



DIRECTORATE GENERAL OF HOME GUARDS



File No. 51(1)/HG/CTI/TRG/17/2009/Pt-II 10.006-10.034

Dated: 11/11/11

To,

29. Server Room (for Up Loading at Delhi
Govt. Web Site and DHG Web Site.)

Sub-: Supply of Refreshment items on 06th December, 2011 at CTI, Raja Garden.

Sir,

1. Sealed quotation is invited to supply the following Refreshment items for Raising Day Celebration Function on 06th December, 2011 at CTI, Raja Garden (Near Shivaji College), New Delhi-27 on credit basis.

| | | | | |
|------------------------|--------|---------------------------------|------------------------------|---|
| 1. VIP | (i) | Kaju -Barfi | - | Sufficient for 150 persons (With service boys and bonechina crockery) |
| Appx (150) | (ii) | Pastery (superior quality) | - | |
| | (iii) | Sandwich Veg (superior quality) | - | |
| | (iv) | Mix pakora | - | |
| | (v) | Potato Wafers | - | |
| | (vi) | Small Samosa | - | |
| | (vii) | 200ml Bottle Water | - | |
| | (viii) | Coffee/Tea (150 ml) | - | |
| 2. Guest staff | (i) | Gulab jamun | - 1 No | |
| Appx (500) | (ii) | Potato wafers | - 10 gram (with paper plates | |
| | (iii) | Samosa | - 1 No & disposable glasses) | |
| | (iv) | Sandwich Veg (superior quality) | - 1 No | |
| | (v) | Ready made Tea (150 ml) | - 1 No | |
| | (vi) | Packaged water glasses | - 1 No | |
| 3. Participants | (i) | Besan Ladoo | - 1 No | (with paper plates, paper |
| Appx (410) | (ii) | Bread Pakora | - 1 No | packets & disposable glasses) |
| | (iii) | Samosa | - 1 No | |
| | (iv) | Banana | - 2 Nos. | |
| | (v) | Ready made Tea (150 ml) | - 2 Nos. | |

2. **Note:** The demands of above mentioned items may be increased or decreased as per actual requirement of this Directorate. The sample of the items are to be got approved on 03.12.11 or before.

3. You are requested to forward your sealed quotation in the name of DGHG, with an inscription on the envelope "Quotation for Supply of Refreshment items on 06th December 2011".



DIRECTORATE GENERAL OF HOME GUARDS



-2-

4. Last date and time for receipt of quotation will be 3:00 PM on 24.11.2011 and quotation will be opened at 3:15 PM on the same day. Your representative will be allowed to be present at the time of opening of the quotations.
5. The rates should be inclusive of all taxes & cartage etc.
6. The supplier /vendor should have PAN NO. and the following bank details are to be provided at the time of submitting the bill i.e. Bank A/C No. mentioned in cheque book, MICR code, IFSC/RTGS code. (copy of cancelled cheque may be provided.)
7. It is the sole discretion of HOD to cancel any quotation without assigning any reason.

Yours faithfully,

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