

To

**Subject:-Supply of office furniture items on hire basis.**

Dear Sir,

Sealed quotations are invited for supply of the office furniture items on hire/rental basis for the use in Pragati Maidan during the forthcoming India International Trade Fair (IITF) for a period of approx. one month. The rates will be valid for one year. The list of the items required during IITF-2014, is attached. The quantity will be given fifteen days (15 days) before, starting the exhibition. You are also requested to quote the rates for one month basis and proportionately. The quoted rates should include delivery and collection charges and mentioned taxes, if any.

The contractor must have PAN Number and registered with concerned Tax Authority as applicable. (The photo copy of the PAN No. should be attached with the quotation).

The quotation should be accompanied by a demand draft for a sum of Rupees 5000/- infavour of INDIA TRADE PROMOTION ORGANISATION, Pragatimaidan, New Delhi-110001, as an earnest money refundable.

The sealed quotations should be addressed to the under signed Dy. Manager (Stores) Central Warehouse Store near Gate.1, ITPO, Pragati-Maidan, New Delhi, so as to reach this office latest by 3.30pm, on or before 26<sup>th</sup> August- 2014. The quotations received after the stipulated date and time will not be accepted. The furniture supplied should be of good quality and duly painted with proper identification mark.

The ITPO, reserve the right to reject any quotation in full or part thereof without assigning any reason what-so-ever and no correspondence in this regards will be entertained. The quantity indicated in the attached enclosure is tentative, it may increase or decrease.

Yours faithfully,

**(C. B. S. Dhankar)**  
**Dy. Manager (Stores)**  
**Phone: 23371506**

**The list of the items required during IITF-2014.**

S. No.	Name of the items	Qty. required	Rates per unit	Total amount
1.	Table assistant	125 nos,		
2.	Chair office	125 nos.		
3.	Chair office cushions	80 nos.		
4.	Chair Garden	300 nos.		
5.	Chair Counter	20 nos.		
6.	Almirah steel small	25 nos.		
7.	Almiah steel big	15 nos.		
8.	Dharies 8'X 12'	18 nos.		
9.	Carpets 8'X8'	16 nos.		
10.	Table Computer	2 nos.		

Name & Address of the Party

With phone number

Signature with stamp.