

6-Stores/NCDC/ CPP Portal/UPS, Battery & Stabilizer/2014-15
Government Of India
NATIONAL CENTRE FOR DISEASES CONTROL
(Directorate General Of Health Services)
22-Sham Nath Marg, Delhi-110054

Dated : 01.04.2014

To,
M/s _____,

Sub. : Tender for procurement of UPS, Batteries & Stabilizers for computers/equipments etc. – reg.

Dear Sir/Madam,

Please let this office know if you can supply & install **UPS, Batteries & Stabilizers for computers/equipments**, as per **Annexure-I** from ready stock to meet day to day requirements of this Institute, if so, please send your quotations giving in full specifications, name of the manufacturer, catalogue etc, as per our enclosed terms and conditions (**Annexure-II**):

The order can be placed on staggered manner. The following documents must be submitted in the chronological order (strict compliance) to avoid rejection of tenders :

- a. Forwarding letter clearly mentioning the authorized signatory, total number of pages, the model quoted, bid validity undertaking of 6 months, which can be extended on mutual consent. The bid/tender valid for a shorter period shall be rejected by the purchaser as non-responsive.
- b. Letter of Authorization, if the manufacturer is not quoting the tender.
- c. At least one year on-site comprehensive warranty from the date of Installation (No conditional warranty shall be accepted and it must be including all spares).
- d. Users list with satisfactory report & a documentary proof (copy of supply orders) of supply of similar items/equipments of last 3 years.

The quotation which should remains valid for **at least 06 Months** may be sent in duly wax sealed and prominently subscribed **‘Tender for UPS, Batteries & Stabilizers’ to be opened up on 22.04.2014 at 11.30 AM.**

It should be addressed to the ‘The Chairperson, Purchase Committee, NCDC, 22, Sham Nath Marg, Delhi-110054’ and should reach this office on or before **22.04.2014 at 11.00 AM.** The quotations, which are not received duly sealed, mentioning this office letter number and last date of receiving will not be accepted. Further, it is mandatory to mention the details in respect of contact person, contact nos. (landline no. as well as mobile no.) and e-mail ID. In the quotation, PAN No., Service Tax Regn. No. alongwith other required documents should also be enclosed with the quotation. It is the responsibility of the tenderer to see that complete tender document must be dropped in tender box by the date & time stipulated, after making necessary entry in the Register kept in Stores, failing which tender will be considered late & rejected. More handing over tender document in R & I Section or at any other counter or person cannot be considered as submission of bid and shall not be entertained.

Yours faithfully,

(PANKAJ KUMAR)
Stores Officer
For Director

Encl : Annexure I & II