



DIRECTORATE GENERAL OF HOME GUARDS



File No. GS:42(781)/2009/CDHG/ 5835-70

Dated: 29/8/12

To,

Sub: QUOTATION FOR REPAIR OF FURNITURE.

Sir,

1. Sealed quotaion is invited for repair of the following furniture, held by this Directorate, on credit basis:-

S.No.	Description of Job Work	Approx. Qty.
1.	Replacement of seats of chair steel with Arms/with out arms	100 Nos
2.	Replacement of backs of chair steel with Arms/with out arms	100 Nos
3.	Replacement of strip of chair steel with Arms/with out arms	200 Nos
4.	Replacement of Arms of chair steel	100 Nos

2. **Note:** The Qty. for repair of the furniture items may be increased or decreased as per actual requirement of this Directorate. The furniture items may please be seen in the MAIN STORE during any working day ie. Monday to Friday between -10 Am to 5 Pm.
3. You are requested to forward your sealed quotation in the name of CCTI, with an inscription on the envelope "Quotation for Repair of Furniture items.
4. You are requested to forward your quotation along with sample of seat, back, handle (Wooden) & strip (Iron) and earnest money of Rs.2000/- (Rupees Two thousand only) in the form of Demand Draft of any scheduled Bank, in favour of DDO, Dte Genl. of HG Delhi latest by 3.00 PM on 12/09/2012.
5. The rates should be inclusive of all taxes, cartage etc and to be mentioned clearly.
6. You are requested to forward your rate quotaion latest by 3.00 PM on 12/09/2012 and the same will be opened at 3.30PM on the same day. The tenderers or their authorized representatives will be allowed to be present at the time of opening the quotation.
7. The supplier / vendor should have PAN NO. and the following bank details are to be provided at the time of submitting the bill in triplicate i.e. Bank A/C No. mentioned in cheque book, MICR code, IFSC/RTGS code. (copy of cancelled cheque may be provided)
8. The DGHG reserves the right to reject any bid or cancel all quotations without assigning any reason there of.

Yours Faithfully,


(S.K. TANWAR)
JSO (HG)/SO

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