

No.17-1/2015-Library
Government of India
National Centre for Disease Control
(Formerly known as National Institute of Communicable Diseases)
(Directorate General of Health Services)
22, Sham Nath Marg, Delhi-110054.

M/s. _____

Sub: Quotation for supply of Newspapers/Magazines For the year of 2015-16-reg.

Dear Sir,

Please let this office know if you can supply the enclosed list of **Newspapers/Magazines** for the year 2015-16. If so, please quote maximum discount on the Newspaper/Magazine's price, as per the enclosed list. The quotation, which could remain valid for at least 3 months may be sent in duly wax, sealed cover and prominently subscribed "Quotation for supply of Newspapers/Magazines as per the list"

"Quotation should be addressed to the Director, NCDC, 22-Sham Nath Marg, Delhi-110054, and should be submitted within 20 days from the date of issue of this letter and the date of publication on NCDC Website." i.e. on or before 18.02.15 up to 12.00 AM. Quotations can also be downloaded from NCDC Website.

Before dropping the quotation in tender box, an entry should be made by the firm in the register kept with AL&I.O Library. It is the responsibility of the firm to ensure timely delivery of quotation. Late receipt of tenders by hand or by any means or by courier will not be entertained. The terms and conditions of the quotation are as under:-

Terms & conditions for supply of Newspapers/Magazines:-

1.	All Magazines & Newspapers should reach in time in the NCDC Library without any additional charges.
2.	Firm should confirm in writing that they will be supplying all Newspapers/Magazines for the year 2015-16 in time.
3.	Firm should confirm in writing that they will be producing the bill every month.
4.	Firm should also confirm that they have not quoted anything lower than this to any other institute.

Yours faithfully,

(SHASHI TALWAR)
ASSTT. LIBRARY & INFORMATION OFFICER
FOR DIRECTOR