

**DIRECTORATE OF SORGHUM RESEARCH  
(Formerly NATIONAL RESEARCH CENTRE FOR SORGHUM)  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
Rajendranagar, Hyderabad-500030  
Phone: 040-20025599, 24015349, 24018651, Fax: 091-040-24016378**

File No: 3-17/2011-12/ST

Date: 5-07-2013

**ENQUIRY**

To,

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**Sub: Supply of Packaged drinking water at DSR, Rajendranagar-Reg**

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Dear Sir,

We would like to procure drinking water of reputed brands in the market. This office consisting of around 200 employees. The approximate estimated quantity is about 500 ltrs per day.

It is requested that the packaged drinking water consisting of about 20-25 Ltrs capacity may have to be supplied to this office on daily basis.

You are requested to quote the rate for the 20-25 Ltrs capacity water bubble and other conditions if any. The consumption of water may vary from time to time.

The sealed quotation may be sent to the Director, DSR, Rajendranagar, and Hyderabad on or before **19-07-2013**

While quoting the rate the following points may be mentioned clearly.

1. Delivery Schedule
2. Payment Terms
3. Mode of delivery & supplies to be made
4. Taxes if any
5. TIN/PAN etc. number of your firm
6. List of Supplier, Govt Agencies if any made by you
7. Any other details relevant to this

Your quotation should reach to this office latest by **19-07-2013** by post/Drop in tender box in our office.

Thanking You,

Yours faithfully,

(Saroj Kumar Singh)  
Administrative Officer