

February 26, 2010

To

As per list enclosed.

Sub:- **Call for Quotation.**

Sir,

I am directed to say that the National Museum requires various wooden materials for use in the Museum from time to time. A list (Annexure 'A') of these items along with the approximate total quantity required during one year from the date of awarding the contract is enclosed.

Sealed Quotations are invited for the items mentioned in the Annexure 'A'. If you are interested to provide the items mentioned in the Annexure "A" to the letter, you should submit your quotations to the undersigned latest by **08th March, 2010.**

While furnishing the quotation, the following should be carefully noted:-

- 1) Please mention this office ref. No. and date on the envelope. 'QUOTATION' should be written in block letters on the top of the Envelope
- 2) Please mention clearly the make, brand model etc. of the articles for which the rates are quoted
- 3) Any other charges, such as packing and forwarding, delivery charges, sales tax etc. if any, should be mentioned clearly and separately.
- 4) Quotations received after the prescribed date and time will not be considered.
- 5) Articles for which quotations are furnished should be available for inspection to a representative of the Museum if required by this office.
- 6) Please mention if the materials in quotation is really available with you and if you will be able to supply the same within a week after you receive the supply order.
- 7) Please mention the opening date of the quotation on top of the sealed cover.
- 8) Canvassing directly or indirectly in connection with the supply of the items in question is strictly prohibited and the quotation submitted by the contractors who resort to canvassing is likely to be rejected.
- 9) Quotation letter should be addressed to Administrative Officer, National Museum, Janpath, New Delhi.

Yours faithfully,

LIST OF ARTICLES

S.No.	Material to be required	Size/specifications	Number/Quantity recd.
1.	See Annexure 'A'	See Annexure 'A'	See Annexure 'A'

(Dr. V.K. Mathur)
Administrative Officer.