

No.17-1/2016-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 2016-17-reg.**

Dear Sir,

Please let this office know if you can supply the enclosed list of **Newspapers/Magazines** for the year 2016-17. 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 reach this library on or before 29/02/2016 up to 2.30 PM in Envelope containing quotations may be super scribed as "Not to be opened before by 29/02/2016 up to 2.30 PM with sealed cover".**

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 2016-17.
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,

Additional Director/In charge Library