

AIIMS Cohort Study
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029

References: Short Rate Enquiry No. 110/Neuro/KP/16-17/N-1481

Subject: Short Rate Enquiry for purchase of Ring Binders.

A Short rate enquiry is hereby floated/ invited for purchase of the following **Ring Binders** in for AIIMS Cohort Study.

Kindly supply the rates of following items with full terms and conditions.

S.No.	Specifications
1.	Compatible Size- A-4
2.	Quantity- 1500
3.	Should have clear view pocket on top to insert full A4 size sheet
4.	Should have a pocket on inside cover for loose sheets & business card holder
5.	Should have paper stopper with 2D ring clip to press down papers firmly.
6.	Should hold upto 250 sheets.

The Quotations should be addressed to Prof. Kameshwar Prasad, Principal Investigator, AIIMS Cohort Study, Room No:- 91, Clinical Epidemiology Unit, Near Examination section, AIIMS, New Delhi-110029 and reach on or before **Saturday, 10th September 2016 – 1:00p.m** by post/courier. No quote shall be accepted by hand/in person.

Last Date of submitting of quotation : Saturday, 10th September 2016 – 1:00p.m

Date of Opening of quotation : Monday, 12th September 2016

TERMS AND CONDITIONS:

- 1) The quantity can be increased or decreased as per requirement.
- 2) The firm must be registered and having TIN no./Registration no. Please mentioned TIN/ registration no. on the bid or else the quotation will be treated as cancelled.
- 3) The make/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 rate should be valid at least one Month from the date of opening of quotations.
- 4) VAT/ Sales tax or any other kind of tax(s) must be mentioned separately as applicable on the item. In case no sales tax is chargeable, prices must be quoted as NET price.
- 5) The under signed has reserves the right to call the firm for physical demonstration of item to verify the quality of the offered item. The firm must have to demonstrate the product within 2 days of requisition, failing which the bid will be rejected.
- 6) The firm should be competent to supply the item at the mentioned place/ location within ten days after issuing the Supply Order
- 7) The payment will be made electronically viz RTGS/NEFT after delivery of the item as per rules of the AIIMS Research Section in the name of the firm only. The following information should be also mentioned in the invoice:
 - a) Name of the beneficiary:
 - b) Type of Account :
 - c) Account No. of the beneficiary:
 - d) IFSC code of the bank/ branch:
- 8) At any time, any part of the rate enquiry which generally does not fulfill the conditions stipulated in the rate enquiry can be cancelled/ rejected.