

### Notice for site visit

#### Engagement of Contractor for General Contracting Works Package at QCI office, WTC, Nauroji Nagar, New Delhi

**Date of visit:** Monday, January 6, 2025 and Wednesday, January 8, 2025

**Time of visit:** 12:00 noon to 01:00 PM

The prospective bidder should send a request for site-visit to [procurement@qcin.org](mailto:procurement@qcin.org) in the below mentioned format. The point of contact for the visit will be communicated on e-mail by replying to the request shared.

**Note:** The agencies will be required to show the request letter sent to [procurement@qcin.org](mailto:procurement@qcin.org) to the point of contact deputed on the site. Any agency visiting without the request letter will not be entertained.

### Format for requesting site visit

(on company letterhead)

TO WHOMSOEVER IT MAY CONCERN

We, <Name of the agency>, hereby authorize Mr./Ms.<Name of the person visiting>, holding identification (Aadhar No.) number <Aadhar no. of the concerned person>, to visit the premises of Quality Council of India located at 2<sup>nd</sup> & 3<sup>rd</sup> Floor of Tower J and 1<sup>st</sup> & 2<sup>nd</sup> Floor of Tower K World Trade Centre, Nauroji Nagar, New Delhi -110029, for the purpose of site visit for filing the tender. We understand that Mr./Ms.<Name of the person visiting> is authorized to carry out the activities as described and will comply with all safety protocols, rules, and regulations of the site.

Sincerely,

Signature of the authorised signatory

Name of the authorised signatory:

Date:

(Seal/Stamp of the organisation)