

Ref: Admn./Misc.

2 Nov 2007

Sub: Procurement of sweets for distribution to our employees

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Sir,

On the eve of Diwali, we intends to distribute sweets to our employees. Our requirement is as follows:

1. Khoya Burfee 840 pkts. (containing about 1 kg. each)
2. Sohan Papri 840 pkts. (containing within 1 kg. each)

The above sweets are required in our premises by 8 Nov 2007 (Morning). You are, therefore, requested to please quote your rates in a sealed cover indicating terms of payment to enable us to proceed further in the matter latest by 5 Nov 2007 (1400 hours).

Thanking you,

Yours faithfully,

(Paramjit Singh)
Section Officer (Admn.)

