

FORMAT OF QUOTATIONS FOR THE NEWSPAPERS/MAGAZINES.

Name & Address of Firm: _____

Sir,

I have read your terms/conditions and we quote our rates for quotation of Newspapers (Hindi/English)/Magazines (Hindi/English) for the year 2017-18 as under:-

1. No. of Newspapers: 54 (Hindi /English) Discount:_____
2. No. of Magazines: 43(Hindi/ English) Discount:_____
3. Proof of identity_____ PAN No.:_____

Yours faithfully,

Signature:_____

Place_____

Name:_____

Date_____

Rubber Stamp/Seal of the firm

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 2017-18-reg.

Dear Sir,

Please let this office know if you can supply the enclosed list of **Newspapers/Magazines** for the year 2017-18. 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 21.03.17 up to 2.30 PM in Envelope containing quotations may be super scribed as "Not to be opened before by 21.03.17 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 2017-18.
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,

Assistant Library & Information Officer
For Director

(A)List of Newspapers (Hindi/English) Sr. No.1-25, (54 Newspapers).

Sr.No.	Newspapers Hindi & English	No. of copies
1	Hindustan Times	2
2	Indian Express	2
3	Times of India	3
4	Statesman	2
5	Hindu	3
6	Asian Age	2
7	Economic Times	3
8	Emp.News (Eng/H)	2
9	Jansatta (H)	2
10	Hindustan(H)	2
11	Navbharat Times(H)	2
12	Rastriya Sahara(H)	2
13	Rajasthan Patrika(H)	2
14	Amar Ujjala (Hindi)	2
15	Dainik Jagran(Hindi)	2
16	Punjab Kasari(H)	2
17	Dainik Bhaskar(H)	2
18	Mail Today	3
19	Tribune	2
20	Pioneer	2
21	Mid day	2
22	Business Line	2
23	HariBhumi(H)	2
24	Veer Arjun (H)	2
25	The Telegraph	2
Total		54

(A) List of Magazines(Hindi/English) Sr. No.1-31, (43 Magazines).

Sr.No.	Magazines Hindi & English	No of copies
1.	Champak(H)	1
2.	Champak (E)	1
3.	C.S.R.(E)	1
4.	EPW(E)	1
5.	Frontline(E)	3
6.	Good House keeping(E)	1
7.	Grahshobha (H)	1
8.	Health(E)	2
9.	India Today (E)	3
10.	Jagran Sakhi (H)	1
11.	Kadimbani (H)	1
12.	Meri Sehali (H)	1
13.	Nandan (H)	1
14.	Newsweek (E)	2
15.	Nirog Dham(H)	1
16.	Out Look (E)	2
17.	Partiyogita Darpan(E)	1
18.	Prtiyogita darpan (H)	1
19.	Readers Digest(E)	3
20.	Sarita(H)	1
21.	Science Reporter(E)	1
22.	Swamy's News	2
23.	Time (E)	3
24.	Yojna(H/E)	1
25.	The Week	1
26.	Geography and you	1
27.	National Geography	1
28.	Femina	1
29.	Women's Era	1
30.	G.K. Today	1
31.	Stardust	1
Total		43

