

To,

Subject: 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 (IGNOU) situated at 3/310, Marris Road, Aligarh (UP). We would like to invite quotation for supply of following furniture items to the IGNOU Learner Support Centres situated in the districts like, Amorha, Etawah, Sambhal, Mainpuri and 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 (T-09) Size 4'x2 ½'	
3	Chair for Visitor	Non-revolving (CHR-7)	
4	Steel Amirah (Big Size)	Size 78"x34"x19", Selves-04, One Locker, Guage-20	
5	Steel Side/Small Rack	Size 3"x3"x1 ½", Self-03, Make 16 Gauge, Angle 20 Gauge	
6	Steel Big Rack	Size 76"x34"x15", Selves-06, Make 16 Gauge, Angle 20 Gauge	

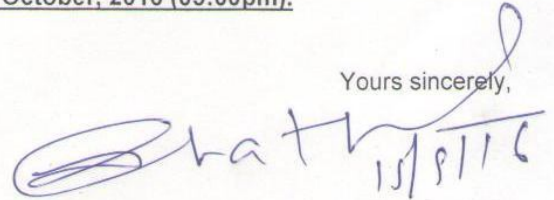
Term & Conditions:

1. Kindly quote the rates for above items on the Letter Head of your Firm with duly signed & stamped by the authorized signatory. The price quoted must be inclusive of labour charge and loading/unloading. **VAT/Other Statutory Taxes shall be paid extra and as per actual basis.**
2. Transportation charges for delivery of furniture at the different IGNOU Learner Support Centres shall be reimbursed, as per actual basis and on production of bill.
3. The specification of the Furniture should be the same as mentioned above/comparable with the Godrej Model.
4. Payment shall be made only by A/c payee cheque and after the receipt of the furniture items at different IGNOU Learner Support Centres (LSCs) in a good condition only. 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.
5. 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.
6. A copy of this letter, duly signed & stamped may also be returned along with your quotation as a proof of acceptance of term and conditions.
7. The quantity of Furniture may be decided at the sole discretion of the Regional Director.
8. Regional Director reserves the right not to consider any quotation or all quotations 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 above mentioned furniture items then kindly submit your quotation in **sealed envelope** to this office at the earliest, latest by **17th October, 2016 (03:00pm)**.

With regards

Yours sincerely,



(Amit Chaturvedi)

Regional Director's office

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