

IG/RC/36/F&E./2016/
Dated: 21-01-2016

To,
M/s-----

Sub: Requirement of Chairs for IGNOU Study/Program Centres located in Districts of Nagpur, Gadchiroli and Nanded,

Dear Sir,

This is to inform you that IGNOU is a Central University and one of its Regional Centre is located at Nagpur. We require the following Chairs of Standard company (ISI / ISO) for our office use:

1. Tabular Chair With Continuous Arms (Cane) - 35 Nos

Particular	S.C.Nagpur (1607)	S.C. Gadchiroli (36026)	S.C. Nanded (1613)
Tabular Chairs	10	10	15


The item should be supplied to the Study/Program Centres located in Districts of Nagpur, Gadchiroli and Nanded, You can also indicate the carting charges and any other charges to be charged by concerned authorities.

The validity of quotation should be at least for 3 months.

No advance will be paid for supply of Chairs. The payment will be made to Agency on completion of installation of Chairs/equipment and submission of installation report.

Please send your sealed quotation super scribed as " quotation for Tabular Chair With Continuous Arms (Cane)" on the top of the envelop in the name of the Regional Director, INDIRA GANDHI NATIONAL OPEN UNIVERSITY, REGIONAL CENTRE, 'GYAN VATIKA' 14 HINDUSTAN COLONY AMRAVATI ROAD NAGPUR – 440033 by 15th Feb 2016 positively.

Thanking you.

Yours sincerely,

(P.Sivaswaroop)
Regional Director