

No. 04/05/2014- -Store/Admn.
Government of India
Office of the Registrar of Newspapers for India
(Ministry of Information and Broadcasting)
West Block-8/Wing-2, R. K. Puram, New Delhi-110066
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Dated : 03.03.2017

To
As per the list enclosed.

Subject :- Quotation for New Chairs, for official use of this Office.

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Sir,

I am directed to invite sealed quotations for purchase of new executive and computer chairs for official use of this Office in the prescribed proforma as given below :

Sl. No.	Particulars of Chair, Table and Almirahs with size dimensions, brand name	Piece per Unit/ Pc. In Rs.	Tax as applicable	Amount including tax/ Vat per chair.	Qty. required	Total Amount in Rs.
1	High back chair (Executive Chair) comfort cushion ,back with gas lift, tilting mechanism and chrome base				(04)	
2	Low back Chair (computer chair) with gas lift, tilting mechanism and chrome base.				(71)	

2. The quotations must be submitted along with a Demand Draft for Rs.10,000/- (Rupees Ten Thousand only) being the Earnest Money Deposit (EMD) drawn in favour of DDO, RNI, Min. of I&B, New Delhi. EMD in cash or in any other form, will not be accepted except Demand Draft. Any quotation received without the requisite EMD will be summarily rejected.

3. You are, therefore, requested to quote your rates for the above-mentioned items in prescribed proforma. The sealed quotations should reach the undersigned before 02.00PM on **or before 15.03.2017**. No advance payment can be made and payment will be released only after the receipt of above items in good and working condition and obtaining satisfactory report from the users/ Admn./Store Section . The quotations will be opened on **15.03.2017 at 04.00 P.M.** You may depute your representative if you are interested at the time of opening of quotations.

Thanking you,

Yours faithfully



(B.K. Biswas)

Assistant Press Registrar (A)

Copy forwarded to **N.I.C. Unit of RNI** with the request to put this QUOTATION letter in the RNI's Website immediately.



(B.K. Biswas)

Assistant Press Registrar (A)