To: 
M/s

Our Reference: Short Rate Enquiry No. 01/Dr. C.A.S./ENT/Surg. Instru./ A-172/13-14 
Subject: Short Rate Enquiry for purchasing Surgical Instruments under project A-172.

Dear M/s

A short rate enquiry is hereby floated/invited for purchasing the following surgical instruments for intramural research project A-172, in Department of ENT, AIIMS, New Delhi.

Item Name (All instruments for Otologic surgery)
1. Burrs: 8mm, 5mm, 3mm, 2mm, 1mm and 0.5mm (One set): 3 sets each of diamond and cutting
2. Cup forceps
3. Crocodile forceps
4. Straight needle
5. Curved needle
6. Malleus head nipper
7. Bone curette (otologic)
8. Suction tips, various sized
9. Sickle knife
10. Circular knife
11. Freer’s elevators
12. Forward elevators
13. Plain fine forceps non toothed
14. Plain fine forceps: toothed
15. Iris scissors
16. Microscissors
17. Nontooth forceps
18. Tooth forceps
19. Wilson rounger
20. Self retaining retractor
21. Temporal bone holder
22. Bone nibbler
23. BP handle
   a. 1. smaller
   b. 2. larger
24. Blades
   a) No 15
   b) No 11
   c) No 23
25. Gloves (size 7 nos.)
26. Gowns
TERMS & CONDITIONS:

1. The quotation should be addressed to ‘Dr. Chirom Amit Singh, Assistant Professor, Department of ENT, Room No. 4061, AIIMS, New Delhi-29’ and sent by post/ courier by 16 March, 2014 up to 1.00 p.m. The quotations will be open on the same day at 2:30 p.m. Quotations should be sealed in an envelope and the reference no. 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 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 rates should be valid for at least one Month.

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 undersign has reserves the right to call the firm to physical demonstration of offered item to verify the quality. 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 7 working 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:

   8. Name of the beneficiary:
   9. Account No. of the beneficiary:
   10. IFCS code of the bank/branch:

11. The quantity can be increased or decreased depending on availability of budget

12. The undersign has 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.

(Sd-)

Dr. Chirom Amit Singh
Assistant Professor &
Principal Investigator
Project: A-172