

No.17-1/2014-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.  
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M/s. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Sub: Quotation for Disposal of old Newspapers and Magazines -reg.**

Dear Sir,

The library is in process for disposal of old Hindi/English Newspapers/Magazines. The estimated weight of old newspapers is 3000 kg and Magazine is 200 kg.

The interested, firms may please send their quotation in the enclosed format. The quotation, which could remain valid for at least 3 months may be sent in duly waxed, sealed cover and prominently subscribed "**Quotation for Disposal of old Newspapers and Magazines**".

The firm fulfilling all the requirements & accepted to the institute, with highest rates, will be considered.

Quotation should be addressed to **the Director, National Centre for Disease Control, 22 Sham Nath Marg, Delhi - 110054 and should reach this library on or before 05.09.2017 up to 2.30 PM.**

Before dropping the quotation in tender box, placed in Central Library, an entry should be made by the firm in the register kept by AL&IO. It is the responsibility of the firm to ensure timely delivery of quotation. Late receipt of quotation by hand or by any means will not be entertained.

Encl: Format for Disposal of Newspapers/Magazines

Yours faithfully,

**( P. S. Hada)**  
Asstt. Library & Information Officer  
For Director

No.17-1/2014-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.  
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Sir,

I have read your quotation letter which is accepted and we quote our rates for Quotation for Disposal of old Newspapers/Magazines as under:-

1. Newspapers: (Hindi /English) Rate in Rs.:- \_\_\_\_\_

2. Magazines: (Hindi/ English) Rate in Rs.:- \_\_\_\_\_

3.Proof of Identity of the owner of the Firm:-

Aadhar Card No. \_\_\_\_\_

PAN No. \_\_\_\_\_

4.Contact Address of the Firm:\_\_\_\_\_

\_\_\_\_\_

5. E-Mail Address:- \_\_\_\_\_

6. Phone No:- \_\_\_\_\_

7. Mobile No:- \_\_\_\_\_

Enclosure:-

1. Self attested Copy of Aadhar Card
2. Self attested Copy of PAN CARD

Yours faithfully,

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Rubber Stamp/Seal of the firm

(Note:-Providing the above information at Sr. No.1 to 7 also stamp/seal of the firm is Mandatory for submission of quotation)