

**No. 6-Stores/NCDC/LR/2014-15**  
**GOVERNMENT OF INDIA**  
**NATIONAL CENTRE FOR DISEASE CONTROL**  
**(DIRECTORATE GENERAL OF HEALTH SERVICES)**  
**22-SHAM NATH MARG, DELHI-110054**

**Dated: 11-04-14**

**To**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

Please let this office know if you can supply the items **(List below)**, if so, please send your quotations giving in full specification and other terms & conditions of delivery etc. The quotation which could remain valid for at least 6 months may be sent in double cover duly wax sealed and prominently subscribed **'Quotation for Name Plates, stamps & Boards etc.'** **No. 6-Stores/NCDC/LR/2014-15.**

The quotation should be addressed to the Chairperson, Purchase Committee, NCDC, 22-Sham Nath Marg, and Delhi-110054 and should reach this office on or before 08-05-14 till 11.00 a.m.

The quotation which is not received duly sealed, mentioning this office letter number and last date of receiving will not be accepted. The firm has to ensure that sealed quotations have been put in Tender Box kept in Store Section after making proper entry in register. Name of the authorize person to be contacted, Mob. No., Landline No. and E.mail Id failing which the quotation will not be considered.

Yours faithfully,

**(PANKAJ KUMAR)**  
**STORES OFFICER**  
**FOR DIRECTOR**