

**B.B. DIKSHIT LIBRARY**  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
Ansari Nagar, New Delhi-110029

No. LV-14/2014-15/ (Lib)

February 25, 2015

**Subject: Short Rate Enquiry**

Dear M/s. ....

A short rate enquiry is hereby floated / invited for the following items required by B.B. Dikshit Library, AIIMS, New Delhi, from manufacture and their authorized dealers/distributor for supply of the "Table Top Hot Case". You are requested to quote your best offer along with the complete installation at site, details of specifications, terms & conditions.

**Product Specifications are as follows:**

- A. Hot Case (Table Top) (For Office Use) - Qty – 01**  
Medium size (30-35 Litres) with 2 racks, Door Type (not sliding) with Toughened Glass, Powder coated, Temperature knob, Indicator and locking system. It should have at least 1 year onsite warranty.
- B. Handy Vacuum Cleaner (For Library Use) - Qty – 02**  
A handy Vacuum Cleaner of well known brand for library use i.e. cleaning of Books and Journals shelves. Light weight (<3 kg), Auto cord winder, Dust Bag Full Indicator, Overload Cut out with 1 year onsite warranty.

**Terms & Conditions**

1. The quotations should be addressed to "Chief Librarian, B.B. Dikshit Library, AIIMS, New Delhi-110029" and sent by post/courier on or before **09.03.2015 upto 04:30PM** & 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. Copy of TIN certificate must be enclosed.
3. **Following under taking on letter head must be attached with technical bid:**
  - 3a. That the firm has not been blacklisted in the past by any hospital/organization
  - 3b. That the firm has no vigilance case/CBI/FEMA case pending against him/Supplier/(Principal).
3. The make and model of the article offered should invariably be quoted. Quotation should be typed / written ink. No overwriting or erased entries should be in the quotation. The rates should be valid for at least THREE MONTHS.
4. VAT/Service Tax/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.
7. The total of net price of the all items will be considered as final bid value.
9. The firm must supply the item at the mentioned place/location within 15 days after

receiving the supply order.

10. **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:
- a) Name of the beneficiary:
  - b) Name of the bank of beneficiary:
  - c) Account No. of the beneficiary:
  - d) IFCS code of the bank/branch:
11. The Chief Librarian, B.B. Dikshit Library reserves the right to cancel/reject full or any part of the rate enquiry which generally do not fulfil the conditions stipulated in the rate enquiry.
12. The submitted quotations will be opened on 10.03.2015 at 3:30 PM in B.B. Dikshit Library, AIIMS, New Delhi. All the participants are requested to be present in the meeting.
13. Bid price must be submitted as in the following price schedule proforma:

**Price Schedule**

A	B	C	D	E	F	G	H
S. No.	Brief Description of item	Basic Price (in Rs.) (per Unit)	Qty. (in Nos.)	Total Price (C X D) (in Rs.)	Service Tax (if applicable) [Value in Rs.]	VAT (if applicable) [Value in Rs.]	Net price (E+F+G) (in Rs.)
1.	A						
2.	B						
3.							
<b>Final Bid value (in Rs.)</b>							

**(Chief Librarian)**