

DELHI DEVELOPMENT AUTHORITY

(Nazarat Branch)

E-Block, 1st Floor, Vikas Sadan, INA, New Delhi

No.F5(42)/2016/Naz./DDA/ 255

Dated:-

dt. 2/11/16

CIRCULAR

Sub: Issuance of office furniture.

Nazarat Branch will henceforth float annual consolidated tender for procurement of office furniture to receive competitive rates due to economy of scale. Indents for the next one year 2017-18, duly counter-signed by the Head of Deptt. may kindly be sent latest by 25th November, 2016 in the proforma enclosed.

No request will be entertained without the prescribed proforma. A certificate to the effect may also be provided that of the existing office furniture is to be replaced, the same is more than 15 years old and is irreparable.

The circular along with proforma have also been uploaded on DDA's website.


Dy. Director(Naz.)

- Encl: 1. List of office furniture items.
2. Requisition proforma

1. All Commissioners *7.11.16*
2. Commissioner(planning) *2-11-16*
3. All Chief Engineers(Civil) Elect. Projects, *2/11*
4. Chief Architect, DDA
5. Directors(Hort.)North, and South *7/11*

6. D.D. (System) - *2/11/16*

Copy for information to:

1. P.S. to V.C., DDA *2/11/16*
2. P.S to E.M., DDA *2/11/16*
3. P.S.to F.M., DDA *2/11/16*
4. P.S.to Pr.Comms.(Personnel, LM & Sys.), Land Disposal & Housing. *2/11/16*

Dy. Director(Naz.)