

**DEPARTMENT OF ENT  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANASARI NAGAR, NEW DELHI -110029**

Dated 7-7-2014

To:

**Our Reference: Short Rate Enquiry No. 05/ENT/Head mirror/2014-15**

**Subject: Short Rate Enquiry for purchasing 'Head Mirror' for ENT examination.**

Dear M/s

A short rate enquiry is hereby floated/ invited for purchasing the following item required by Department of ENT, AIIMS, New Delhi.

S. No.	Item Name	Quantity
1	Head mirror for ENT examination With adjustable band	25 (Twenty five)

**TERMS & CONDITIONS:**

1. The quotations should be addressed to 'Professor & Head, Department of ENT, AIIMS, New Delhi-29' and sent by post/ courier by **22 July 2014 up to 5.00 P.M.** Quotations should be sealed in an envelope and the reference no. and item name clearly written on top of the envelop. (i.e. quotation for the item .....).
2. The firm must be registered and having TIN no./ registration no. (Please mentioned TIN/ registration no. on the technical bid) or else the quotation will be treated as cancelled.
3. The make and model of the article offered should invariably be quoted. Quotation should be typed/ written in ink. No overwriting or erased entries should be there in the quotation. The rates **should be valid for at least three months.**
4. VAT/Sales tax or any other kind of tax(s) must be separately mentioned against each item. In case no sales tax is chargeable, prices must be quoted as NET PRICE.
5. **The department have reserve the right to call the firm to demonstrate their offered product for quality verification. If offered item does not meet the requirement / poor quality material, the bid may be not consider. Also if the company fails to provide the demonstration within 1 week of requisition, the bid will be rejected.**
6. The firm must supply the item at the mentioned place/location within 30 days after issuing the Supply Order.
7. The payment will be made electronically viz RTGS/NEFT after delivery and satisfactory installation of the item. The following information should be also mentioned in the invoice:
  - Name of the beneficiary:
  - Account No. of the beneficiary:
  - IFCS code of the bank/branch:
8. The quantity can be increased or decreased in the extent of 25%.
9. The Professor & Head of the Department reserves the right to cancel/reject full or any part of the rate enquiry which generally do not fulfill the conditions stipulated in the rate enquiry.

(Sd-)

**Dr. Chirom Amit Singh**  
Assistant Professor &  
Faculty in-charge Deptt. Stores

(Sd-)

**Dr. S C Sharma**  
Professor & Head