



Satyawati College

सत्यवती कॉलेज

ASHOK VIHAR, PHASE-III, DELHI-110052

अशोक विहार, फेज-III, दिल्ली-110052

Website :-www.satyawati.du.ac.in, E-mail :-principal@satyawati.du.ac.in

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Ref: SC/ADMN./188/2019

Dated: 10.06.2019

NOTICE INVITING QUOTATION

Sealed quotations on item wise rate basis are invited from authorized dealers with experience in carrying out repair and maintenance of Air Conditioners, sealed in a single envelope must reach the office of Principal, Satyawati College on or before 21.06.2019 by 1:00 P.M. addressed to "Principal, Satyawati College, Ashok Vihar, Phase-III, Delhi-110052" and superscribed "Quotations for Repair/Serviceing of Air Conditioners" on the envelope, as per details below:

01. Name of Work : Repair/Serviceing/maintenance of Air Conditioners (Window and Split).
02. Tender Fee : Rs.500/- (Rupees Five Hundred only) non-refundable by Demand Draft/Banker's Cheque in favour of Principal, Satyawati College, payable at Delhi.

The terms and conditions of the tender are as follows:

The decision of the College Authority shall be final and reserves the right to cancel/reject any or all the tenders without assigning any reason.

Vendors are requested to please inspect the Air Conditioners before quoting rates, please also note that GST, must be included in quoted rates. The quoted rates shall include Consumable and Non-Consumable items and vendors is required to quoted the rates specifically in the prescribed format along with certificate strictly in prescribed format failing which the quotation letter may be rejected. (Annexure-1).

Terms and Conditions

1. The firms are requested to submit the rate inclusive of consumable items and non-consumable items.
2. The firm will be required to visit the College on every fortnightly.
3. The firm will have visit the College within in 4 working hours on emergency calls.
4. The contract will be for "Comprehensive Maintenance Service" i.e. if any part if required to be replaced the same will have to be replaced under the contract and no extra charges will be paid by the College for any spare part.
5. The will make payment on quarterly basis after obtaining satisfactory report from the College Authority.

6. Every visit must be acknowledged by the care-taker/S.O. Admin./Admin. Officer otherwise the visit will be treated as lapsed. Each lapse within fortnight will attract a penalty on the firm/and/or the payment may be withheld and/or the contract will be treated as cancelled, depending upon the circumstances.
7. The College Authority reserves the right to select any quotation or reject any or all quotations without assigning any reason whatsoever.
8. Please also note that if at any stage it is found that the service provided by you is not up to the mark than the Principal/Committee may withhold the payment partly or fully and/or a penalty may be imposed on the firm and/or the order may be treated as cancelled. The decision in this regard shall be final and binding on the firm depending upon the circumstances.
9. The College reserves the right either to place the order in consolidated manner by considering rates of both type of ACs (Window and Split) together or may place the order separately.

The sealed quotations duly super-scribed "Quotation for Air Conditioners' service" must reach to the College on 21.06.2019 by 1:00 P.M. Quotations will be open on the same day i.e. on 21.06.2019 by 1:00.

Yours faithfully,

Manjula Dass

(Dr. Manjula Dass)

Officiating Principal

Copy to:

1. College Website and University Website
2. College Notice Board

Officiating Principal
Satyawati College (M)
(University of Delhi)
Ashok Vihar, Ph.-III, Delhi-52

Annexure-1

S.No.	Particulars	Split AC (Rate in Rs.)		Window AC (Rate in Rs.)	
		2 Ton	1.5 Ton	2 Ton	1.5 Ton
1.	Service Charges				
2.	Gas Charges				
3.	Installation/fitting Charges				

I/We certify that quoted rates includes Consumable & Non-consumable items with GST and the services will be started within 7 days from the dates of issuance of order letter for which no payment shall be claimed.

Signature of Vendor

Name: _____

Name of Firm: _____

Mobile No. _____