



सत्यवती महाविद्यालय  
Satyawati College  
(दिल्ली विश्वविद्यालय)  
(University of Delhi)



NAAC ACCREDITED 'A+' GRADE

Ref. No. *SC/Admission/817/2025*

Dated: 10.03.2025

**NOTICE INVITING QUOTATION**

Sealed quotations on item wise rate basis are invited from authorized dealers with experience in any Government/PSU/Autonomous/Educational Institution carrying out repair and maintenance of Air Conditioners, sealed in a single envelope with two bids i.e. Technical Bid & Financial Bid must reach the office of Principal, Satyawati College on or before 18.03.2025 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).

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.

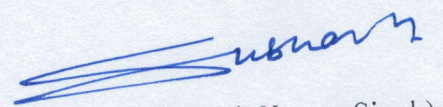
Vendors are requested to please inspect the Air Conditioners before quoting rates, please also note that GST must be included in quoted rates. The quoted rates shall include Consumable and Non-Consumable items and vendors is required to quoted the rates specifically in the prescribed format along with 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 will make payment on quarterly basis after obtaining satisfactory report from the College Authority.
5. Every visit must be acknowledge 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 withhold and/or the contract will be treated as cancelled, depending upon the circumstances.
6. The College Authority reserves the right to select any quotation or reject any or all quotations without assigning any reason whatsoever.
7. 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 maybe rerated as cancelled. The decision in this regard shall be final and binding on the firm depending upon the circumstances.
8. 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.
9. The bidder should have the following documents
  - i. PAN Number
  - ii. GST Registration
  - iii. GST Return of month February 2023 onwards

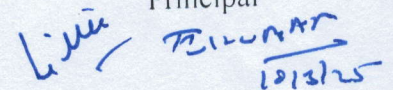
The sealed quotations duly super-scribed "Quotation for Air Conditioners' service" must reach to the College on 18.03.2025 by 1:00 P.M. Quotations will be open on the same day i.e. on 18.03.2025 by 2:00 P.M.

Yours faithfully,



(Prof. Subhash Kumar Singh)

Principal



Copy to:

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

**FINANCIAL BID**

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				
	<b>Total</b>				

Grand Total (Including GST): \_\_\_\_\_

\*Note: Lowest bidder will be declared on the basis of Grand Total.

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. \_\_\_\_\_