

**OFFICE OF DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT- SOUTH-EAST**  
**'C' BLOCK DEFENCE COLONY**

No.

Date:-

To,

S.No.	Name of the firm	S.No.	Name of the firm
1	The Manager Delhi Consumer Co-op Wholesale Store Ltd. Karampura Road, Moti Nagar	8	Ganga Enterprises P-37, Vishnu Garden, New Delhi-110018
2	M/s Godrej Boyee Mfg. Ltd. Godrej Bhawan, Sher Shah Suri Marg New Delhi-110065.	9	M/s Royal Safe Co. Plot No.4 Furniture Block Kirti Nagar, New Delhi
3	The Manager Kendriya Bhandar West Block-VIII Wing-III(Ground Floor) R.K Puram, New Delhi-66	10	Mini Sales corp. B-65, F.F, Duggal Colony Deoli Road Khanpur, N.Delhi.
4	NCCF Deepali, 6 <sup>th</sup> Floor. Nehru Place, New Delhi	11	R.K Steel Furniture WZ-290, G-Block, Hari Nagar Jail Road, New Delhi-58.
5	M/s Delite Kom Ltd. IInd Floor, Kukreja House, 46, Rani Jhansi Road , New Delhi	12	Incharge CAL LAB with the request to upload the tender on Department website.
6	S.BI Staff Consumer's Co-operative Store, Parliament Street New Delhi		
7	NCCF Depali, 6 <sup>th</sup> Floor Nehru Place New Delhi		

**Sub:-Quotations/limited tenders for purchase of Furniture items.**

Sir, District-South-East, Department of Education, Delhi, intends to purchase the following furniture items for office use. The details of specification are as under:-

Sr. no.	Details of items	Specification	Quantity	Rate per items.	Total amount.
1	Officer table	(60"x36"x30")drawers on right side and cupboard on left side.(Made in wooden)	3		
2	Officers chair	high back chair with PU area leather with high quality wheels.	3		

*Handwritten signature and date:*  
3/2/14  
*Handwritten signature:*

3	Officers table side racks	6'x3'x 2.5' mica top three sides closed, with side rack made in wooden.	3		
4	Officers visitors chair	Officer visitor low back revolving with arm. Height adjustable system metal base powder coated, back cushion nylon wheel.	12		
5	Dealing Assistant table	4'x3' mica top with 3 drawers.Made in wooden/steel.	4		
6	Dealing Assistant chairs	Visiting chair with arm metal frame powder coated with cushion.	6		
7	Computer table	With sliding keyboard and two shelves with drawers.	3		
8	Computer chair	Computer revolving chair with arm height adjustable system nylon base with nylon wheel.	5		
9	Almirah	78"x36"x19",with 04 shelves making 05 compartments without locker made in 20 x 22 Gauge steel.	6		
10	Book Shelves	66"x33"x12" steel book shelves, Side, back bottom & shelves with lock. Plain transparent glass doors.	3		

You are therefore requested to kindly arranged to send your quotations/rate list with catalog by post in sealed cover or by dropping the sealed tenders in drop box placed in the office of the Deputy Director of Education – District-(South-East) of the above articles mentioning the specification etc to this office latest by 12/2/2014 upto 3.00 P.M. The quotation will be opened on the same day at 4.00 P.M in the presence of representative of the agencies, if any.

- Imprest in form of demand draft for Rs. 6000/- (Rs. Six Thousand only)in favour of ' DPO(South) - UEE- Mission' may be placed in separate envelop : Both envelop for Imprest & quotation separately may be placed in big envelop.
- Quotation without imprest will not be entertained.
- Each page of the quotation letter should be signed by the dealer.
- All cutting in the tender letter must be attested by the dealer.
- Supply shall have to be made at the office premises of Deputy Director of Education-(South-East), Defence colony within one week from the date of award of tender..
- The supply of items should be strictly according to the specifications given, failing which the dealer shall have to replace the same at his own cost.
- The dealers are requested to quote the rates of only those items which are given in the list.
- The undersigned has reserves the right to reject any quotation without assigning any reason thereof.

Yours faithfully

  
DDE-(South-East)