

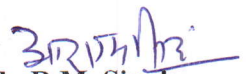


**Government of India
Ministry of Earth Sciences
Departmental Accounting Organization
O/o Controller of Accounts
Room No. A-20, Mausam Bhawan
Lodhi Road, New Delhi – 110003

**ANNUAL CONTRACT FOR SUPPLY OF PACKAGED DRINKING WATER JARS TO
DEPARTMENTAL ACCOUNTING ORGANIZATION, MINISTRY OF EARTH
SCIENCES**

DATE OF TENDER OPENING: 04/04/2016 at 1100 HRS.

**To be deposited in the Tender Box at Principal Accounts Office(Admn.), Ministry of
Earth Sciences**


**Sh. R.M. Singh
Senior Accounts Officer,
Principal Accounts Officer (Admn.)
Ministry of Earth Sciences**



Government of India
Ministry of Earth Sciences
Departmental Accounting Organization
O/o Controller of Accounts
Room No. A-20, Mausam Bhawan
Lodhi Road, New Delhi – 110003

**TERMS & CONDITIONS OF THE TENDER & RESULTANT CONTRACT SHALL BE AS
FOLLOWS:**

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be rejected.
2. The name and address of the tender shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled and submitted strictly in accordance with the instructions laid down herein, otherwise the tender is liable to be ignored.
3. The tender is liable to be ignored if complete information is not given therein, or the particulars and details sought therein (if any) asked for in the Schedule to the tender are not filled in.
4. The tender must be addressed to the Sr. Accounts Officer, Principal Accounts Office(Admn.), A-20, Mausam Bhawan, Lodhi Road, New Delhi, Pin -110003 and be deposited in the Tender Box at the same office mentioned above by 1700 Hours on 01/04/2016 The tenders will be opened by the Tender Opening Committee in the office at 1100 hours on 04/04/2016 The tenderers or his representative may, if they so desire, be present at the time of opening of quotations.
5. The tenders received without EMD or the tenders incomplete in any respect shall summarily be rejected.
6. Late tenders will not be considered.
7. Departmental Accounting Organization, MoES in no way be responsible for any default with regard to any statutory obligation and the supplier will indemnify DAO, MoES in case of any damage or liability, which may arise on account of action of the OEM.
8. The firms must have enclosed details of agreement made by Company for the last three years along with proof with different Ministries/Departments.
9. The vendor must have PAN/TIN No. and should be registered for VAT and should enclose copies of relevant certificates.
10. All firms who will participate in tender process while submitting their quotations shall give a certificate to the effect that they have not been banned by any authority/Ministry/Department in the past. If the firm has been banned by any Ministry/Department of Government of India, the same should be mentioned in the bid. If any such information regarding ban is found to be incorrect, their quotation/contract shall stand cancelled on this account alone.

11. In case L-1 is more than one, then the Experience of the Tenderer and proximity of supply point of the bidder to this office will be the criteria and the decision of this office will be final.
12. The rates quoted shall remain in force for the full period of contract.
13. The selected firm would be required to supply packaged drinking water in each and every room where water dispensers are installed in various floor/offices under DAO, MoES.
14. The firm should be in position to supply packaged drinking water on very short notice as and when required.
15. The owner of the firm should be available on his Landline telephone and also on his mobile phone.
16. The firms will have to enclose a copy of Authorization Certificate from the manufacturer duly signed in ink.
17. The Annual Contract shall be operative immediately after award of the contract. DAO, MoES shall however, has right to terminate the contract at any time if the service of the firm is found unsatisfactory. In this respect the decision of this office will be final and binding on the contractor.
18. The packaged water shall be as per BIS standard specification. In case of deficiency in services or poor quality of water, if would be open for the DAO, MoES to cancel the contract and forfeit the performance security.
19. Compensation, if any, due to illness caused due to intake of water supplied by the contractor, will be borne by the supplier.
20. Tenderers may please quote their unconditional rates and it shall be ensured that there are no cutting/overwriting in the tender form. The price quoted at the time of submission of tender should remain valid for 60 days from the date of tender opening and the rates finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of one year and will be renewed further for a period of one year if the service found satisfactory. It may be specifically be noted that no changes/escalations in the accepted rates shall be allowed during currency of the contract.
21. The prospective bidders are free to seek any clarifications/see the kid of requirement of DAO, MoES is looking for. For this purpose, Sr. Accounts Officer, Principal Accounts Office(Admn.), A-20, Mausam Bhawan, Lodhi Road, New Delhi – 110003 (Telephone No. 011-24642151/52) may be contacted on any working day between 2.00 PM to 4.00 PM from 14/03/2016 To 01/04/2016.
22. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive ad who is eligible/qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document. The ministry reserves the option to select more than one firm for award of contract to ensure uninterrupted supply during the currency of the contract.
23. The company/firm shall enclose copies of performance certificates from atleast three (3) different Government clients for the similar work/brand for the last three years.
24. The quoted price should clearly indicate the details of taxes also.
25. No other charges will be payable like transportation, fare etc. for providing the services.
26. If the supplier fails to supply the jar/water bottles in the stipulated time or if the quality of the water is not as per the approved/required norms, DAO, MoES shall be free to make necessary procurement

of water jars from the market at the suppliers risk and cost which shall be recoverable from his pending bills or performance security besides resulting cancellation of the contract. In case of any deficiency in service, a penalty of 5% of the total amount of the bill for the relevant period will be imposed.

27. DAO, MoES shall be free to test sample of drinking water supplied by the supplier from any independent for which all required cooperation/documentation shall be submitted by the suppliers.
28. All matters disputer pertaining to the tender and resultant contract shall be settled by the Head of the Department or officer nominated by him for the purpose. The contract terms are interpretable under the applicable Indian Law subject to the jurisdiction of NCT of Delhi.
29. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract conveying his acceptance in the quotation.
30. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of aforesaid terms and conditions are permissible once the quotations is accepted by DAO, MoES.



Sh. R.M. Singh
Senior Accounts Officer,
Principal Accounts Officer (Admn.)
Ministry of Earth Sciences

ANNUAL CONTRACT FOR PACKAGED DRINKING WATER FOR THE DAO, MoES

1. Name of the tenderer (in block letter) :-
2. Registered address of the Firm :-
3. Address of Godown/storage point/Delivery Point
4. Bank Draft No. & Dated :-
5. Amount of Draft :-
6. Name of Bank :-
7. VAT/Service Tax No. :-
8. PAN No./TIN No. :-
9. Performance Certificate/Experience Certificate for the last three years along with proof with different Ministries/Department (Enclosed copies)

Sl. No.	Name of Ministry/Department	Period	Brand

(if space is not sufficient, please attach separate sheet)

Sl. No.	Brand	Rates offered (In Rs.) Per Jar of 20 Ltr.	VAT (Rate & Amount)	Total
1.				
2.				
3.				
4.				
5.				

Date:-
Place:-

Signature of the authorized person

Name:-

Seal:-