

Dear Sir,

National Book Trust India, an autonomous body under the Ministry of Human Resource Development, Government of India invites sealed quotation for purchase of Split and Window Air Conditioners whose details and their quantities are provided at **Annexure-I**.

You may kindly submit your sealed quotation in the format as per the terms and conditions mentioned in **Annexure-I**. The sealed quotation must super subscribing the caption **"Quotation for Air Conditioner"** and should be addressed to **Assistant Director (Administration), National Book Trust, India**.

Quotation must be dropped in the tender box placed at the reception of **National Book Trust, India at 5, Nehru Bhawan, Institutional Area, Vasant Kunj, New Delhi-110070** latest by **-01 June 2012, 1300 hrs (Friday)**. Quotations received after the due date and time will be summarily rejected.

The quotation will be opened on same day i.e. **1 June 2012 at 1530 hrs (Friday)** in the Conference Hall of National Book Trust India, in presence of the prospective bidders who may like to be present at the time of opening of bids.

National Book Trust, India reserves the right to accept or reject any bid or annul the tender proceedings without assigning any reasons, whatsoever.

Yours faithfully,

Kumar Samresh
Assistant Director (Administration)