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## INSTITUTE OF EXCELLANCE IN HIGHER EDUCATION

Kaliyasot Dam, Kolar Road, Post Box No. 588, Bhopal-462 016

Telephone: 0755-2492433, 2492460

No. 172/18-19

Bhopal Dated..... 05.04.2018

To,

M/S.....

Subject: Quotation for work of... Repairing of Electric fan

Quotations' are invited for Maintenance Department of this Institute. Kindly send your quotations for the work as per list enclosed in a sealed envelope / cover, so that these should reach to the Office of the Director on or before..... 19/04/2018..... Quotations for maintenance Department and the due date should be clearly marked on the envelope / cover.

Other conditions are as follows.

1. Quotations should be sent in sealed envelope / cover. The envelope / cover should be addressed to The Director, Institute of Excellence in Higher Education, Bhopal -- 462 016.
2. Prices should be FOR Institute / Bhopal. In case Freight, packing, forwarding etc. Are to be charged extra, these should be clearly mentioned.
3. Time for work done you would take be clearly indicated.
4. Prices quoted should be valid till 31st. March... 2019.....
5. Sales Tax / Commercial Tax / Excise duty, if it is to be charged should be specified clearly and separately.
6. PAN must be quoted.
7. Rate quoted should be inclusive of all taxes, cost of materials, labour, T & P, etc. Complete.
8. Director is not bound to accept the lowest quotation
9. Kindly clearly mention your terms and conditions, if any.

10. GST number be mentioned

Encl: - Spec list

Director

Institute for Excellence in Higher Education

DIRECTOR,  
INSTITUTE FOR EXCELLANCE IN HIGHER EDUCATION  
BHOAL-462016

# Steps for Repairing of fans.

S.No	Item	Rewinding fan motor with copper wire	Supplying fixing ball bearings	Supplying & fixing condenser	servicing cleaning etc.
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1. Ceiling fan
2. Light duty Exhaust fan
3. Heavy duty Exhaust fan
4. Wall fan

*M. D. S.*