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No: 01-31/2016-G-II  
Government of India  
MINISTRY OF COMMUNICATIONS  
(Department of Telecommunications)  
Sanchar Bhawan, 20, Ashoka Road, New delhi-110001

Dated 27<sup>nd</sup> December, 2016

**E-TENDER NOTICE**

**Subject:** -Supply of Packaged Drinking Water (20 Litre Jars) alongwith Dispensers at (i) Sanchar Bhawan, 20-Ashoka Road, New Delhi-1 and (ii) Mahanagar Doorsanchar Bhawan, Old Minto Road, New Delhi - regarding.

E-tender is invited on behalf of the President of India from Original Manufacturers/ their Authorized agents/distributors, having adequate experience in the relevant field, for supply of Packaged Drinking Water (20 Litre Jars) alongwith Dispensers in this Department's Headquarter office at (i) Sanchar Bhawan, 20-Ashoka Road, New Delhi-1 and (ii) Mahanagar Doorsanchar Bhawan, Old Minto Road, New Delhi. Details regarding requirement of Packaged Drinking Water and Dispenser is mentioned at **Annexure - I**.

**1. Instruction to the tenderers**

E-tender should be submitted **online** through Govt. of India e-tender portal [www.eprocure.gov.in/](http://www.eprocure.gov.in/) in two bid system (i) Technical Bid & (ii) Financial Bid. The Technical bid should contain full information as required in **Annexure-II**. The 'Financial Bid' must include full information as required in **Annexure- III**. Both bids described as 'QUOTATION FOR SUPPLY OF Packaged Drinking Water' **should be submitted online by 14.00 p.m. on 16.01.2017**. Bids received after stipulated date/ time shall not be entertained. The tender will be opened on the same day i.e. **17.01.2017 at 14.30 p.m.** The tenderer or his representative may, if they so desire, be present at the time of opening of tenders.

**2. Tender Fee, Earnest Money Deposit & Performance Bank Guarantee**

- (i) Tender Fee Rs. 500/- (Rs. Five Hundred only) and Earnest Money Deposit (EMD) of Rs. 30,000/ (Rupees Thirty Thousand only) in the form of Account Payee Demand Draft drawn in favour of Pay & Account Officer, DOT(HQ), Sanchar Bhawan, New delhi-110001 should be submitted in original **off-line by 14.00 p.m. on 17.01.2017** in Room No. 511, 5<sup>th</sup> Floor, Sanchar Bhawan. However, the scanned copies of Tender Fee and EMD should be submitted **on-line** alongwith tender documents. Tenders received without Tender Fee/EMD is liable to be rejected summarily.
- (ii) Tender Fee is non-refundable. EMD of unsuccessful bidders will be returned after finalization of the tender. However, the EMD of the successful bidder will be returned only after receipt of the Performance Bank Guarantee (PBG) of Rs. 60,000/- from the successful bidder. No interest is payable on EMD. The EMD will stand forfeited if the successful bidder withdraws or on offer of award of the contract, refuses to accept the tender or violate any other terms & conditions of the tender.
- (iii) A Performance Bank Guarantee (PBG) of Rs. 60,000/- (Rupees Sixty thousand only) from a scheduled bank should be furnished by the successful bidder in the **prescribed format (Annexure-IV)**. PBG should be valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations. PBG will be renewed for a further period as stated above upon renewal of the contract for this work by this Department as per the terms & conditions of the tender.

- (iv) Department reserves the right to retain and encash the PBG in case of violation of the terms & conditions of the tender documents by a bidder. Decision of the Department in this regard will be final and binding upon the bidder/vender.
- (v) Estimated annual value of the Tender is Rs. 10 lakh

### 3. Terms and Conditions

- I. Installation of Water Dispensers will be done and delivery of Packaged Drinking Water Jars will commence within 10 days from the date of award of the contract.
- II. The contract will be valid initially for 01 year and renewable annually for a further period of 02 years with an annual increase of 05 % (Five percent) in the then existing rates, and as per the existing terms and conditions, subject to satisfactory services.
- III. The bidder should have executed the job of supplying Packaged Drinking Water Jars (20 Litre) in at least 03 Government Departments/PSU during the last 03 financial years (13-14, 14-15 & 15-16). *(Satisfactory Performance Certificate issued by the concerned offices for execution of the job during last 03 financial years should be enclosed. The certificate should clearly display the name, designation and Telephone number of the officer issuing the certificate.)*
- IV. The firms should have their unit/administrative office based in New Delhi/NCR. **Telephone Numbers, E-mail and complete postal address of the firm and their authorized contact persons should be submitted with tender documents.**
- V. The packaged drinking water should be BIS – IS14543 certified. The manufacturer should have valid licence. *( Relevant documents alongwith latest surveillance inspection report may be submitted).*
- VI. Quantity of Packaged Drinking water Jars as mentioned in Annexure –I is tentative. Jars should be supplied as per daily requirement generally on working days (Monday to Friday) against empty jars. The firm must have the necessary infrastructure (vehicles/manpower) to deliver the water jars as per requirement of the Department.
- VII. Timely delivery of packaged drinking water as per requirement of the Department will be ensured by the Bidder. Short supply or delayed supply for any reasons what so ever will not be accepted. Any alternative arrangement made by DoT during currency of the contract due to failure of the bidder to meet the requirement of drinking water will be solely at the risk and cost of the bidder. This will be without prejudice to other punitive actions being taken by DoT as deemed appropriate such as forfeiture of PBG, cancellation of contract, blacklisting of the bidder etc.
- VIII. Bills along with the supporting document towards proof of supply of jars will be raised in duplicate will be raised on monthly basis. Payment will be released after necessary scrutiny of bills.
- IX. Bid validity period will be 120 days from the date of opening of the technical bid. However, Department reserves the right to extend the bid validity for a further period of 60 days.
- X. Annual Turn Over of the firm during each of the last 03 financial years (13-14, 14-15 & 15-16) should not be less than Rs. 30 lakh. *(A certificate from Chartered Accountant clearly mentioning the Annual Turn Over of the firm year-wise should be enclosed).*
- XI. PAN number of the firm should be mentioned *(copy of PAN Card should be enclosed)*. In case the PAN Card is in the name of an individual (owner) and not in the name of the firm, the documents in support of the fact that the individual is the owner of the firm should also be enclosed.
- XII. Service Tax Registration Number of the firm should be mentioned *(copy of Service Tax Registration should be enclosed)*.



- XIII. TIN/VAT registration number of the firm should be mentioned. *(Copy of TIN registration certificate should be enclosed.)*
- XIV. Dispenser supplied should be branded and new. Maintenance of dispensers will be the responsibility of the firm. The firm will send their maintenance engineer in the 1<sup>st</sup> week every month to check and ensure the functionality of each and every dispenser and submit a certificate in this regard. Any complaint noticed between the two regular monthly check up will be attended by the firm within 24 hours as and when informed over phone.
- XV. **Bidders should quote firm & fixed rates strictly in the attached Performa for financial bid (Annexure-III).** The rates quoted should be inclusive of cost of the material, labour, transportation, taxes etc. No other charges shall be paid to the firm.
- XVI. Tender would be valid for 120 days from the date of opening of the e- tender. DOT reserves the right to extend the validity by up to a maximum period of 60 days without assigning any reasons.
- XVII. Bidder has to strictly ensure best service for supply of purified drinking water as per the standards prescribed by Bureau of Indian Standards (BIS) vide IS: 14543 and IS: 15410. Any up-gradation in BIS during the currency of the contract has to be met by the Bidder.
- XVIII. The manufacturer should have a valid licence for manufacturing the packaged drinking water and should be able to provide the latest periodic surveillance inspection report of the valid licence period.
- XIX. The quantity mentioned in **Annexure -I** is tentative and for the purpose of tender evaluation only. Actual quantities may vary as per requirement.
- XX. DoT reserves the right to cancel the tender and/or to reject the bid of any/all the bidders without assigning any reasons.
- XXI. The bidder shall be solely responsible for compliance with the provisions of all central and state laws, various taxes (Income Tax, Sales Tax, Service Tax etc.), labour and industrial laws such as Minimum Wages, Compensation, EPF, Bonus, Gratuity etc. relating to persons deployed for providing services to DoT.
- XXII. The bidder will submit potability test of water every quarter. DoT reserves the right to ask the vender to do potability test at any point of time.
- XXIII. **Bidders participating in the tender shall have to accept all the terms and conditions mentioned in the tender document and submit an undertaking to this effect in their letter head as per Annexure- V.**



- XXIV.** Bidders participating in the tender should not have been blacklisted by any Department/Ministry of the Central Government on the date of issue of the tender. **Bidders should submit a self certificate to this effect in their letter head.**
- XXV.** Financial bid of the technically qualified firms will be evaluated to ascertain the lowest responsive bid (L1) on the basis of the total cost of 2000 water Jars and monthly rentals for 40 dispensers as per rates quoted by the firms.
- 5.** The Department of Telecommunications reserves the right to reject or accept any or all the bids without assigning any reason and the decision of this Department in this regard shall be final and binding on the firm.



**(A.K Singh)**

**Under Secretary to the Government of India  
Tel. No. 23036300**

Requirement details of Packaged Drinking Water and Dispenser

Sl. No.	Item	Specifications	Quantity
1	Branded Packaged Drinking Water (20 Litre Jar)	Should be BIS – IS14543 certified.  Note: The manufacturer should have valid license. <i>(Relevant documents alongwith latest surveillance inspection report may be submitted)</i>	2000 Jars per month (Approx.)  Note: Jars to be supplied as per daily requirement generally on working days (Monday to Friday) against empty jars
2	Hot & Cold Water Dispenser	Should be new and have the provision of dispensing cold and hot water.  Note: Dispensers to be installed and maintained by the firm on rental basis.	40 Dispensers



**TECHNICAL BID**

**(Documents should be uploaded in the following order and assigned page numbers)**

Sl. No.	Document name	Relevant Clause of tender document	Page No.
1.	Scanned copy of Bank Draft of Rs. 30,000/- for EMD and Rs. 500/- for Tender Fee	2(i)	
2.	Satisfactory Performance Certificate issued by the concerned offices for execution of the job during last 03 financial years should be enclosed	3(iii)	
3	Telephone Numbers, E-mail and complete postal address of the firm and their authorized contact persons	3(iv)	
4.	Relevant documents relating to compliance of BIS – IS1453 alongwith latest surveillance inspection report	3(v)	
5	A certificate from Chartered Accountant clearly mentioning the Annual Turn Over of the firm year-wise during last 03 years	3(x)	
6.	copy of PAN card clearly displaying PAN Number	3(xi)	
7.	Copy of Service Tax Registration, clearly displaying the Registration Number	3(xii)	
8.	Copy of VAT / TIN registration certificate clearly displaying TIN Number	3(xiii)	
10	Undertaking regarding unconditional acceptance of all the terms & Conditions of the tender document as per Annexure-V	3(xxiii)	
11	Undertaking that the firm has not been blacklisted by any Govt. Department	3(xxiv)	

(Signature of the tenderer with stamp of the firm)

**NOTE:**

1. Original EMD/Tender Fee should be submitted off-line as prescribed in the tender document.
2. All documents submitted online should be clearly legible.

FINANCIAL BID

FINANCIAL BID SHOULD BE QUOTED ONLY IN TYPED LETTER  
(HANDWRITTEN WILL BE SUMMARILY REJECTED)

Item	Quantity	Rate per unit (inclusive of taxes/carriage charge/maintenance etc.)	Total Rate/Monthly Rental  (II) X (III)
(I)	(II)	(III)	(IV)
Branded Packaged Drinking Water (20 Litre Jar)	2000	In figure:  In words:	
Branded Hot & Cold Water Dispenser  (Monthly rental basis)	40	In figure:  In words:	

(Signature of the tenderer with stamp of the firm)



**Performance Bank Guarantee Form**

(To be submitted by Successful Bidder)

In consideration of the President of India (hereinafter called 'the Government') having agreed to exempt M/s..... (hereinafter called 'the Contractor/Supplier) from the demand , under the terms and conditions of the Supply Order/Contract Award **letter No..... dated .....** issued by Department of Telecommunications (hereinafter called 'DoT') in favour of the said Contractor/Supplier for the supply of **purified Drinking Water alongwith Dispensers** (hereinafter called 'the said contract'), of Performance Security for the due fulfilment by the said Contractor/Supplier of the terms and conditions contained in the said Contract, on production of a bank guarantee for the sum of **Rs..... .(Rupees.....)**. We, (Name of bank).....(hereinafter referred as 'the Bank') at the request of the said Contractor/Supplier do hereby undertake to pay to the DoT an amount not exceeding Rs. ....(Rupees.....) against any loss or damage caused to or suffered or would be caused to or suffered by the DoT by reason of any breach by the said Contractor S) of any of the terms or conditions of the said Contract.

2 We (Name of Bank)..... do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the DoT stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the DoT by reason of the failure of the said Contractor/Supplier to perform the said Contract. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the DoT in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding **Rs..... (Rupees.....)**.

3 We, (the bank)..... undertake to pay to the DoT any money so demanded notwithstanding any dispute or disputes raised by the Contractor/Supplier in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be valid discharge of our liability for payment there under and the contractor/supplier shall have no claim against us for making such payment.

4 We, (the bank) ..... further agree that the guarantee herein contained shall remain in full force and effect during a period of sixty (60) days beyond the date of completion of all contractual obligations of the contractor including warranty obligations. And that it shall continue to be enforceable till all the dues of the DoT under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till DoT certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said Contractor/Supplier and accordingly discharge this guarantee.





5 We, (the bank)..... further agree that the DoT shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary the terms and conditions of the said Contract or to extend time of performance by the said Contractor/Supplier from time to time or to postpone for any time or from time to time any of the powers exercisable by the DoT against the said Contractor/Supplier and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor/Supplier or for any forbearance, act or omission on the part of DoT or any indulgence by the DoT to the said Contractor/Supplier or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6 This guarantee will not be discharged due to the change in the constitution of the Bank or the said Contractor/Supplier.

7 We, (the Bank)..... lastly undertake not to revoke this guarantee during its currency except with the previous consent of the DoT in writing.

Signed on the ..... day of ....., Two thousand sixteen.

Signature

For.....

(Indicate the name of the Bank)


Name(s) and Designation(s)

Telephone No.(s).....

STD Code-

Fax No.

Email Address:-



**UNDERTAKING**  
(To be submitted in Firm's letter head)

I/We undertake that I/We have carefully studied and understood all the terms and conditions as mentioned in the tender document issued by Department of Telecommunications, 20-Ashoka Road, Sanchar Bhawan vide NIT No. 01-31/2016-G-I dated..... and accept all these terms and conditions unequivocally and abide by the same.

I/We further undertake that the information given in the bid documents submitted by my/our firm are true and correct in all respect and I/we hold the responsibility for the same.

(Signature of the tenderer with stamp of the  
firm)

Name of the signatory :

Designation:

Date:

