



**OFFICE OF THE REGISTRAR GENERAL, INDIA  
(Government of India, Ministry of Home Affairs)  
2/A, Man Singh Road, New Delhi – 110 011**

**No.D-19015/02/2011-GS**

**Dated: 23.08.2011**

**To,**

**As per list**

Sub: - Annual Maintenance Contract (Comprehensive) of Inverter with Batteries – reg.

Sir,

Sealed quotations are invited for annual maintenance contract (Comprehensive) of 26 nos. of Inverter with batteries (two batteries connected with one Inverter) in four different buildings of this office located at Man Singh Road(11 nos.), Sewa Bhawan(07 nos.), West Block-I(06 nos.)R.K.Puram and Pushpa Bhawan (02 nos.)New Delhi.

**Terms and conditions are given below:**

1. Tenderers should quote the rates per unit for Comprehensive Maintenance of Inverters and its batteries. The intending firms, if desire, may see the condition of Inverters during 3.00 P.M to 5.00 P.M. on office days at different locations
2. An amount of Rs.5,000/- as EMD in the form of a demand draft drawn in favour of Pay & Accounts Officers (Census) and payable at New Delhi Should be sent along with tender. Tender without security deposit will be summarily rejected.
3. The income tax clearance certificate and CST number should also be submitted with the quotation along with PAN number failing which the tender will not be accepted.
4. The firm should already rendering maintenance services/experience in Govt./Semi Govt. Departments. The list of same with other details should be provided along with the tender.
5. Besides the preventive maintenance once in a month, the firm has to attend complaints within 24 hours failing which double of the proportionate amount exceeding 24 hours would be deducted from bill amount.
6. The rate may be submitted in sealed cover to US (HQ) by 3.00 PM on 02.09.2011 Quotations received beyond the prescribed date and time and without EMD will not be entertained. The quotations will be opened on the same day at 4.00 P.M.
7. The payment of the amount for annual maintenance will be released in two equal six monthly installments after satisfactory services.
8. This office reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

(Purnendu Kant)  
Under Secretary (HQ)