Capital Works & Services Division

REQUEST FOR SUPPLY AND FIXING BLINDS/CURTAINS

1. Request should be forwarded with the recommendation of the Facilities Manager and approval of the Deputy Vice-Chancellor.
2. Please take the assistance of Facilities Manager for measuring purposes, if required.
3. Please submit separate applications if you select more than one type of blinds/curtains.

1) Department / Division : …….....

2) Location : …….....

3) Contact person from the Department / Division - Name : …….....

Tel No : …….....

4) Funding source (please mark with "√ ")

University Rehabilitation Fund ☐ Any other (please specify) :……

Faculty/Department Development Fund ☐

5) Details of the request :

5. a) Type of Blinds/Curtains (please mark with "√ ")
(only one type shall be selected)

Vertical Blinds
- Fabric ☐
- Plastic ☐

Bamboo Blinds
- Indoor Type ☐
- Outdoor Type ☐

Venetian Blinds
- Wooden ☐
- Aluminum ☐

Horizontal Blinds
- Plastic ☐
- Metal ☐

Roller Blinds
- PVC ☐
- Fabric ☐

Monsoon Blinds
- PVC ☐
- Fabric ☐
- Plastic ☐

Roman Blinds
- Fabric ☐

Curtains
- Silk ☐
- Cotton ☐
- Handloom ☐

Any other
(Please specify)

……
……
……

5. b) Blackout or Translucent : ……..

5. c) Preferred colour, if any : ……..

5. d) Control Type – Manual ☐

Motorize ☐

5. e) Dimensions

Window Type	Width (in feet & inches) **Include only Window Size**	Height (in feet & inches) **Include only Window Size**	No. of Windows for Each Type	Length (in feet & inches) **If an extra length from the bottom of the window is the covered**
Type 1				
Type 2				
Type 3				
Type 4				
Type 5				
Type 6				
Type 7				
Type 8				
Type 9				
Type 10				

(Note : You may submit a specification/drawing/sketch if your request is not covered by the information provided through this application.)

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Head-Department/Division **Date**

Deputy Vice-Chancellor,

The above request is recommended/not recommended.

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Facilities Manager **Date**

Senior Assistant Registrar/Capital Works & Services,

The above request is approved/not approved.

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Deputy Vice-Chancellor **Date**