

No.6 stores/NCDC-GDDIC/13/Laptop/2013-14
Government of India
NATIONAL CENTRE FOR DISEASE CONTROL
(Directorate General of Health Services)
22-Sham Nath Marg, Delhi-110054

Dated: 4.09.2013

TENDER FOR LAPTOP

To,
M/s _____,

Dear Sir,

Please let this office know if you can supply the items as detailed below of reputed brand from ready stock, if so, please send your quotations giving in full specifications, name of the manufacturer, catalogue etc. as per our Technical Specifications and terms and conditions given at **Annexure-I**.

Particulars of item	unit	Quantity
Laptops (as per specifications at Enclosure-I)	No.	07

The quotation which should remain valid for **at least 06 Months** may be sent in duly wax sealed and prominently subscribed '**Tender for Laptop**' to be opened on **11.09.2013 at 12.30PM**.

It is the responsibility of the tenderer to see that the completed tender documents are dropped in the Tender Box kept in Stores Section by the time and date stipulated for opening of tender, failing which the bid would be considered late and rejected. Mere handing over the tender documents in Stores section or at any other counter/room/ section or person cannot be considered as submission of bid and shall not be entertained. The quotations, which are not received duly sealed, mentioning this office letter number and last date of receiving will not be accepted. The following documents must be submitted in the chronological order (strict compliance) to avoid rejection of tenders:

- (i) Forwarding letter clearly mentioning the authorized signatory, total number of pages, the model quoted, bid validity undertaking of 6 months, which can be extended on mutual consent.
- (ii) Original Equipment Manufacturer (OEM) and dealers with manufacturer's authorization can only quote for this tender.
- (iii) The tender document must be proper and complete in all aspects, otherwise tender will not be considered. A technical compliance sheet, as per specification to be enclosed.
- (iv) 3 years comprehensive onsite warranty from the date of Installation (No conditional warranty shall be accepted and it must be including all spares) must be given.
- (v) Undertaking duly signed and stamped on the letter-pad of the firm and complete. Validity of the bid must be clearly mentioned. The bid/tender valid for a shorter period shall be rejected by the purchaser as non-responsive.

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 11.09.2013 (11.30 am)**. An entry to be made in register, kept in Stores Section, before dropping the tender in tender box.

Yours faithfully,

(PANKAJ KUMAR)
Stores Officer
For Director