



INDIAN INSTITUTE OF FOREIGN TRADE
B-21, Qutab Institutional Area, New Delhi-110016

IIFT(D)/E&M/1(3)/2025-26

Dated: 27.08.2025

Quotation for Comprehensive Maintenance of Water Coolers 25 Nos. in Block-I, II and C-9 Hostel at IIFT Delhi Centre.

- 1.0 Quotation in Single Stage Two Envelope method (Part - A: Techno-commercial and Part - B: Financial) are invited on behalf of the Vice Chancellor, IIFT for undertaking following works/services:

Sl. No.	Particulars	
1.	Name of the Item / Work	Comprehensive Maintenance of Water Coolers (25 Nos.) in Block I, II and C-9 Hostel at IIFT Delhi Centre.
2.	Estimated cost	Rs. 79,501/-

- 2.0 Time period:- 12 months.

3.0 **Eligibility:**

Having experience of successfully completed similar works during the last 3 years ending previous day of last date of submission of quotation as follows:

“One similar work of aggregate cost not less than the amount of Rs. 31,800/-

- 3.1 “Similar Works” shall mean “Comprehensive Maintenance of Water Coolers”.

- 3.2 The work experience should be supported by certificates issued by clients organizations. In case the work experience is of Private Sector the completion certificate shall be supported with copies of Letter of award and copies of corresponding TDS Certificates. Value of work will be considered equivalent to the amount of TDS Certificate.

About the Institute

The Indian Institute of Foreign Trade (IIFT), a deemed to be University, is a national institute involved in Post-Graduate Teaching of Management Studies, Economics and research in both disciplines. Established in 1963, as an autonomous body under the Ministry of Commerce & Industry, Government of India, it has significantly contributed towards the external trade sector of India through policy research and skill-building over the past six decades. It also emerged as a leading Business School in the country, consistently ranked among the top 10 in the list. The rich contributions in knowledge domain helped the Institute to earn the status of "Deemed to be University" in the year 2002. Over the years, IIFT has emerged as a national university with focus on Economics and International Business, which is reflected in all the major activities of the Institute, namely: Research, Teaching and Training. The National Assessment and Accreditation Council (NAAC) has recognized IIFT as Grade 'A++' Institution in its evaluation during 2005 as well as in 2015. Recently, the Institute has been granted graded autonomy by UGC/MHRD as Category-I Institution

Thanking you,

Yours faithfully,

Administrative Officer (E&M)
Ph. No. : 011-39147323
Email ID: consultant_admin2@iift.ac.in

To,

SCOPE OF WORK

Comprehensive Maintenance, Servicing and repairing of water coolers with replacement of all the parts, components and gas charging etc as per detail given below:

Water Cooler	Capacity	Qty.
Drinking Water Cooler(Sidwal/Blue Star/C-Greaves/Sunrise)	40/80 Ltrs	14 Nos.
Drinking Water Cooler(Blue Star/Usha)	60/80 Ltrs.	04 Nos.
Drinking Water Cooler (Sidwal)	60/120 Ltr.	02 Nos.
Drinking Water Cooler (Voltas/Blue Star)	150/150 Ltr	05 Nos.
	Total =	25 Nos.

Following are included in comprehensive AMC.(Part–A)

1. Servicing, maintenance and repairing of Water Coolers with replacement of all the parts, components and gas charging etc.
2. Supply and replace all material which become necessary as a result of wear & tear during the period of contract.
3. Check and service the units thoroughly once in a month and submit the report to E&M Administrative.
4. Carry out one complete overhauling after nine month running of water cooler.
5. Attending to any breakdown calls within 12 hrs. during normal office/working hours.
6. In case any fault in water cooler needs extensive repair for which it is required to be taken to the workshop, a replacement/substitute is to be provided next day from the day such fault is reported by the IIFT till the same is re-installed after due repairs.
7. The firm/agency should have technically qualified manpower to provide necessary service during the period of contract for maintenance of Water Coolers
8. The services provided by firm/agency shall be to the entire satisfaction of IIFT.
9. On the conclusion of the Contract, the bidder/firm shall ensure that all the water coolers etc are handed over to the IIFT in working condition to the entire satisfaction of the IIFT.

Additional items: (Part-B)

Below jobs are to be included under AMC but chargeable on case by case basis

1. Replacement and repair of sheet-metal panels, unit structure of base cabinet.

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT (GCC)

The general condition shall apply in contracts made by IIFT for Comprehensive Maintenance of Water Coolers (25 Nos.) in Block I, II and C-9 Hostel at IIFT Delhi Centre.

Submission of bids: Bids should be submitted as detailed below:-

Envelope-1: Bid with all relevant papers duly signed. The envelope should be super scribed as “Technical Bid for Comprehensive Maintenance of Water Coolers (25 Nos.) in Block I, II and C-9 Hostel at IIFT Delhi Centre.”

Envelope -2 Comprising of Price Bid. The envelope should be super scribed as “Price Bid for Comprehensive Maintenance of Water Coolers (25 Nos.) in Block I, II and C-9 Hostel at IIFT Delhi Centre.”

Envelope 1 & Envelope 2 shall be put together in a big envelope super scribed as “Quotation for Comprehensive Maintenance of Water Coolers (25 Nos.) in Block I, II and C-9 Hostel at IIFT Delhi Centre” should be submitted to the Administrative Officer (E&M), Indian Institute of Foreign Trade (IIFT). This big size envelope may be dropped in a box kept with the Security Guard at the main gate of the institute at the above mentioned address. No Quotation shall be accepted after prescribed due date and time.

Last Date & Time of Submission of Quotation: 10.09.2025 (15:00 Hrs.)

Date & Time of Opening of Quotation: 10.09.2025(15:30 Hrs.)

Earnest Money Deposit (EMD):-

(i) The Bidders has to submit an amount of **Rs. 1,590/- towards Earnest Money Deposit**. The bidder shall furnish the bid security / E.M.D. through a Demand Draft in favour of “Indian Institute of Foreign Trade, Delhi” or through NEFT/RTGS in favour of “Indian Institute of Foreign Trade, Delhi” as per details given below.

Details for NEFT/RTGS are as under:

Beneficiary Name: Indian Institute of Foreign Trade

Bank Name & Address: Indian Bank, 7, S.J.S.Marg, Mehrauli Institutional Area, New Delhi -110016

IFSC code – IDIB000M089

MICR code - 110019018

A/c No.– 767635122

(ii) The NSIC / MSME units shall be exempted from submission of EMD/ Bid Security deposit on production of requisite proof in respect of valid certification from NSIC / MSME for the tendered item / service

1. PAYMENTS:

1.1 Payments will be made through RTGS (Real Time Gross Settlement) or NEFT (National Electronic Fund Transfer) as the case may be on receipt of the bill along with service reports on Quarterly basis.

1.2 Mandate willing to receive e-payments signed by the vendor shall be submitted by the vendor containing following information at the time of signing of Agreement / Contract.

- (a) Account beneficiary's name.
- (b) Account type.
- (c) Account number.
- (d) Name of the bank.

- (e) Bank Branch's NEFT code.
- (f) IFSC code in case of Transfer through RTGS.

All the above particulars which form the essential element of this mandate may be duly verified by Banker of the vendor.

2. Quoted Rates shall be inclusive of all expenses to be incurred by vendor for providing goods and service as specified in the Scope of Work of the quotation excluding GST.

3.0 ACTION BY PURCHASER AGAINST BIDDER(S) / VENDOR(S) IN CASE OF DEFAULT:

In case of default by Bidder(s)/ Vendor(s) such as:-

- (a) Failure to deliver and / or commission any or all of the services within the time period(s) specified in the contract, or any extension thereof granted by the purchaser.
- (b) Failure to perform any other obligation(s) under the Contract; and
- (c) If the contractor persistently neglect to carry out his obligation under the contract and / or commits default in complying with any of the term and the condition of contract and does not remedy it or take effective steps to remedy it within the time specified after a notice in writing is given to him in that behalf by purchaser.

- 3.1 When the contractor has made himself liable for any of the cases aforesaid, the IIFT shall have the powers to terminate the contract.

4.0 ARBITRATION:

- 4.1 Except as otherwise provided elsewhere in the contract, in the event of any disputes, controversy or differences arising out of or related to this agreement or the breach, termination or invalidity thereof between the parties, such party or parties shall make a request to the other party or parties to amicably settle such differences or disputes and parties shall thereupon make every effort to settle the same amicably within a period of 60 (Sixty) days from the date of making of such request.
- 4.2 Where parties are unable to settle the disputes through conciliation, the same shall be referred to the Director IIFT for referral of such disputes to a sole arbitrator, to be mutually decided by the parties, as per the provisions of the Arbitration and Conciliation Act, 1996, any amendment thereof, and any notification issued or rules made there under from time to time. The venue of the arbitration proceeding shall be IIFT Delhi.

5.0 COURT JURISDICTION:

Any dispute arising out of the tender / bid document / evaluation of bids / issue of APO shall be subject to the jurisdiction of the competent court at Delhi only.

Administrative Officer (E&M)
Ph.No. : 011-39147323
Email ID: consultant_admin2@iift.ac.in

**INDIAN INSTITUTE OF FOREIGN TRADE
B-21, QUTAB INSTITUTIONAL AREA
NEW DELHI - 110 016.**

**Name of Work : Quotation for Comprehensive Annual Maintenance Contract of
Drinking Water Coolers**

QUOTED RATE:

Table-A

Water Cooler	Capacity	Qty.	Rate per Unit per annum. (Rs.)	Amount per annum. (Rs.)
Drinking Water Cooler	40/80 Ltrs	14 Nos.		
Drinking Water Cooler	60/80 Ltrs.	04 Nos.		
Drinking Water Cooler	60/120 Ltr.	02 Nos.		
Drinking Water Cooler	150/150 Ltr	05 Nos.		
Total				

Table-B (Replacement and repair of sheet-metal panels, unit structure of base cabinet)

Water Cooler	Capacity	Rate for replacement and repair of sheet-metal panels, unit structure of base cabinet (Rs.)
Drinking Water Cooler	40/80 Ltrs	
Drinking Water Cooler	60/80 Ltrs.	
Drinking Water Cooler	60/120 Ltr.	

Drinking Water Cooler	150/150 Ltr	
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- Quoted Rates shall be inclusive of all expenses to be incurred by vendor for providing goods and service as specified in the Scope of Work. Goods and Service Tax, which shall be paid extra, as per Goods and Service Tax rules applicable from time to time.

Note:-

L-1 shall be decided on the basis of lowest cost to IIFT, from the total quoted rates of Table A.

Administrative Officer (E&M)
Ph. No. : 011-39147323
Email ID: consultant_admin2@iift.ac.in

Signature _____

Name of the Contractor with Seal _____

Contact No. _____

E-mail I.D. _____

Date _____