

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029
STORES SECTION ((DO))**

F. No. XX -133/SO(DO)/Record Management/24-25/M&E

Dated: - 16.10.2025

To,

M/s. Crown Worldwide Pvt. Ltd.
C-3, MIDC, Talaja
Talaja, Navi Mumbai-410208
Telephone : 8882330330, 9967005213
E-mail : sales.in@crownrms.com
gbedwal@crownww.com

Subject: - Offsite Record Management Service at AIIMS - Letter of Acceptance: - reg.

Sir,

With reference to your participation on above mentioned tender on the subject cited above, the undersigned is directed to inform you that your rates for the rate contract of following (items) have been accepted and approved for TWO years from the date of GeM Contract/Sanction order bearing No.511687732038827 w.e.f. 23.10.2025 to 22.10.2027 on the terms and conditions of the tender & further extendable as per T & C of tender with the mutual consent of AIIMS authority and the vendor.

1. Detail of the cost as per GeM R.A are as follows :

Sr. No.	Item Description	Price / cost
1	Scanning per sheet (Front & Back)	0.45 ✓
2	One time cost per carton	35.4 ✓
3	Cost for storage per carton per month	9.44 ✓
4	Retrieval (normal) per carton	12.00 ✓
5	Retrieval (emergency) per carton	59.00 ✓
6	Destruction per carton	35.00 ✓
7	Creation of Library Interface/DMS	29,90,482.00 ✓
8	Cost for Storage (per fire proof carton per month)	71.00 ✓

As per the prevailing terms & conditions of the Tender, you are directed to contact the previous vendor i.e. M/s. Capital Record Centre Pvt. Ltd. and M/s. Iron Mountain for take over the detail records available with them, under the supervision/consultation of all the stake-holders. Also you are directed to contact all the Nodal officers (as mentioned below) for smooth and uninterrupted record management services in AIIMS, as per the conditions of the tender.

You are, therefore advised to follow the GeM contract/sanction order and submit performance Security in the form of Bank Guarantee/FDR/DD in favour of **AIIMS MAIN GRANT** a tune of Rs. 21,46,391/- (Rupees Two Lakh Eighty Six Thousand seventy Only) valid with 26 months against the contract. Also you are requested to provide a non-judicial stamp paper (blank) of Rs. 100 /- (One Hundred Rupee only) immediately for preparing the rate contract (agreement deed) for the RC for 2 year. Further you are also requested to come along with your office rubber stamp to sign the agreement deed within 15 days from

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the date of issue of this letter, failing which your EMD shall be forfeited. This letter may also be treated as a letter of intent against the GeM contract and sanction order.

It may be accorded **TOP PRIORITY.**

Detail of Nodal Officers

Sr No.	Name of Section	Name & Designation
1.	Establishment Section (Director Officer)	Smt. Anita Tete Sr. Admn officer 011-2659322/6747
2.	Establishment Section (Hospital)	Sh. Joginder Kumar Sr. Admn. officer 011-26594754/ M.No. 9811747291 Mrs. Seema Ghai Administrative Officer M.No. 7428130476
3.	Establishment Section (MCH)	
4.	Establishment Section National Centre for Aging)	
5.	Establishment Section (Surgical Block)	
6.	Establishment Section (New RAK)	
7.	Establishment Section(Dr. R.P. Centre)	Smt. Nirmal Kujur Sr. Admn. officer 011-26593101 M.No. 9013098040
8.	Establishment Section (NCI, Jhajjar)	Sh. Sohanbir Administrative Officer M.No. 9911255198 Aadminooofficer.nci@aiims.gov.in
9.	Establishment Section(CNC)	Sh. Gyan Chand Administrative Officer 011-26594811 M.No. 9811116581 adminocnc@aiims.gov.in
10.	Establishment Section(Dr, BRAIRCH)	Sh. Rajkumar Bhola Administrative Officer M.No. 8700814922 rajkumarbhola@aiims.gov.in
11.	Establishment Section(JPNATC)	Sh. Ankit (Deputation)
12.	Establishment Section(Burn & Plastic Surgery)	Administrative Officer M.No . 8459433919 Ankit.kumar@aiims.gov.in
13.	Establishment Section(NDDTC)	Sh. Shashi Knt
14.	Establishment Section(CDER)	Administrative Officer M.No. 9810620556 shashikantkharwar@aiims.gov.in
15.	Establishment Section- (Research Section)	Sh. Devi Parsad Administrative Officer M.No. 9868989063
16.	Establishment Section (Academic Section)	Sh. Rajiv Mahendru

		Asst. Administrative Officer 011-26593230 mahendrurajiv@aiims.govv.in
17.	Establishment Section(Faculty cell)	Shri Rajkumar Bhardwar Administrative Officer 011-26594808/4220 M.No.9971813678 Ao.fac@aiims.gov.in
{Other Sections}		
Sr No.	Name of Section	Name& Desigation
1.	<u>General Section</u>	Sh. Rajesh Kumar
2.	<u>Estate Section</u>	Sr. Admn. Officer M. No. 9868805040- adminogenlsec@aiims.gov.in
3.	<u>Requirment Cell</u>	Sh. Vishwesh Chaturvedi
4.	<u>Vigilance Cell</u>	Administrative Officer
5.	<u>Lokpal Cell</u>	M.No. 9871029324 vishwesh@aiims.gov.in
6.	<u>Coordination Cell</u>	Smt. Jyoti Arora
7.	<u>Parliament Cell/GSLI</u>	Adminstrative Officer
8.	<u>Grievance Cell</u>	M.No. 9891475980
9.	<u>SC/ST/OBC/Women Cell</u>	ivyotiarora@aiims.gov.in
10.	<u>RTI Cell</u>	Shri Anil Kumar
11.	<u>EHS Cell</u>	Administrative Officer
12.	<u>International Cooperation Cell</u>	M.No. 9560363862 Mr.anlikr@aiims.gov.in
13.	<u>Legal Cell</u>	Sh. Pawan Kumar Administrative Officer M.No. 9818331675
14.	<u>Outsources Cell</u>	Shri Jagbeer Singh Asstt. Admn. Officer M.No. 9868263013 jagbesingh@aiims.gov.in
15.	<u>Examination Section</u>	Shri Satish Kumar Asstt. Admn. Officer M.No. 9911223235 satishkumar@aiims.gov.in
16.	<u>Hindi Section</u>	Smt. Anita Rai Saxena, Sr. Hindi Officer M.No. 9810550241
17.	<u>Nursing Cell</u>	

16/7/24
Sr. STORE OFFICER (DO)

Distribution:-

All the Nodal Officers : For their kind information and needful please.

1. Store Account Section
- ~~2. Deputy Registrar (Store)~~

C.C. TO,

- 1) Dr. Rajeev Kumar, Prof. Urology & Chairman TSEC.
- 2) Sh. Shyamal Barua, Member Secretary TSEC, A.F.

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copy to PIC(CF) to put up on AIIMS Website
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