

Company Letter head

To
HoD Estate
 Estate Department,
 YASHADA, Pune – 411 007
Sir,

Date- / /2025

Kindly forward your quotation for the following supplies / works.
Subject- Repairing of office sofas at YASHADA.

Item No	Description	Unit	Qty	Quote Rate per No	Amount
1	Sofa-1 Seater---Repairing of existing sofa with sweat leather fabric and 50 density foam and Spring Etc Material standard brand with ISI mark as per picture/photos etc completed including transportation as per specification.	Nos	12		
2	Sofa-2 Seater---Repairing of existing sofa with sweat leather fabric and 50 density foam and Spring Etc Material standard brand with ISI mark as per picture/photos etc completed including transportation as per specification.	Nos	12		
3	Sofa-3 Seater---Repairing of existing sofa with sweat leather fabric and 50 density foam and Spring Etc Material standard brand with ISI mark as per picture/photos etc completed including transportation as per specification.	Nos	6		
4	Sofa-4 Seater---Repairing of existing sofa with sweat leather fabric and 50 density foam and Spring Etc Material standard brand with ISI mark as per picture/photos etc completed including transportation as per specification.	Nos	3		
	Gross Amount (Rs)				
	Add for GST @ 18% Amount (Rs)				
	Gross Total Amount (Rs)				

Firm Stamp & Signature