

**No. PrAO/MoES/Admn/Water/2015-16/1665**  
**Government of India**  
**Ministry of Earth Sciences**  
**Departmental Accounting Organization**  
**O/o Controller of Accounts**  
**Principal Accounts Office (Admn)**

**Room No. A-20, Mausam Bhawan**  
**Lodhi Road, New Delhi – 110003**  
**Ph: 24642151-52**  
**Dated 08.01.2016**

**Subject:- Tender for Annual Contract for SUPPLY OF BOTTLED DRINKING MINERAL WATER (BISLERI, AQUAFINA or KINLEY) in the Principal Accounts Office, Departmental Accounting Organization, Ministry of Earth Sciences in New Delhi.**

1. The Principal Accounts Office, Departmental Accounting Organization, Ministry of Earth Sciences intends to award annual contract for supply of packaged mineral water jars of 20 litre of one of the Brand Bisleri, Aquafina or Kinley only for table top water dispenser installed in the various rooms of the Office. This Office shall also require 1 litre box & 500ml box of Mineral Water of the same brand. The Office is looking for reputed manufactures/authorized dealer in the field. The specification of the packaged water shall be as per BIS Specification.
2. **The tender fee of tender documents containing terms & conditions and bid proforma has been priced Rs.50/-.** The tender document also can be downloaded from Department's website (<http://moes.gov.in/>) and also from CPP portal (<http://eprocure.gov.in/cppp/>) of Government of India. The bid documents may be submitted alongwith tender fee of Rs. 50/- (Rupees Fifty only) in the form of demand draft in favour of PAO(Sectt.), M/o Earth Sciences, New Delhi which is not refundable. Tenders/bids received without tender fee of Rs.50/- (Rupees Fifty only) shall be ignored and rejected summarily.
3. The bids are required to be submitted in the **prescribed proforma (Annexure) alongwith demand draft of Rs.5000/- (Rupees Five thousand only) as Earnest Money Deposit (EMD) and of Rs.50/- (Rupees Fifty only) as tender fee (Two separate Demand Draft) in favour of PAO(Sectt.), M/o Earth Sciences, New Delhi.** If the successful tenderer declines to act on the offer made by the Office, the EMD shall stand forfeited and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned/refunded after finalization of the contract. The bid is also to be accompanied with the experience details and other relevant information which the prospective bidder may like to bring to the notice of the Office.
4. **The quotations received without earnest money and tender fee shall be rejected summarily. The EMD and tender fee if received in a single demand draft shall be a ground for summarily rejection of the quotations/bid of the firm.**

5. The tenders are required to be submitted in the prescribed proforma at Annexure. The words **“ANNUAL RATE CONTRACT FOR SUPPLY OF BOTTLED DRINKING MINERAL WATER”** shall prominently be marked on the top of the envelope. Sealed tenders are to be dropped in the Tender Box placed at **Principal Accounts Office (Admn), A-20, Old Building, Mausam Bhawan, Lodhi Road, New Delhi-110003 on or before 05:00 PM on 08.02.2016. The bids shall be opened on 09.02.2016 at 03:00 PM.** The bidders or their authorized representatives may like to be present, at the time of opening of tenders.
6. The **Bid** should contain following documents:-
- (a) Quotation form as per **Annexure** completely filled and signed by the firm alongwith signed copy of tender notice.
  - (b) Copies of experience certificate from Government Ministries/Departments/PSUs to the effect that the firm has given satisfactory service/performance for minimum period of 3 Years.
  - (c) A Demand Draft/Pay order of Rs.5,000/- for EMD.
  - (d) A Demand Draft/Pay order of Rs. 50/- for tender fee.
  - (e) Copy of VAT, PAN and Service Tax registration.
  - (f) Copy of BIS certificate
  - (g) Certificates on letter head of the firm to the effect that the firm has not been blacklisted by any Govt. Ministry/Department.
  - (h) Certificates of manufacture/authorized dealer.
7. **Terms and conditions of the tender & resultant contract shall be as under:-**
- (a) Tenders from only those firms will be entertained which are registered for the service of manufacturing/dealing packaged drinking water and having **Service Tax Registration, VAT registration, PAN, BIS certification.** Copy of all these documents should be attached with quotations form.
  - (b) The firm should have an experience of 3 years of supply of packaged water jars in Government Ministries/Department/PSUs of comparable level. A certificate may be submitted from Government/Ministries/Departments/PSUs to the effect that the firm has given satisfactory service/performance alongwith the bids without which bid are liable to be rejected.
  - (c) It may be noted that the contracted firm would be required to supply packaged drinking mineral water in each and every room where water dispenser are installed in various floor/wing of **Principal Accounts Office, Departmental Accounting Organization, Ministry of Earth Sciences, New Delhi** on daily basis. Office will not provide any type of store for storage of the drinking mineral water jars. The supply is to be effected as and when required. The containers should be clean and without damage.
  - (d) The firm should be in position to supply packaged drinking water on short notice as and when required. The Manager –in-charge of the firm should be available on his direct telephone and also on mobile phone. Mobile number should also be given.
  - (e) The potable water would be of BIS standard. **The label in the bottle should clearly mention the required BIS Specification and the composition and quantity of minerals contained in the bottled water.** In case of deficiency in service or quality of water, it would be open the Office to cancel the contract and forfeit the performance security.

- (f) The tender should be accompanied with the Earnest Money Deposit of Rs.5,000/- in form of DD/Pay order from any of the scheduled commercial bank in favour of PAO(Sectt.), M/o Earth Sciences, New Delhi.
- (g) Tenderers may please quote their best rates without any conditions. Taxes applicable should be separately mentioned with % (Percentage) alongwith the rates. There shall be no cutting/overwriting in the quotation. The tender should remain valid for 45 days from the date of tender opening and the rates finalized on basis of these prices shall remain in force during the currency of the contract which will normally be for a period of one year, which may be further extended to two additional year on the discretion of HOD, if found fit and with the willingness of the contracted firm. It may specifically be noted that no escalations in the contracted rates shall be allowed during the currency of contract.
- (h) In case more than one bidder quotes the same rates, resulting in a tie, on the basis of experience in Government Ministries/Departments/PSUs bidder will be decided.
- (i) The contractor shall be responsible for payment of wages/settlement of dues with workers engaged by the firm as per prevailing labour/wages law in force in NCT of Delhi and Principal Accounts Office, Departmental Accounting Organization, Ministry of Earth Sciences, New Delhi shall not be a party to nay dispute between the contractor and workers.
- (j) The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible/qualified to perform the contract satisfactory as per the terms and conditions incorporated in the tender letter.
- (k) The Office reserves the right to reject or to accept any quotations, whole or in part without assigning any reason thereof. This Office also reserves the right to extend/renew the contract for a further period of two years as it may deem necessary taking into account, of course, the satisfactory service rendered by the contractor during the currency of the contract.
- (l) If the supplier fails to supply the water jars in the stipulated time or if the quality of the water is not as per the approved/required norms, the Office shall be free to make necessary arrangement to the procurement of water jars from the other source at the suppliers risk and cost which shall be recoverable from this pending bills or performance security besides resulting in cancellation of the contract. Further in case of any deficiency in service, a penalty of 5% of the total amount of the bill for the relevant month will be imposed.
- (m) Monthly payment shall be released by means of e-payment only on submission of water dispenser user reports with the bill.
- (n) The tenderer whose quotation is finally accepted, shall have to furnish performance security sum of **Rs.10,000/- (Rupees Ten thousand only) in favour of PAO(Sectt.). M/o Earth Sciences, New Delhi by means of Fixed Deposit Receipt (FDR)** in any of the scheduled commercial bank. The earnest money shall be returned to the successful bidder only after depositing Rs.10,000/- as performance security. The Office reserves the right to forfeit the Performance Security in the event of the firm violating any of the terms and conditions of the contract or not providing satisfactory service. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm.

- (o) The Office shall be free to test the sample of drinking water supplied by the supplier from any independent agency/source for which all required documentations shall be submitted by the suppliers.
- (p) **No security deposit will be furnished towards empty jars.**
- (q) The Office reserves the right to terminate the contract in full or part any time during the contract period if the services of the contractor are not found satisfactory. In all matters of dispute, the decision of the office shall be final and binding on the contractor.
- (r) If any of the bidders wants clarification with regard to the terms and conditions of the tender, the same may be pointed out with 10 days of the issue of the tender documents.
- (s) All matters/disputes pertaining to the tender and resultant contract shall be settled by the Head of Department or Officer nominated by him for the purpose. The contract terms are interpretable under the application Indian Law subject to the jurisdiction of NCT of Delhi.
- (t) **It may be specifically noted that the bids not meeting even the basic cost of the inputs i.e. unreasonably low prices just to undercut and obtain contract are liable to be ignored to maintain the required standards of service.**

Yours faithfully,

  
(R.M. Singh)

Sr. Accounts Officer (Admn)  
Ministry of Earth Sciences

Copy to:- NIC cell of MoES, with request to upload it with annexure on Ministry's official website.

**(A) Proforma for Technical Bid**

Sl. No.	Particulars	Details to be given by the bidder
1	Firm's Name & full Postal Address	
2	Bank Draft Amount, No., Date & Name of Bank	
3	Registration No. of the firm (Proof thereof)	
4	VAT No. (Proof thereof)	
5	Service Tax NO. (Proof thereof)	
6	PAN (Proof thereof)	
7	Certificate for manufacture/authorized dealer	
8	BIS Certificate (Copy enclosed)	
9	Experience Certificates (proof to be attached)	

**(B) Proforma for Financial Bid**

I/We hereby offer the rate for supply of Drinking Water 20 Litre Jars, 1 Litre & 500ml box as per below:-

Sl. No.	Item	BRAND (Tick the brand)	Rate per Jar/box in figure	Rate per jars/box (In words)
1.	Supply of Water Jar (20Litre)	<b>BISLERI</b>		
2.	Supply of 1 litre water bottle box (containing 12 bottle)	<b>AQUAFINA</b>		
3.	Supply of 500ml water bottle box (containing 24 bottle)	<b>KINLEY</b>		

**\*Taxes applicable @ \_\_\_\_\_**

I/We have carefully read the terms and conditions of the contract as stipulated in the tender No. PrAO/MoES/Admn/Water/2015-16/1665 dated 08.01.2016 and convey out unconditional willingness to accept the same. I/We undertake not to make any representation against the decision of the Office.

Place:- New Delhi

Dated:-

(Signature of Tenderer)

Name:-

Designation

Address:

Phone No. (Office)

Official Seal of the Firm