



मैत्रेयी महाविद्यालय MAITREYI COLLEGE

दिल्ली विश्वविद्यालय/University of Delhi

बापुधाम परिसर, चाणक्यपुरी
नई दिल्ली - 110021

Bapudham Complex, Chanakyapuri
New Delhi-110021

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Email: maitreyi1967@yahoo.co.in

Ref. No. MT/FFS/GH/2025/_____

Dated: 24.03.2025

To

WEBSITE

Dear Sir,

Sealed quotations are invited by the college for repairing of existing firefighting and fire alarm system installed in Girls' Hostel Block of our college. Vendors are requested to please inspect the site (Monday to Friday from 10 A.M. to 5 P.M.) for assessing all the instruments before quoting their rates. After repairing, the whole system should be in proper working condition. Fifty percent of the total payment will be released after completion of the work and thereafter, our college will apply for NOC from Fire department. Remaining payment will be released only after receiving NOC from fire department. The company will have to give one year warranty on the whole system on their company letter head (format attached). The company will maintain the fire system for one year and if any problem arises during this year, then it is the responsibility of the company to resolve the problem without any extra cost. Vendors are requested to quote their rates in the prescribed format:

Sr. No.	Particulars	Rate	GST Percentage	Amount with GST
1	Complete solution for running of fire-fighting and fire alarm system with one year maintenance warranty			

Bid Security/EMD Payment:-

Earnest Money Deposit of Rs.5000/- (Five thousand rupees 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 invitation letter.

Signature
Signature



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During the visit of Fire department, the company representative would have to be available here to get the system checked to fire department.

However, if it is found that the quality of product/service provided by the firm is of sub-standard quality or not according to the safety measures, then the Principal/ Committee may impose a penalty and/or the payment may be withheld fully or partly and/or the order will be treated as cancelled.

In that case the firm is required to take back the rejected material on its own expenses. The decision of the Principal / Committee in this regard shall be final and binding on the firm, depending upon the circumstances. The principal reserves the right to reject some or all the quotations, without assigning any reasons, thereof. Please note that GST Percentage, Labour charge, Cartage etc. must be quoted separately.

The sealed quotations must reach the College on or before 07.04.25.

Yours faithfully,

Prof. Haritma Chopra

Principal

UNDERTAKING (ON THE COMPANY LETTER HEAD)

Date : _____

To

The Principal
Maitreyi College
Chanakyapuri, New Delhi - 110021

Subject: Undertaking for One-Year Maintenance and Compliance of Fire System.

Dear Madam,

With reference to the work awarded to us as the L-1 vendor for the installation/maintenance of the fire system at Maitreyi College, we hereby undertake the following:

1. We guarantee the maintenance of the installed fire system for a period of **one (1) year** from the date of completion of work. During this period, any malfunction, defect, or issue arising in the system shall be rectified by us at no additional cost to the college.
2. We shall ensure that the fire system remains fully operational and in compliance with the prescribed norms and standards of the Fire Department.
3. We further undertake that whenever the Fire Department visits the college for inspection, our authorized representative shall be present to facilitate the checking and certification process as per the statutory requirements.
4. This undertaking is provided on behalf of **[Vendor's Company Name]**, and we confirm our full commitment to the above terms.

We affirm that this commitment shall remain binding upon us for the entire duration of the one-year guarantee period.

Yours sincerely,

Authorized Signatory

Name

Designation

Vendor's Company Name

Company Stamp/Seal

