

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

Dated: 2 July 2015

**Our Reference: Short Rate Enquiry No. 01/Dr. B Chawla/1238/laptop /2015-16
Subject: Short Rate Enquiry for purchasing 'Laptop computer'.**

Dear M/s

A short rate enquiry is hereby floated/ invited for purchasing the laptop computer (Qty 01 no.) under project budget by the Department of Pediatrics, AIIMS, New Delhi.

S. No.	Configuration	Quantity
1	(Make : HP/Lenovo/Dell) Laptop computer Intel core i3 processor Screen size 15.5 inches (minimum) 500GB HDD RAM 4 GB (minimum) Preloaded windows 8	01 no.

TERMS & CONDITIONS:

1. The quotations should be addressed to 'Dr. Bhavna Chawla, Additional Professor, Room No. 115, 1st Floor, R.P. Centre , AIIMS, New Delhi-29' and sent by **10 July 2015 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. **Warranty/Guarantee: 1 year comprehensive warranty from the date of supply.**
6. The firm must supply the item at the mentioned place/location within 15 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. Under-sign have 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.

Chawla

Dr. Bhavna Chawla
Additional Professor &
Co-P.I. (Project code-1238)

Rachna Seth

Dr. Rachna Seth
Additional Professor &
P.I. (Project Code-1238)

डॉ० भावना चावला/Dr. BHAVNA CHAWLA
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