

# NOTICE

## EMPANELMENT OF SUPPLIERS/ VENDORS/ SERVICE PROVIDERS FOR LAB CONSUMABLES/ REAGENT I KITS ETC. FOR HOSPITAL

All India Institute of Ayurveda, New Delhi is one of the premier Ayurvedic healthcare institutes established by the Ministry of AYUSH, Government of India with the aim of providing quality tertiary level healthcare in Ayurveda.

The All India Institute of Ayurveda, New Delhi (herein after called AIIA) (an autonomous Institute under Ministry of AYUSH, Govt. of India) intends to register/ empanelment of suppliers/ vendors/ service providers by which Institute can have a broad panel of technically capable, financially sound and reliable sources of supply to which enquiries can be addressed. Although the Institute would prefer enquiries with the empanelled vendors, the Institute reserves the right to opt for other mean, like advertisement in case it desires so.

### 2. Empanelment / Registration Procedure.

- 2.1. The applicant should clearly read all the pages of the document.
  - 2.2. Correct / relevant information / data have to be furnished by the vendors.
  - 2.3. The applicant should make sure before applying for a particular type of category, that the vendor / firm has the required eligibility criteria & experience for the that category of work / item.
  - 2.4. Service providers / suppliers applying for registration/ empanelment shall have to pay the requisite (cost / fee) amount as stated below, for registration / empanelment. The amount shall be paid by a demand draft drawn in favour of "Director, AIIA, New Delhi" payable at New Delhi. The cost of application forms and processing fees to be remitted along with the forms shall be as ₹ 500/- (non-refundable) and Registration deposit (Non refundable) ₹10,000/-.
- NB:- MSME/NSIC/SSI firms are exempted to deposit processing fee/registration fee.
- 2.5. Service providers / suppliers shall have to fill and submit the registration form along with required documents and fees to "Store Officer, All India Institute of Ayurveda, 3rd Floor, Academic Block, Gautam Puri, Mathura Road, New Delhi-110076.
  - 2.6 Applications incomplete in any respect, viz non-submission of any required document of information, or processing fee of ₹ 500/- will be rejected.

Sign. & Seal \_\_\_\_\_

### 3. Category – Wise List of Items / Work

Code No.	Category	Particular Name of Item
	<b>Lab Consumables</b>	All consumable items from any department, All Lab Consumables / Reagents 7 kits items from any department etc., I lite items from any departement etc

**Note: AIIA, New Delhi, reserves all the rights to modify or add any or all the categories as per the requirement of the Institute from time to time.**

Sign. & Seal \_\_\_\_\_

**ALL INDIA INSTITUTE OF AYURVEDA, NEW DELHI SUPPLIERS/ VENDORS  
SERVICE PROVIDERS REGISTRATION FORM**

Name of firm/ company (whether proprietary/ partnership/ Pvt. Ltd., / Public Ltd.)		
Mailing address of Registered Office: Website address:		
Telephone no., fax no.		
Mailing address of local shop/ branch office (if any)		
Contact person Name & designation		
Telephone no., fax no.,		
E-mail		
Category of vendor (Please tick whichever is applicable)	Manufacturer	Authorized stockiest
	Converters/assemblers	Supplier/distributor
	Dealer	Service Provider
Details of item category for which registration is sought	Category code:	
Whether your firm is registered under (Please tick whichever is applicable and attach the photocopies of current registration certificate and other documents)	<ol style="list-style-type: none"> <li>1. MSME/SSI/NSIC/DGTD/GeM/DGS&amp;D/BIS.</li> <li>2. District Industries Center</li> <li>3. Partnership Act</li> <li>4. Indian Company Act 1956</li> <li>5. With any Govt. undertaking/ Dept.</li> </ol>	
GST/CST/VAT No./TIN (attach attested copies)		
Income tax Permanent Account Number (attach photo copy of PAN)		
Trade License; factory license. No. (attach attested photocopies)		

Annual turnover/ IT Returns for last 03 years (attach attested photocopies) Annual Turnover should not be less than ₹ 25 Lakh in anyone of last 3 Financial Years.	FY_____	
	FY_____	
	FY_____	
Name & address of banker/s		
Bank A/c No. & RTGS Details		
If manufacturer: Name & address of your authorized dealer / distributors		
If an authorized Dealer/ stockiest: Details of item under authorized agency to be indicated (attach photocopy of certificate)		
Attested Xerox copies of Purchase orders received from Govt. Institutions/ PSU/ Reputed organization, for supply of similar materials (for which The firms wants to be registered), to be submitted	Submitted/ Not Submitted	
You are capable of executing supply order to AIIA, New Delhi	upto ₹ 25 Lakh	
Whether your firm/ company has No been blacklisted by any of the University, Institute, any Institute, a notarized certificate	No	Certificate enclosed No
Application form (Non-refundable)	Amount: ₹ 500/	D.D.NO. _____ Date: _____  Bank Name _____
Registration fees (Non-refundable)	Amount: ₹10,000/- for Items	D.D.No. _____ Date: _____  Bank Name _____

## DECLARATION

- I. This registration shall not bind AIIA, New Delhi to give any priority or preference in the issue of any tenders / enquiries and placements of purchase orders.
- II. I/We declare that the information furnished above is true to the best of my our knowledge.
- III. I/We agree to deposit EMDI S.D. Separately as may be required by the condition of tenders/ rate contract to be issued by AIIA, New Delhi from time to time.
- IV. This registration shall be used for Limited Tender Enquiry & Rate contracting the firms by AIIA, New Delhi.
- V. I/We have gone through each & every terms & conditions written in the document provided with the vendor registration form. I/We declare that all the terms & conditions of ALIA, New Delhi are acceptable to me / us.
- VI. I/We agree that the payment will be made after delivery, acceptance and installation is acceptable.

**Signature with seal**

Name \_\_\_\_\_

Sign. & Seal\_\_