



2011

No. D-13015/1/2010-GS

Dated:05.04.2010

To

**Sub: Hiring, filling & Maintenance Contract of Desert Coolers in ORGI – reg.**

Sir,

Sealed quotations are invited for hiring, installation, maintenance and filling of water twice a day, of Desert Coolers in office of the Registrar General, India at (1) 2/A, Man Singh Road, (2) Sewa Bhawan, R.K. Puram, (3) West Block-I, R.K. Puram and (4) Pushpa Bhawan, New Delhi during the summer season with effect from 26.04.2010 to 15.09.2010. The rates offered should reach this office not later than **15.04.2010 upto 3.00 p.m.** alongwith Demand Draft/Pay Order of Rs. 5,000/- as Earnest Money drawn in favour of Registrar General of India, New Delhi. The sealed quotations may be dropped in Tender Box kept in ORGI, 2/A, Man Singh Road, New Delhi, which will be **opened at 4.00 p.m. on 15.04.2010 (Thursday).**

The estimated number of Desert Coolers required for hiring at different locations, are given below:-

S.No.	Location	Estimated number of Desert Coolers reqd.*
1	Man Singh Road, New Delhi	11
2	West Block-I, R.K. Puram, New Delhi	16
3	Sewa Bhawan, R.K. Puram, New Delhi	31
4	Pushpa Bhawan, New Delhi	35
	<b>Total</b>	<b>93</b>

\* Numbers are likely to be changed.

The tenderers should quote their rate per unit for hiring of Desert Coolers. The said rate should be inclusive of cost of installation at the window with plywood covered, servicing and replacement of parts, if required and filling of water twice a day besides all taxes etc. The coolers must be preferably new one in perfect conditions.

The tenderers should have previous experience of having undertaken similar jobs in Ministries/Departments, Government of India which should be duly supported by proper testimonial/certificates. The income tax clearance certificate should also be sent alongwith PAN number. The tenderer should also furnish work contract tax number.

Any quotation not supported by the requisite documents & earnest money etc. or if received beyond the prescribed date and time will not be entertained by this office.

This office reserves full right to accept or reject any or all tenders without assigning any reason therefor.

Thanking you,

Yours faithfully,

**(Purnendu Kant)**  
**Under Secretary**