

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

Dated: 03-02-15

To

M/s _____

Dear Sir/Madam,

Please let this office know if you can supply the items (List attached), if so, please send your quotations giving in full specification, name of the manufacturer, catalogue etc, as per the terms & conditions of this Institute at Annexure-I.

The quotation which could remain valid for at least 6 months may be sent in double cover duly wax sealed and prominently No.6-Stores/NCDC/Tender/Glassware-Plasticware/14-15.

It should be addressed to the Chairperson, Purchase Committee, NCDC, 22-Sham Nath Marg, Delhi-110054 and should reach this office strictly not later than **05-03-15 till 11.30 A.M.** The quotations which are not received duly sealed, mentioning this office letter number and last date of receiving will not be accepted. Sales Tax Registration Certificate must be enclosed with the quotation. The firm has to ensure that sealed quotations have been put in Tender Box kept in Store Section after making proper entry in register. The firms to note that the make for each item quoted must be indicated. The manufacturer and the authorization certificate from the principal must be enclosed for all the items quoted, name of the authorize person to be contacted, Mob. No., Landline No. and E.mail Id failing which the quotation will not be considered.

Encl: Annexure-I & List of items

Yours faithfully,

(PANKAJ KUMAR)
STORES OFFICER
FOR DIRECTOR