

No. 6-Stores/NCDC/Lyophilizer & Pan Balance/2013-14
Government Of India
NATIONAL CENTRE FOR DISEASE CONTROL
(Directorate General Of Health Services)
22-Sham Nath Marg, Delhi-110054

Dated : 28.06.2013

To,
M/s _____,
_____,
_____.

Dear Sir,

Please let this office know if you can supply the articles - **Lyophilizer (Freeze Dryer) & Electronic Single Pan Balance** (specifications enclosed herewith) from ready stock, if so, please send your quotations giving in full specifications, name of the manufacturer, catalogue etc. as per our terms and conditions at **Annexure-I** :

The quotation which should remain valid for **at least 06 Months** may be sent in duly wax sealed and prominently subscribed **'Tender for Lyophilizer (Freeze Dryer) & Electronic Single Pan Balance' to be opened up on 30.07.2013 at 11.30 AM.**

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, foreign principal (if feasible), bid validity undertaking of 6 months, which can be extended on mutual consent.
- (ii) Letter of authorization (Indian/Foreign Principal) if the manufacturer is not quoting the tender in the Performa given in the tender document, addressed to **THE DIRECTOR, NCDC., 22-SHAM NATH MARG, DELHI - 54** and must be proper and complete in all aspects, otherwise tender will not be considered.
- (iii) 3 years comprehensive warranty from the date of Installation (No conditional warranty shall be accepted and it must be including all spares) and subsequently 5 years Comprehensive Annual Maintenance Contract (including all spares) prices must be quoted by the manufacturer/firm (the firm must give this certificate along with the forwarding letter that the same has been offered (Warranty/AMC) with the equipment quoted for). The manufacturer must endorse warranty clause. The evaluation will be done taking into consideration the CAMC prices (CAMC prices will be added).
- (iv) 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.
- (v) Users list with satisfactory report & a documentary proof (copy of supply orders) of supply of similar equipments last 3 years.

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 30.07.2013 (11.00 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