

No. 6-Stores/NCDC/CAMC/Fax Machines/2014-15  
Government Of India  
NATIONAL CENTRE FOR DISEASE CONTROL  
(Directorate General Of Health Services)  
22-Sham Nath Marg, Delhi-110054

Dated : 08.01.2015

To,  
M/s \_\_\_\_\_,  
\_\_\_\_\_

**Sub. : Tender for Comprehensive AMC of Fax Machines installed at various Divisions/Sections of this Institute - reg.**

Dear Sir,

Please let this office know if you can maintain the Fax Machines of this Institute, whose **detail is enclosed herewith** alongwith other terms & conditions of the contract, if so, please send your quotations for CAMC of Fax Machines **in the enclosed Proforma/List alongwith Self Evaluation Sheet, which should be typed neatly, as per our terms & conditions. All the tender documents should be properly page numbered.** Further, the firm **must ensure S.No. 17** besides other terms & conditions.

The quotation which should remains valid for **at least 06 Months** may be sent in duly wax sealed and prominently subscribed '**Tender for CAMC of Fax Machines' to be opened up on 12.02.2015 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 **12.02.2015 at 11.00 AM.**

All tenders from tenderer, who are not registered with the MOH&FW/DGHS/MSO/DGS&D/NSIC must be accompanied by a **bid - security/earnest money (EMD) of Rs. 2000/-** for said tender in the shape of MICR Bonds/Bank Drafts/Pay Order in favour of Director, NCDC, 22, Sham Nath Marg, Delhi-54. Tender submitted without Earnest Money (Except for the condition mentioned above).

The quotations, which are not received duly sealed, mentioning this office letter number and last date of receiving will not be accepted. Copy of Service Tax/PAN No. etc. alongwith other required documents should also be enclosed with the quotation. The firm has to ensure that sealed quotations have been put in Tender Box kept in Stores Section after making proper entry in register. **Tenderer must quote the rates in enclosed Proforma/List alongwith Self Evaluation Sheet (Annexure-I) & Earnest Money (Except for the condition mentioned above) and should be properly page numbered, otherwise bid will be considered as non-responsive.**

Yours faithfully,

(PANKAJ KUMAR)  
STORES OFFICER  
FOR DIRECTOR

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