



**SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES :: TIRUPATI**

(A University established by an act Of A.P. State legislature)

**Request for Hospital / Office furniture (new item/ repair)**

Tirupati

Date:.....

From

To

The Director-cum-VC,  
SVIMS,  
Tirupati.

Respected Madam / Sir,

Sub: Procurement of hospital / office furniture for the dept. of .....  
Request- Reg.

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I submit to your kind attention that the following hospital / office furniture is required for the dept. ....for the purpose of patient care / academic/ research / administration(*please tick (✓) whatever is applicable*).

***Details of Furniture :***

***Quantity:***

The Justification, approximate cost and specifications etc are submitted in the proposal.

Hence, I request you to advise the concerned for procurement of the above item at the earliest.

Thanking you

Yours sincerely

Enclosures: 1) proposal for hospital / office furniture (new item/ repair)  
2) Specifications