

No.6-Stores/NCDC/Tender/Computer/Misc. Items/2013-14

Government Of India

NATIONAL CENTRE FOR DISEASES CONTROL

(Directorate General Of Health Services)

22-Sham Nath Marg, Delhi-110054

Dated :28.11.13

To,

M/s _____,

_____,

_____.

Sub.: Tender for procurement/job work of computer related items like keyboard, mouse, upgradation of RAM, Hard Disk etc. for various Divisions/Depts. of this Instt.-reg.

Dear Sir,

Please let this office know if you can supply/job work of computer related items, as detailed below from ready stock to meet day to day requirements of this Institute, if so, please send your quotations for the same, as per our enclosed terms and conditions :

1. Keyboard
2. Mouse
3. Upgradation of RAM in computer – a) 1 GB DDR - 1 & 2 and b) 2 GB DDR - 1, 2 & 3
4. Upgradation of 500 GB Hard Disk in Computer
5. Upgradation of 500 GB Hard Disk in Laptop
6. Teflon for printer – HP/Canon/any other
7. LAN/Networking Cable – per Sq. Feet

The quotation which should remain valid for **at least 06 Months** may be sent in duly wax sealed and prominently subscribed **‘Tender for Computer related misc. items’ to be opened up on 18.12.2013 at 11.30 AM.**

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 **18.12.2013 at 11.00 AM.** The quotations, which are not received duly sealed, mentioning this office letter number and last date of receiving will not be accepted. Further, it is mandatory to mention the details in respect of contact person, contact nos. (landline no. as well as mobile no.) and e-mail ID. In the quotation, PAN No., Service Tax Regn. No. alongwith other required documents should also be enclosed with the quotation. It is the responsibility of the tenderer to see that complete tender document must be dropped in tender box by the date & time stipulated, after making necessary entry in the Register kept with the Suptd., Stores, failing which tender will be considered late & rejected. More handing over tender document in R & I Section or at any other counter or person cannot be considered as submission of bid and shall not be entertained.

Yours faithfully,

(PANKAJ KUMAR)

Stores Officer

For Director