



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110608

EXAMINATION SECTION

TENDER / RATE ENQUIRY

R.E.No.07/AIIMS/Exam. Sec./Old Record/26-27

Schedule – A

Name of the party in whose : _____
favour the tender form is _____
issued _____

The Asstt. Controller (Exams)
Examination Section, AIIMS
Ansari Nagar, New Delhi-110608

Dear Sir,

1. I/We hereby submit our tender for Lifting of shredded waste papers of Examination Section, on weighing basis.
2. **I/We am/are now enclosing herewith the Demand Draft No..... dated..... for Rs. 5000/- drawn in favour of the “Director, AIIMS, NEW DELHI” towards EMD/Bid Security. Tenders not accompanied with EMD/Bid Security shall be summarily rejected.**
3. I/We hereby agree to follow all the enclosed terms and conditions, stipulated by the Examination Section, AIIMS in this connection including penalty etc.
4. I/We have noted that over written entries shall be deleted unless duly out & re-written and initialed. Tenders are duly signed (No thumb impression should be affixed).
5. I/We undertake to sign the contract/agreement if required within 07 (Seven days) from the issue of the letter of acceptance, failing which our/my security money deposited may be forfeited and our/my name may be removed from the list of bidders at the AIIMS, New Delhi.
6. I/We have gone through all terms and conditions of the tender documents before submitted the same.

NOTE: The Rates mentioned in Annexure-I (Price bid) are inclusive of all levied charges etc.

Yours faithfully,

Signature: _____

Name : _____

Seal : _____



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EXAMINATION SECTION

GENERAL TERMS & CONDITIONS

Ref No. : R.E.No.07/AIIMS/Exam. Sec./Old Record/26-27
Subject : **Lifting of Shredded Waste Papers of Examination Section on Weighing basis**

Date of Submission of Quotation : **21/08/2026 up to 12.00 Noon**

Date of Opening of Quotation : **22/08/2026 at 11.00 AM**

1. Short Tender is available on www.aiims.edu and www.aiimsexams.org websites and it should be submitted to the Asstt. Controller (Exams), Examination Section, All India Institute of Medical sciences, Ansari Nagar, New Delhi 110608 under one bid system in sealed envelope duly signed schedule A, Terms & Conditions and Annexure-I (Price Bid) failing which the tender shall be rejected. The rate may be quoted only in Annexure-I (Price Bid) failing which the tender (s) will be rejected.
2. MIXED QUOTATION WILL NOT BE CONSIDERED FOR ACCEPTANCE. Each bidder should submit separate quotation/tender.
3. **TENDER DOCUMENT IS NON-TRANSFERABLE.**
4. The bidder should give rates, including taxes if any, and other levied charges etc. Tender not conforming to these requirements shall be rejected and no correspondence will be entertained under whatsoever circumstances.
5. The Tender should be submitted in a sealed envelope indicating thereon:
 - a) Reference no. RE- : R.E.No.07/AIIMS/Exam. Sec./Old Record/26-27
 - b) Tender Regarding : Lifting of Shredded Waste Papers of Examination Section on Weighing Basis.
 - c) Date of Uploading of short Tender / Rate Enquiry : **01/08/2026**
 - d) Due date for submission of the Tender : **21/08/2026 up to 12.00 Noon**
 - e) Due date for tender opening : **22/08/2026 at 11.00 A.M.**
 - f) Name of the Firm : _____

Signature of the Bidder

Name of the Bidder

Seal of the Firm

6. The tender forms be clearly filled in ink legibly or type written giving full address of the bidder. The bidder should quote in figures as well as in words the rates/amount tendered by the himself. Alterations/overwriting unless legible attested by the Bidder, shall disqualify the Bidder. The tender should be signed by the Bidder himself or his authorized agent or his behalf (Authorization may be enclosed, if applicable).
7. The E.M.D. amounting to Rs.5000/- in the form of Demand Draft; forwarding letter undertaking (**schedule-`A`**) with General Terms and Conditions and Price Bid be sealed in one envelope as mentioned in Point No.5 and be submitted before the last date of submission of tender at Examination Section, 1st Floor, Convergence Block, AIIMS, Ansari Nagar, New Delhi-110608 failing which the tender shall be rejected.
8. The Bidders should take care that the rates and amount are written in such a way that interpolation is not possible no blanks should be left which would otherwise make the tender rejected.
9. EACH TENDER SHOULD BE ACCOMPANIED WITH AN EMD/BID SECURITY AMOUNTING TO **Rs.5000/-** (RUPEES FIVE THOUSAND ONLY) IN THE FORM OF DEMAND DRAFT DRAWN IN FAVOUR OF "**DIRECTOR, AIIMS, NEW DELHI**"), AND THE SAME SHOULD BE FROM ANY SCHEDULED BANK FAILING WHICH THE TENDER SHALL NOT BE CONSIDERED FOR ACCEPTANCE AND WILL BE OUTRIGHTLY REJECTED. CHEQUE/FDR IS NOT ACCEPTABLE AT ALL. THE EMD/BID SECURITY DEPOSITED AGAINST OTHER TENDERS CANNOT BE ADJUSTED OR CONSIDERED FOR THIS TENDER. NO INTEREST IS PAYABLE ON EMD/BID SECURITY. THE EMD OF THE SUCCESSFUL FIRM/BIDDER WILL BE RETURNED AFTER LIFTING THE AWARDED ENTIRE LOT IT WILL NOT BE ADJUSTED IN THE BID AMOUNT. HOWEVER, THE EMD OF OTHER UNSUCCESSFUL BIDDER WILL IMMEDIATELY BE RETURNED JUST AFTER AWARDING THE WORK.
10. Space should be left clear after lifting their belongings by the approved bidder failing which E.M.D/BID SECURITY will be forfeited.
11. Successful Bidder shall have to lift Shredded Waste Papers within Seven (7) working days of the issue of offer letter subject to submission of full payment by the Bidders, during working days (i.e. up to 03.00 p.m.) except Saturday up to 12.00 noon failing which a ground rent @ Rs. 1000/- per day will be charged till the final lifting of the goods by bidder. No shifting will be permitted on Sundays and Govt. Holidays. Selected parties (highest bidder) shall be allowed to lift or load shredded waste papers after weighing the material.
12. The successful bidder will weigh the shredded waste papers before the Committee on site at Godown allocated to the Examination Section, AIIMS, New Delhi by Electronic Weighing Machine. It will be arranged by the bidder itself. The Electronic Weighing Machine will be properly checked by the Committee before starting of weighing the material.
13. After lifting of material, the bidder will provide two certificates on his Firm Letter Head
(1) Receiving Certificate & (2) Pulping Certificates before releasing the EMD.

Signature of the Bidder

Name of the Bidder

Seal of the Firm

14. Force majeure will be accepted on adequate proof thereof.
15. The Director, AIIMS, reserves the right to cancel/reject full or any part of the tender, who do not fulfill the conditions stipulated in the tender.
16. Bidders submitting tenders would be considered to have considered and accepted all the terms and conditions. No Inquiry verbal or written shall be entertained in r/o acceptance or rejections of the tender.
17. Any action on the part of the Bidders to influence anybody in the said Institute will be taken as an offence. He will not be allowed to participate in the tender inquiry and his tender will not be opened.
18. The selected Bidders shall have to start lifting of awarded items immediately after weighing and depositing full amount in the Institute failing which the E.M.D. will be forfeited.
19. Any damage to the property of the AIIMS if noticed, due to the fault of the successful bidder during lifting the items shall be recovered from the said firm and the decision of the Director, AIIMS, New Delhi shall be binding on the bidder.
20. Decision of the Director, AIIMS, New Delhi will be final on all issues/objections, and no inquiry will be entertained after tender opening.
21. Inspection of Lifting of Shredded Waste Papers lying in the Godown allocated to Examination Section will be done only by the prospective bidders during office hours upto 20.08.2026 (12.00 Noon).
22. Tender by Tele-fax/telegram/fax/e-mail will not be accepted.
23. THE BIDDER IS ADVISED TO QUOTE THEIR RATES INCLUSIVE OF ALL TAXES & EXPENSES, AS APPLICABLE IN THE ANNEXURE-I (Price Bid). ALL THE LIABILITIES REGARDING TAXES/LEVIES WILL BE UPON THE SUCCESSESFUL BIDDER ONLY.
24. The quoted rates of highest bidder may be utilized other departments of AIIMS with mutual understandings.
25. The quoted rates will be applicable for next one year from the date of Issue of Offer Letter.
26. Any tenderer/ supplier giving false information shall be disqualified and removed from the list of approved bidder. No business, henceforth, will be done with the firm.
27. The courts at Delhi will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside and other the court shall have jurisdiction in the matter.

Sd/-

Asstt. Controller (Exams)

Signature of the Bidder

Name of the Bidder

Seal of the Firm

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-110608

EXAMINATION SECTION

Annexure-‘I’
(Price Bid)

File no. :

Name of the bidder with full address : _____

Nomenclature	Rate Per Kg
Lifting of Shredded Waste Papers through Weighing	

The rates are inclusive of all Taxes and other levied charges etc.

Signature of the Bidder

Name of the Bidder

Seal of the Firm