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MAITREYI COLLEGE

(UNIVERSITY OF DELHI)

BAPU DHAM COMPLEX,
CHANAKYAPURI,
NEW DELHI-110021

Ref. No. MT/2023/ 1176 - A

Dated: 03.03.2023

To

The Director,
Deptt. Of Computer Centre,
University of Delhi North Campus,
Delhi-110007.

Subject: Uploading of Quotation Letter on University Website.

Dear Sir,

This is to inform you that this college is inviting quotation for servicing of air-conditioners. And for this purpose this college needs to upload the invitation of Quotation Letter on the Website of Delhi University.

In order to facilitate the same, we are enclosing the soft copy of invitation of quotation letter for your necessary action.

Thanking You,

(Ranu Kumar)
Admn. Officer



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Ref. No.MT/2023/ 1176 - A

Dated: 03.03.2023

College & University website

Subject:- INVITATION OF QUOTATION FOR SERVICING OF AIR-CONDITIONERS.

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 | 05 nos. |
| 2. Window Air-Conditioner | 18 nos. |

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 accordingly before quoting the rates.

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 the firm.

The duly sealed quotations must reach the college latest by 17.03.2023.

Yours faithfully,

Prof. Haritma Chopra

Officiating Principal

MAITREYI COLLEGE : NEW DELHI - 110021

1. Principal's Office (1 Split A.C.)			
Items	Qty.	Rate	Amount
Servicing			
Change Of Filter			
Gas Refilling			
Any Other Repair			
Total Amount			
2. Sr.PA. to Principal Room (1 Window A.C.)			
Items	Qty.	Rate	Amount
Servicing			
Change Of Filter			
Gas Refilling			
Any Other Repair			
Total Amount			
3. Committee Room (1 Split A.C.)			
Items	Qty.	Rate	Amount
Servicing			
Change Of Filter			
Gas Refilling			
Any Other Repair			
Total Amount			
4. Vice Principal Room (1 Window A.C.)			
Items	Qty.	Rate	Amount
Servicing			
Change Of Filter			
Gas Refilling			
Any Other Repair			
Total Amount			
5. Admin Officer Room (1 Split A.C.)			
Items	Qty.	Rate	Amount
Servicing			
Change Of Filter			
Gas Refilling			
Any Other Repair			
Total Amount			
6. Admin Office (3 Window A.C.)			
Items	Qty.	Rate	Amount
Servicing			
Change Of Filter			
Gas Refilling			
Any Other Repair			
Total Amount			
7. Account Office (3 Window A.C.)			
Items	Qty.	Rate	Amount
Servicing			
Change Of Filter			

Gas Refilling			
Any Other Repair			
Total Amount			
8. Medical Room (1 Window A.C.)			
Items	Qty.	Rate	Amount
Servicing			
Change Of Filter			
Gas Refilling			
Any Other Repair			
Total Amount			
9. New Audi (4 Window A.C.)			
Items	Qty.	Rate	Amount
Servicing			
Change Of Filter			
Gas Refilling			
Any Other Repair			
Total Amount			
10. library (1 Window A.C., 1 Split A.C.)			
Items	Qty.	Rate	Amount
Servicing			
Change Of Filter			
Gas Refilling			
Any Other Repair			
Total Amount			
11. Staff Room (1 Split A.C.)			
Items	Qty.	Rate	Amount
Servicing			
Change Of Filter			
Gas Refilling			
Any Other Repair			
Total Amount			
12. Server Room (1 Split A.C.)			
Items	Qty.	Rate	Amount
Servicing			
Change Of Filter			
Gas Refilling			
Any Other Repair			
Total Amount			
13. Room NO-8 (1 Window A.C.)			
Items	Qty.	Rate	Amount
Servicing			
Change Of Filter			
Gas Refilling			
Any Other Repair			
Total Amount			

Note:- The quantity of Air-Conditioners may be increase or decrease