



## DIRECTORATE GENERAL OF HOME GUARDS



File No. GS:42(781)/2009/CDHG/ 10861-10896

Dated: 7/12/2011

To,

**Sub: QUOTATION FOR REPAIR OF FURNITURE.**

Sir,

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

S.No.	Description of Job Work	Approx. Qty.
1.	Replacement of seats/ Backs / Iron Strips of Chairs Steel (with out Arms)	50 No.
2.	Replacement of seats Backs / Wooden Handle/Iron Strips of Chairs Steel (with Arms)	50 No.
3.	Replacement of Cushion Seats / Backs / Arms / Rexion of (Chairs Visitor)	10 No.

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 i.e. Monday to Friday between -10 Am to 5 Pm.
3. You are requested to forward your sealed quotation in the name of DGHG, with an inscription on the envelope "Quotation for Repair of Furniture items.
4. You are requested to forward your quotation along with sample 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 & CD Delhi latest by 3.00 PM on 22/12/2011.
5. The rates should be inclusive of all taxes, cartage etc and to be mentioned clearly.
6. You are requested to forward your lowest quotation latest by 3 PM on 22/12/2011 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 intriplicate 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/DCD reserves the right to reject any bid or cancel all Quotations without assigning any reason there of.

Yours Faithfully,

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

Nishkam Sewa Bhawan, CTI Complex, Raja Garden New Delhi-27

Phone No. - 011-25448148, Fax No. 011-25107058

Email - dghome@nic.in