

National Council for Teacher Education
(A Statutory Body of the Government of India)
Wing – II, Hans Bhawan, 1, Bahadur Shah Zafar Marg,
New Delhi-110002

Ref: F.No:21-1/2013/ NCTE/GA

Date:11th February, 2015

EMPANELMENT FOR PRINTING OF NCTE PUBLICATIONS

National Council for Teacher Education, New Delhi, a Statutory Body of the Government of India under the control of Ministry of Human Resource Development invites names of the reputed and experienced printers for **PUBLISHING OF NCTE JOURNALS/DOCUMENTS** at the above address.

2. The interested agencies are required to submit the Application/ Proposal in a sealed cover superscripted **“Empanelment for printing of NCTE Publication”** and should reach NCTE Office on or before **9th March, 2015**.
3. **No empanelment not will be accepted after last date.**
4. The envelop shall remain valid for 90 days from the date of receipt of the same. Any future clarification and /or corrigendum(s) shall be communicated through **‘Tenders’ Section** on the NCTE website www.ncte-india.org.

Section Officer (Admin)
NCTE, New Delhi

Tel: 011-23370119,
E-mail: mail@ncte-india.org

Fax: 23379980
Website: <http://www.ncte-india.org>

**APPLICATION LETTER
(Specimen)**

To

The Section Officer (Admin)
National Council for Teacher Education
Wing – II, Hans Bhawan,
1, Bahadur Shah Zafar Marg,
New Delhi-110002

Subject: EMPANELMENT FOR PRINTING OF NCTE PUBLICATIONS

Dear Sir,

In response to your Quotation Notice for the above mentioned contract, I/We, a Private/Public Ltd Company / Partnership / Sole Proprietor submit the following particulars:

S.No.	Description	Particular
1.	Name of the Firm	
2.	Year of establishment	
3.	Registration Number with a copy of registration certificate	
4.	Registered Postal Address	
5.	a. Tele.no. b. Fax No. c. Mobile No. d. Website address, if any	
6.	Address of Branches, if any.	
7.	a. Name and address of Directors, in case of Company b. Name and address of Sole Proprietor c. Name and address of partners, in case of partnership firm	
8.	a. Name and designation of authorized signatory b. Address for communication c. Contact details:- 1) Phone:- 2) Mobile:- 3) Email 4) Fax:-	

I/We understand that the NCTE reserves the right to reject any or all the Application/Proposals or accept them in part or to reject them in part without assigning any reasons. The NCTE further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

Thanking you,

Yours faithfully,

Date

Signature
Name
Firm's Seal

Annexure-I

Name of the work: EMPANELMENT FOR PRINTING OF NCTE PUBLICATIONS

CONTENTS

1. Name of Company/ Firm/Agency
2. Name of proprietor / Director of Company / Firm / agency
3. Full Address of Reg. Office/ Telephone No./FAX No./ e-mail id/website address
4. Full address of Operating / Branch Office/ Telephone No./FAX No./ e-mail id/website address
5. T.I.N. No. (Attach copy)
5. The Parties/Bidders shall have **at least 03 years experience** in these fields and shall submit the **self attested copies of experience** along with the quotation documents.
6. Details of works of similar nature carried out in Central/State Govt. bodies/ Departments/ PSUs/ Autonomous bodies/ industries/factories/ or other similar organizations during the last 3 years ending **27st Feb, 2013**.
7. The sealed application/proposals should be dropped in the Quotation Box kept in the Administration Section of NCTE, New Delhi.
8. The rates should be indicated both in words and figures. In case of discrepancy between the figure (number) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the bidder.
9. No party shall be permitted to tender for work in the NCTE, New Delhi in which any of their near relatives is an employee. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the NCTE. Any violation of this condition which comes to the Notice of the NCTE after the contract is awarded will entitle the NCTE to treat the contractor as having committed a breach of contract and to exercise all the rights and remedies available to the NCTE on account thereof.

Signature of authorised person

Name: _____

Seal _____

Date:

Place:

Annexure-II

Details of other organizations where such contracts were undertaken during last 3 years
(Enclose supporting documents).

S. No.	Name and address of the Organisation	Type of work done	Contact No.

(Signature of Tenderer with seal)

Name:
Office Address:
Phone No (O):

Date:

