TENDER NOTICE

On behalf of the Director, AIIMS sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Companies/firms/Agencies for providing manpower to perform jobs assigned to Programme Assistant/Stenographer, Typist cum Data Entry Operator, Laboratory Technician, Laboratory Attendant and Drivers at AIIMS, New Delhi initially for a period of one year from the date of contract.

2. Schedule:

   i. Last date & time for obtaining the tender document: 15th April, 2013, 3.00PM

   ii. Date, time & venue for Pre-Bid Meeting: 26th March, 2013, 3.00 PM
       Conference Room, 2nd Floor (Engg. Wing)
       Administrative Block, AIIMS.

   iii. Last date & time for depositing the duly completed tender documents: 15th April, 2013, 3.00PM

   iv. Date & time for opening of Technical Bid: 15th April, 2013, 3.30PM

   v. Place of opening the Tenders: Conference Room, 2nd Floor (Engg. Wing)
       Administrative Block, AIIMS.

   vi. Date and Time for opening of Financial Bids for technically qualified bidders: To be decided and intimated later.

   vii. Validity of tenders: 180 days from the date of opening of tenders.

3. Cost of Tender Document: The tenders may be obtained from the Recruitment Cell, 1st Floor, Administrative Block, AIIMS, Ansari Nagar, New Delhi-110608 on payment of Rs.1000/- (Rupees One Thousand only) in the form of Demand Draft drawn in favour of “Director, AIIMS” payable at New Delhi. The Tender document can also be downloaded from the Institute’s website. In case tender document is downloaded, the demand draft shall have to be enclosed alongwith the bid towards payment of cost of the Tender Form by the interested bidders. Tenders received without the Demand Draft of Rs.1000/- towards cost of Tender Form will be summarily rejected.

4. The interested and eligible Company/Firm/Agency may submit their tender document complete in all respect along with Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) and other requisite documents by 15th April, 2013 upto 3.00 PM in the Tender Box kept at Recruitment Cell, 1st Floor, Administrative Block, AIIMS, Ansari Nagar, New Delhi-110608. The tenders shall not be entertained after this deadline under any circumstances whatsoever.

5. The Institute reserves the right to amend / withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, AIIMS in this regard shall be final and binding on all.

ADMINISTRATIVE OFFICER (RECTT.)