

NMRF/15/01/2010-LIB
Government of India
National Centre for Medium Range Weather Forecasting
Ministry of Earth Sciences

A-50, sector-62
Noida-201309
Dated 03/10/2024

Subject: Quotation inviting letter for selling old newspapers & magazines of NCMRWF's Library, Noida.

The NCMRWF's Library has a periodical stock of old newspapers and magazines for sale. Quotations are invited for the sale of old newspapers and magazines as per the following terms and conditions:-

1. Rates for old newspapers and magazines may be quoted as Rupees per kg.
2. These rates will be valid for one year from acceptance.
3. Quotations should be submitted in a sealed cover super scribed as "**Quotation for Old newspapers and magazines**" and addressed by the name to reach the undersigned by **5:00 PM** on or before **31/10/2024**. Quotations will be opened on the following day/working day at **11:00 AM** The bidder or his representative can be present when the quotations are opened.
4. The Earnest Money of **₹ 1000/- (Rupees One Thousand Only)** by Demand Draft, drawn in favor of **DDO, NCMRWF**, payable at **New Delhi**, must accompany the "Bidding Quotation" letter. Quotations received without earnest money will not be considered at all. After the tender is awarded to the successful bidder, EMDs of unsuccessful bidders will be returned to them.
5. Old newspapers and magazines are kept in NCMRWF's Library for inspection, and bidders can come any time between 10 AM and 4 PM on any working day (Monday to Friday).
6. The successful bidder will make payment in the form of a Demand Draft in Favour of DDO, NCMRWF, Payable at New Delhi before the old newspapers and magazines are lifted from NCMRWF's Library. If the successful bidder fails to lift the old newspapers and magazines on the stipulated day & time, the EMD of **₹ 1000/-** will be forfeited. Head (NCMRWF) reserves the right to reject all quotations without assigning any reason.
7. Weighting Digital Instrument should be in perfect working condition (checked occasionally) and must be brought by the purchaser.
8. GST will be charged extra as applicable.
9. The decision of the Head (NCMRWF) will be the final and binding matter.



Biswajit Guha
Deputy Secretary, Govt. of India
Phone: 0120-2419480

Basic Information about the Quotationer/Bidder (to be furnished on Letter Head of the firm)

- Name of the Agency:
- Address of the Agency (Attach Proof):
- PAN No./TAN No of the Agency(Attach Proof):
- GST No. of the Agency (Attach Proof):
- Work Experience (Attach Proof):
- Any Other Information Bidders would like to Submit:

Bid Security:- Details of Demand Draft No. _____ of amount _____ issued by _____ (bank Name).

Address to:-

To,
Deputy Secretary
Administration & Establishment
National Centre for Medium Range Weather Forecasting
A-50, Institutional Area, Sector-62
Noida-201309 (Uttar Pradesh)

Subject: Quotation for the sale of old newspapers and magazines.

Sir,

The comprehensive rates for the sale of old newspapers and magazines are as follows:-

Sr. N.	Description	Rate per kg (₹)
1	Old News papers	
2	Old Magazines	

I have read the job description and terms & conditions of the tender notice and it will be abided by me.

Signature of the proprietor of the firm _____

Name of the proprietor of the firm _____

Seal of the Firm _____

Dated:
Place: