

SPEED POST

IG/RC-47/Furniture/2015
20.08.2015

To,

Sub.: Inviting Quotation for supply of furniture to IGNOU, Regional Centre-Aligarh(U.P.)

Madam/Sir,

We would like to introduce our self as Regional Centre of Indira Gandhi National Open University situated at 3/310, Marris Road, Aligarh. We would like to invite quotation for supply of following furniture items to the IGNOU Learner Support Centres situated in the districts like; Amroha, Etawa, Sambhal, Mainpuri, Kasganj, Aligarh etc:

S. No.	Item	Specification/Description	Remarks
1	Tubular Chair with continuous Arm	Executive Revolving Chair with continuous Arm(CHR-7)	
2	Steel Executive Table	03 Drawer on one side with laminated /wooden top. Size 4'x2 1/2'	
3	Chair for Visitor (CHR-7)	Non-revolving	
4	Steel Book Case	Size: 68"x34"x15", Self-04, Separate Glass Door/Disappearing, Gauge-20	
5	Steel Almirah	Size: 78"x34"x19", Selves-04, One Locker, Gauge-20	
6	Steel Side/small Rack	Size: 3'x3'x11/2', Selves-03, Make-16 Gauge, Angle-20 Gauge	
7.	Steel Big Rack	Size: 78"x34"x15", Selves-06, Make-16 Gauge, Angle & sheet-20 Gauge	

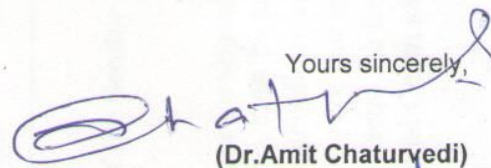
Term and Conditions:

1. Kindly quote the rates for above items at the Letter Head of your Firm and duly signed & stamped by the authorized signatory.
2. The price quoted must be inclusive of all the charges like VAT and labour charges, loading/unloading.
3. Transportation charges of furniture at the different IGNOU Learner Centres shall be reimbursed, as per actual basis and on production of Bill.
4. The specification of the Furniture should be the same as mentioned above/comparable with the Godrej Model.
5. Payment shall be made only by A/c cheque and after the receipt of the items at different IGNOU Learner Support Centres(LSCs) in a good condition. A certificate is to be obtained from the Addressee/receiver and submitted along with the Bill. The list of LSCs/addressee shall be provided by this Office.
6. The Quantity of Furniture may at the sole discretion of the Regional Director
7. Since, quotations are invited for supply of the above furniture items to our various Learner Support Centres situated in the above Districts, hence, you are requested to allow concession/rebate, and quote your best competitive price.
8. Regional Director reserves the right not to consider your quotation and even has the right to cancel the purchase order at any time and without assigning any reason.

In case you are interested to supply these items to then kindly submit your quotation to this Office at the earliest, **latest by 11th September, 2015.**

With regards,

Yours sincerely,



(Dr.Amit Chaturvedi)



Regional Director's office

Ph. : 0571-2700120 & 2701365
Email : rcaligarh@ignou.ac.in
www.rcaligarh.ignou.ac.in

इन्दिरा गाँधी राष्ट्रीय मुक्त विश्वविद्यालय
Indira Gandhi National Open University

क्षेत्रीय कार्यालय : 3/310, मैरिस रोड, अलीगढ़-202002 भारत
REGIONAL CENTRE, 3/310, Marris Road, Aligarh-202002