

GEN(037)/PRO/11/04/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

East Block-VII, R.K.Puram,  
New Delhi- 110 066.

Dated:24.12.2012

**Sub: Quotation for running and maintenance of for 5 Nos. of R.O. system of NCRB.**

Sir,

Sealed quotations are invited from reputed vendors having minimum 5 years experience in the field for running and Maintenance Contract (AMC) of 5 R.O. System for the period of three years. The equipment installed at East Block-7 & 9, R.K. Puram, New Delhi, which can be inspected during any working day between 2 P.M. to 5 P.M. with prior appointment with Dy. S.P (G) by telephone No. 26172324 Extn. 266. The vendors are also required to furnish the rates of for initial repair, if any before entering into contract. The rates should clearly indicate applicable taxes, other terms and conditions. The details of R.O. System are given below. Initially, running and maintenance contract of R.O. System will be awarded for one year and will be extended subject to satisfactorily services rendered by vender.

Sl. No.	Location of R.O.	Date of purchase	Remarks
1.	NCRB, Store	30.03.2005	
2.	NCRB, Store	25.11.2009	
3.	Trg. Branch, East Block-9	13.05.2010	
4.	Level-I in front of Store	21.01.2010	
5.	NCRB Store	30.03.2005	

**Terms & Conditions:**

- 1 Quotation received after due date and time will not be entertained.
- 2 EMD in the form of Demand Draft of 10% of the amount quoted by the firm drawn in favour of PAO, DCPW payable at New Delhi should accompany the quotation. Quotation without EMD would not be entertained.
- 3 The rates quoted shall be inclusive of all taxes and other charges.
- 4 Quotation should reach the Assistant Director (A&G), NCRB, East Block-7, R.K.Puram, New Delhi-110 066 on 16.01.2013 latest by 4.00 pm. The envelope should be superscribed with "**Quotation for running and maintenance of R.O. System**".
- 5 R.O. System can be inspected during any working day between 2.00 pm to 5.00 pm with prior appointment with Dy.S.P.(G) telephone no.26172324 ext. 266. Details are also available on the NCRB website: <http://ncrb.gov.in>.

- 6 The vender is required to supply 50 empty bottles of water of 20 ltr. capacity and will depute a person to re-fill the empty bottles and install all the bottles on dispensers of the Bureau which is 15 in numbers at present. The number of dispensers may increase or decrease subject to requirement of the Bureau. The working days are Monday to Friday. The vendor will be responsible for availability for water in each dispenser.
- 7 Daily cleaning of R.O Systems should be done by the vendor during contract period.
- 8 In general no overwriting is permitted in the rates. If found the tender shall be summarily rejected. However except rate all the over writings must be signed by the authorized person of firm.
- 9 Rates quoted must be valid for period of three years minimum from the date of opening of the tender and silence of any tenderer on this issue shall be treated as agreed with this condition

Director General, NCRB reserves the right to accept or reject any quotations without assigning any reason.

Yours faithfully,

**(N.K. SINGH)**  
**Asstt. Director(A&G)**