

No.6-Stores/NCDC/Annual Tender/Group-1/General cleaning items/2017-18
Government of India
NATIONAL CENTRE FOR DISEASE CONTROL
(DIRECTORATE GENERAL OF HEALTH SERVICES)
22-Sham Nath Marg, Delhi-110054

Dated: 03.05.2017

To,

M/s. _____,

Sir,

Please let this office know if you can supply the tender invited herein for **General cleaning items**, if so, please send your quotations giving in full specifications, name of the manufacturer, as per the terms & conditions of this Institute at Annexure-I. Details of items are at Annexure-II. & Details of firm submitted along with tender Annexure III.

The quotation which could remain valid for at least 6 months may be sent in double cover duly wax sealed and prominently superscribed "**No.6-Stores/NCDC/Annual Tender/Group-1/General cleaning items/2017-18**".

All tenders from tenderer, who are not registered with the MOH&FW/DGHS/MSO/DGS&D/NSIC/Small Scale Industries MSME must be accompanied by a bid-security/earnest money of **Rs.10000/-** in the shape of MICR Bonds/Bank Drafts/Order/FD in favour of Director, NCDC, 22-Sham Nath Marg, Delhi-54. Tender submitted without Earnest Money (except for the condition mentioned above with valid registration proof) will be considered as non-responsive.

It should be addressed to The Chairperson, Purchase Committee, NCDC, Delhi-110054 and should reach this office strictly not later than **30.5.2017 till 11.30 AM**. The quotations which are not received duly sealed, mentioning this office letter number and after last date of receiving, will not be accepted. The said tender will be **opened on the same day at 12.15 P.M.** Sales Tax Registration Certificate should also be enclosed with the quotation. The firm has to ensure that sealed quotations have been put in Tender Box/ kept in Stores Section after making proper entry in register. If the said items are proprietary in nature, the firm is required to furnish the proprietary certificate alongwith the quotation to the effect that no other firm is manufacturing these in the whole world and letter of sole distributor/authorization. The firms to note that the make/brand, to the extent possible for each item quoted must be indicated. The manufacturer and the authorization certificate shall be enclosed for all the items quoted failing which the quotation will not be considered.

Yours faithfully,

Encl:- As above.

STORE OFFICER
For Director