Rules.

(NAME OF THE VENDOR)
WITH SIGNATURE & SEAL

SCHEDULE B

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ELIGIBILITY CRITERIA

1. The vendor should be an agency engaged in courier services for a period of at least three years. The turnover of the supplier should not be less than 50 lac in each year last three years.
2. The vendor should carry service tax registration and PAN allotted by the Income Tax Department. The agency should be Income Tax assessee and should have filled ITR at least for the last three years. Copies of ITR, PAN/TAN no to be attached.