

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

Dated 14 July 2015

Our Reference: Short Rate Enquiry No. 10/Paed/Furnitur repairing/2015-16

Subject: Short Rate Enquiry for repair and renovation work of furniture items.

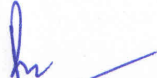
Dear M/s

A short rate enquiry is hereby floated/ invited for following work in Department of Pediatrics, AIIMS, New Delhi 29.

1.	Re-fabrication work of executive chairs	Re-fabrication with high quality lather appostry (colour black). Total chairs 10 nos.
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TERMS & CONDITIONS:

1. The quotations should be addressed to 'Professor & Head, Department of Pediatrics, Room No. 3058, AIIMS, New Delhi-29' and sent by hand/ post by 24 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. 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.**
3. 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.
4. **The firm can visit to inspection of chairs before submitting the quotation.**
5. **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.**
6. The firm must done the work within 10 days after issuing the Work 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.


Dr. Pankaj Hari
Professor & Acting Head
Officer In-charge Deptt. Stores

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