



MAITREYI COLLEGE

(UNIVERSITY OF DELHI)

BAPU DHAM COMPLEX,
CHANAKYAPURI,
NEW DELHI-110021

Ref. No.MT/2019/ 1591 (17)

Dated:- 11.03.2019

Subject:- INVITATION OF QUOTATION FOR SERVICING OF AIR CONDITIONER

Dear Sir,

Sealed Quotations are invited for Servicing / Gas Refilling / Replacing of Filter etc. wherever required in respect of Split Air Conditioner / Window Air Conditioner installed in the College premises. The details of Nos. of Air Conditioner are as under:-

- | | |
|---------------------------|---------|
| 1. Split Air Conditioner | 31 Nos. |
| 2. Window Air Conditioner | 15 Nos. |

Bid Security/EMD Payment:

Earnest Money Deposit of Rs. 5000/- (Five Thousand Only) in the form of Bank Draft from any Nationalized Bank in favour of Principal Maitreyi College. Bidders are required to mention the details of EMD in the quotation letter.

Vendors are requested to quote the rates on lump-sum basis only keeping in view of proper functioning of Air Conditioner for this all vendors are requested to visit the college and assess all the Air conditioner and accordingly quote the rates on lump-sum basis.



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All vendors are requested to mention /specify the nature of work to be undertaken for each AC separately according to number displayed against each Air Conditioner.

To this effect a separate certificate duly signed is to be attached strictly in accordance with Prescribed Performa by mentioning all details of work undertaken (Format Attached).

The Principal reserves the right to accept or reject some or all the quotations without assigning any reasons thereof.

If however, it is found that the servicing and material provided is of sub-standard quality, the Principal/Committee shall have the right to withhold the payment partly or fully and /or penalty may be imposed on the firm. The decision of the Principal/Committee shall be final and binding on you.

The duly sealed quotations must reach the college latest by 27.03.2019.

Yours faithfully,

Haritma Chopra

(Dr. Haritma Chopra)

Officiating Principal

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