

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

20 June 2016

Our Reference: Short Rate Enquiry No. 07/Pead/Neuro/conductive paste/2016-17

Subject: Short Rate Enquiry for purchasing conductive paste for pasting electrodes.

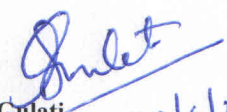
Dear M/s

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

S. No.	Item Name	Quantity
1	Conductive paste for pasting electrodes Specification Adhesive, Washable, Non-drying and Easy to clean-up	170 jars (each jar minimum 200 gms.)

TERMS & CONDITIONS:

1. The quotations should be addressed to 'Professor & Head, Department of Pediatrics, Room No. 3058, AIIMS, New Delhi-29' and sent by post/ courier by **05 July 2016 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. **Expiry Date:** The item must have expiry date minimum 12 months from the date of supply.
6. **If required, the department have reserve the right to call the firm to provide sample of their offered product for quality verification before opening the quotation. If offered item does not compatible/suited with the requirement the bid may be rejected. Also if the company fails to provide the sample within 1 week of requisition, the bid will be rejected.**
7. The firm must supply the item at the mentioned place/location within 3-4 weeks after issuing the Supply Order.
8. 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:
9. The quantity can be increased or decreased in the extent of 25%.
10. 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.


Dr. Sheffali Gulati
Professor
Pediatrics Neurology Division

20/6/2016