St. Stephen's College
Delhi 110007
India

NOTICE INVITING QUOTATION

Name of Work: Supply and Installation of 150-Litre Hot and Cold Water Dispenser for the Main Building at St. Stephen's College.

Estate Office
St. Stephen's College
University Enclave, North Campus,
Delhi-110007.

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NOTICE INVITING QUOTATION

No.: SSC/EO-E/26-27/NIQ/13 **Dated: 14-10-2026**

Sealed item rates quotation are invited on behalf of the Principal, St. Stephens College for the following work from the contractors working with **Delhi University or any other Govt./Autonomous body/PSU**. Who have already executed similar work during the last seven years for any Govt. department/PSU/Private sectors (completion certificate/Work Order to be enclosed). In case of issue of completion certificate by private sector the agency has to submit the TDS certificate along with the completion certificate in evidence of the value of the work done.

S. No.	Name of Work	Estimated Cost	Date of submission start	Last date of download of quotation and submission	Date of opening of quotation	Completion Period
1	Supply and Installation of 150-Litre Hot and Cold Water Dispenser for the Main Building at St. Stephen's College	Rs. 80,000/- (gst extra as applicable)	14.10.2026	19.10.2026	21-10-2026	05 days

Quotation forms and conditions can be downloaded from the St. Stephens College website (i.e. https://www.ststephens.edu/). In case of downloading of NIQ from website, it will be the responsibility of contractor / firm/ Agency to ensure that complete documents have been downloaded and submitted to Estate Office by super scribing the name of work and name of agency and addressed to The Principal of St. Stephens College. *The time for submission of quotations are up-to 5:00 PM on dated 19-10-2026 which shall be opened on the next day at 11.00 AM or 3:00 PM on the date given above*. The undersigned reserves the right to accept or reject any quotation without assigning any reason.

Note: - The contractor shall quote their rates in the NIQ downloaded from the St Stephens College website. If rates quoted in other form will not be considered. Contractors/Agencies have to act as per above NIQ. The contractor should sign and stamp all document including the bid security declaration.

ASSISTANCE TO BIDDERS

a) Any queries relating to the NIQ document and the terms and conditions contained therein should be addressed to the Quotation Inviting Authority for a tender or the relevant contact person indicated in the tender. The contact number for query related to tender document is 011-2766205 (10:00 AM to 5:00 PM), Email: engineer@ststephens.edu & eo@ststephens.edu

Assistant Engineer (Civil)

SPECIFICATION & SPECIAL CONDITIONS OF CONTRACT

1. **Specifications and Codes:**
   Unless otherwise specified, the work/supply shall be carried out in accordance with the latest applicable CPWD Specifications, relevant BIS/ISI Standards, manufacturer's technical specifications and the technical specifications/special conditions specified in the quotation/NIQ, along with correction slips/amendments issued up to the date of opening of quotation. In the event of any discrepancy or dispute, the following shall be the order of priority for interpretation:
   a. Nomenclature/technical specifications of the item read with the Special Conditions of Contract;
   b. Special specifications and conditions of the quotation/NIQ;
   c. Relevant CPWD Specifications, wherever applicable;
   d. Relevant BIS/ISI Standards and applicable statutory requirements;
   e. Manufacturer's standard specifications, to the extent not conflicting with the above;
   f. Instructions of the Engineer-in-Charge.
2. **Inspection of Site:** Before quoting, the contractor/supplier shall inspect the site and fully acquaint himself with the site conditions, accessibility, electrical connections, installation requirements and other relevant conditions necessary for satisfactory supply, installation, testing and commissioning of the equipment. No claim on this account shall be entertained subsequently.
3. **Quantities**: The quantities indicated in the Schedule/BOQ are tentative and may vary as per the actual requirement of the College. Payment shall be made on the basis of the actual quantity supplied, installed, tested and commissioned and accepted by the Engineer-in-Charge.
4. **Inspection, Testing and Acceptance**: All equipment and materials supplied shall be subject to inspection, testing and approval by the College/Engineer-in-Charge. Any equipment or material found defective, damaged, sub-standard or not conforming to the approved specifications shall be rejected and replaced by the contractor at his own cost. The decision of the Engineer-in-Charge in this regard shall be final.
5. **Safety**
   The contractor shall take all necessary precautions and safety measures during transportation, installation, testing and commissioning of the equipment. The contractor shall be fully responsible for the safety of his personnel, equipment and property during execution of the work and for any accident arising due to negligence or unsafe practices.
6. **Power and Water**: St. Stephen's College shall provide electricity and water at one available point, wherever feasible, for installation, testing and commissioning under normal circumstances. The contractor shall make his own arrangements where such facilities are not available or are insufficient for execution of the work. No extra claim on this account shall be entertained.
7. **Failure to Commence/Execute Work**: After award of the work, if the successful agency fails to commence the supply/installation within the stipulated period without valid justification and approval of the Competent Authority, the College may take appropriate action, including cancellation of the order and debarment from participating in St. Stephen's College works for a period of up to three years, subject to the terms and conditions of the quotation/contract.
8. **Documents to be Submitted**: The contractor/supplier shall submit valid GST registration, PAN, firm registration details, experience certificate/work orders of similar nature, wherever specified, along with the quotation. The College may also require product catalogue, technical literature, make/model and warranty details before approval.
9. **Similar Nature of Work**: For the purpose of eligibility, similar work shall mean Supply, Installation, Testing and Commissioning (SITC) / supply and installation of electrical, electronic, electro-mechanical or allied equipment of similar nature, such as air conditioners, water coolers, water purifiers, refrigerators, electrical panels, pumps or other institutional electrical equipment, as applicable to the tendered item.
10. **Cleaning and Restoration**: The contractor shall keep the site clean during execution and shall remove all packing materials, debris, discarded material and waste immediately after

completion. Any dismantled/replaced material shall be handed over or stacked at the designated location as directed by the Engineer-in-Charge.

11. **Warranty / Defect Liability**: The equipment supplied shall carry a minimum comprehensive warranty of one year from the date of successful installation and commissioning, or such higher warranty as specifically mentioned in the technical specifications. The warranty shall cover manufacturing defects, workmanship and replacement/repair of defective components, including major components such as compressor, PCB, thermostat, motor, electrical components, etc., wherever applicable.
12. **Delay in Supply/Installation**: In case of delay in supply, installation or commissioning beyond the stipulated delivery/completion period, without valid justification and approval of the Competent Authority, liquidated damages/compensation at the rate of 1% of the awarded value per month or part thereof, subject to a maximum of 10% of the awarded value, may be levied.
13. **Taxes and Statutory Deductions**: Applicable taxes and statutory deductions shall be deducted from the contractor's bills as per Government of India rules. The contractor shall submit valid PAN and GST details for processing of payment and statutory compliance.
14. **Payment Terms**: No advance payment shall be made. Payment shall be released after satisfactory supply, installation, testing, commissioning and acceptance of the equipment by the Engineer-in-Charge/Competent Authority, against submission of the requisite invoice, warranty certificate and other documents as applicable. Any advance payment, if considered necessary, shall be subject to prior approval of the Competent Authority and applicable rules.
15. **Deviation**: No deviation from the approved technical specifications, make/model or scope of supply shall be permitted without prior written approval of the Engineer-in-Charge/Competent Authority. Any quantity deviation, if required, shall be approved by the competent Authority.
16. **Approval of Make, Model and Materials**: The make, model and technical specifications of the equipment proposed by the contractor shall be submitted for approval before supply, wherever required. All equipment/materials brought to site shall conform to the approved specifications and shall be subject to inspection and approval by the Engineer-in-Charge before installation/use.
17. **Signing of Quotation**: The contractor/bidder shall sign and stamp every page of the quotation/NIQ, including all annexures, technical specifications, terms and conditions and BOQ, as a token of acceptance of the same. Unsigned or incomplete quotations may be liable for rejection.
18. **Completion and Handover**: After successful installation and commissioning, the contractor shall demonstrate the proper functioning of the equipment to the satisfaction of the Engineer-in-Charge and submit the warranty certificate, user/operation manual, test reports and other relevant documents, wherever applicable.
19. **Equivalent Make**: Wherever specific makes/brands are mentioned in the technical specifications, the same shall be read as "or equivalent", subject to compliance with the prescribed technical specifications, quality, performance and warranty requirements and approval of the Engineer-in-Charge/Competent Authority.
20. **Right of Acceptance/Rejection**: St. Stephen's College reserves the right to accept or reject any or all quotations, wholly or partly, and to increase or decrease the quantity as per requirement, subject to the applicable rules and approval of the Competent Authority. No claim on this account shall be entertained by the contractor.

Assistant Engineer (Civil)

SCHEDULE OF QUANTITY

Name of Work: Supply and Installation of 150-Litre Hot and Cold Water Dispenser for the Main Building at St. Stephen's College.

S no.	Description of item	Unit	Qty.	Rate	Amount
1	Providing, supplying, installing, testing and commissioning of 150 litre capacity hot and cold water cooler, suitable for institutional/high-usage application, having minimum cooling capacity of 120–150 litres per hour, with three taps/faucets, SS-304 grade stainless steel storage tank and external body, heavy-duty compressor, suitable heating arrangement with thermostat control, proper thermal insulation and convertible switch for warm/hot and cold water operation, including standard electrical and safety protection devices, complete with all necessary fittings, accessories, transportation, unloading, installation, testing, commissioning, labour and incidental works, and including minimum one year comprehensive warranty covering compressor and heating/cooling components, complete in all respects as directed by the Engineer-in-Charge. Make: Usha / Blue Star / Voltas / Croma or equivalent reputed make, subject to compliance with the specified technical requirements.	Each	1		
1.1	Freight charges	Each	1		
				TOTAL	
				GST@18%	
				Total amount including all taxes	

Note: Where any discrepancy arises between the specifications, drawings, manufacturer's recommendations and applicable codes/standards, the matter shall be referred to the Engineer-in-Charge, whose decision shall be final and binding, subject to the terms of the contract

Assistant Engineer (Civil)

Bid Security Declaration

(On the letter head of the Company/Contractor/Service Provider/ Firm)

To, **Date:**

The Principal,

St. Stephens College

Delhi University – 110007

Subject: Bid Security Declaration for '' Supply and Installation of 150-Litre Hot and Cold Water Dispenser for the Main Building at St. Stephen's College''

I/we, the undersigned do hereby undertake that, if I/we withdraw or modify my/our bid during the period of bid validity or refuse to accept the offer of work etc., I/ we will not have any objection if I am/we are debarred from the bidding against the Quotations/tenders of St. Stephens College for a period of Three (03) years.

I. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking since last five years.
II. I/We hereby declare that no employee of St. Stephen's College, Delhi, or his/her direct relative, is in any manner associated with our Firm/Service Provider/Company as a Partner, Proprietor, Director, Shareholder, Advisor, Consultant, Employee, Agent, Pensioner, or former employee of St. Stephen's College, in a manner that creates or may create a conflict of interest in relation to this tender.
III. I/We certify that all information and data furnished and attachments submitted with the application by our Service Provider / Firm / Company are true & correct.
IV. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice, any misbehavior/malpractice during any course of time or reason thereof summarily reject our bid or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours faithfully,

(Name & signature with stamp of the bidder)

LIST OF APPROVED MAKES

S. No.	Material	Approved Make / Specification
1	**Hot and Cold water dispenser**	Usha / Blue Star / Voltas / Croma or equivalent reputed make, subject to compliance with the specified technical requirements

Note: - The Contractor shall procure and provide all the materials from the manufacturers / suppliers as per the above list attached with the NIQ documents, as per the item description and particular specifications for the work. The equivalent brand for any item shall be permitted to be used in the work, only when the specified make is not available. This is, however, subject to documentary evidence produced by the contactor for non-availability of the brand specified and also subject to independent verification by the Engineer-in-Charge. In exceptional cases, where such approval is required, the decision of Engineer-in-Charge as regards equivalent make of the material shall be final and binding on the Contractor. Nothing extra shall be payable on this account.

Assistant Engineer (Civil)

Indicative Drawing