

**No.6-Stores/NCDC/ Printing /2015-16**  
**Government of India**  
**NATIONAL CENTRE FOR DISEASES CONTROL**  
**(Directorate General Of Health Services)**  
**22-Sham Nath Marg, Delhi-110054.**

**Dated:**

**To,**

**Sir,**

Please let this office know if you can get the following work done within 4 weeks of placement of order. The said quotations must be valid for one year and must be sent in double cover duly wax sealed and prominently subscribed “ **No.6-Stores/NCDC/Printing /2015-16**”:-

1. Printing of Letterhead- Double Color with **Embossed Golden Logo** in Executive Bond Paper.
2. Printing of Letterhead- Double Color with Logo in Executive Bond Paper..
3. Printing of Letterhead- Single Color with **Embossed Golden Logo** in Executive Bond Paper.
4. Printing of Letterhead- Single Color with Logo in Executive Bond Paper..
5. .Printing of Indent Book Bounded (100 Pages in duplicate with Sr. Nos.).  
**Qty.50 no.**
6. Printing of Bill Register Bounded (100 150 Pages). **Qty. 15-30**
7. Printing of HIV testing Record Register (150 page)Good quality Hard binding **Qty. 15-30**
8. Printing of CD4/CD8testing Record Register(150 page) Good quality Hard binding **Qty. 15-30**
9. Printing of Central Blood Collection Master testing (250 page)Record Register Good quality Hard binding **Qty. 15-30**
10. Printing of Contingent Bill Register, 400 page(T.R.29) Good quality Hard binding **Qty. 10-20**
11. Printing of Visitor register 250 page hard binding **Qty.5-10**

**Sample can be seen at stores section, NCDC on 20.10.15 and 21.10.15, between 3pm to 4.30 pm.**

It should be addressed to the Chairperson, Purchase Committee, NCDC, 22-Sham Nath Marg, Delhi-110054 and should reach this office on or before **28.10.15(11.00 AM)**. The quotations which are not received duly sealed, mentioning this office letter No. and last date of receiving will not be accepted. Firm has to ensure that sealed quotation have been put in Tender Box kept in store section, after making proper entry in register. Any similar job done/details must be supported with document. **Only firms registered ( with valid registration) with DAVP & Directorate of Printing, Min. of H & FW, need to quote.** Copy of valid registration must be enclosed with tender otherwise tender will be ignored. The firms quoting for tender are requested to please provide information as per Annexure -1, regarding firms detail.

Yours Faithfully

**STORES OFFICER**  
**For Director**

## Annexure-1

Information required for submitting Tender Enquiry/Quotation for  
National Centre for Disease Control (NCDC), 22 Shamnath Marg, Delhi - 54

### 1. Company Information:

Company Name *	
Registration Number *	
Registered Address*	
Name of Partners / Directors	
BidderType*	
City *	
Postal Code*	
Company's Establishment Year	
Company's Nature of Business*	
Company's Legal Status* (Ltd/Undertaking/Joint Venture/Partnership/Others)	
Company Category * (Micro as per MSME/Small as per MSME/Medium as per MSME/Ancillary/Project Affected Person of this Company/SSI/Others)	
PAN/TAN No*	

### 2. Contact Person Details:

Title *	
Contact Name*	
Date Of Birth (DD/MM/YYYY)*	
Correspondence Email*	
Designation	
Phone*	
Mobile*	