

No.12-17/2014-S&S  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
(S&S Section)  
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**TENDER DOCUMENT**

**Award of contract for supply of Bottled Mineral Water alongwith Water Dispensers to the Ministry of Human Resource Development.**

Date of issue of Tender Document:	23 <sup>rd</sup> April, 2015
Last Dates & Time for submission of Tender Document	Up to 3.00 P.M. on 14 <sup>th</sup> May, 2015
<b>Date &amp; Time for opening of Tender Document</b>	
Technical Bids	At 3:30 P.M. 14 <sup>th</sup> May, 2015
Financial Bids of eligible Tenderers	Would be informed later.

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*Sanjay* - 22/4/15

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No.12-17/2014-S&S  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
(S&S Section)

Shastri Bhawan, New Delhi.  
Dated: 22<sup>nd</sup> April, 2015

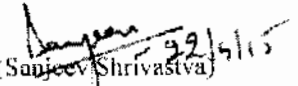
**E-Tender Notice**

Subject: E-Tender for supply of Bottled Mineral Water alongwith Water Dispensers to the Ministry of Human Resource Development.

Ministry of Human Resource Development invites e-tenders on CPP portal in two bid system (**Part-I: Technical Bid and Part II: Financial Bid**) for Award of contract for supply of Bottled Mineral Water (like Bisleri, Aquafina, Aquasure, Kinley etc.) alongwith Water Dispensers (like Voltas, Blue Star, Atlantis, Usha etc.) to the Ministry of Human Resource Development, Shastri Bhawan, New Delhi. The contract will be subject to Eligibility Criteria and terms & conditions of the contract. The last date of receipt of quotation is **3.00 P.M. on 14<sup>th</sup> May, 2015**. The Technical and Financial bids, in prescribed format and other required document as per tender notice should be submitted on CPP portal website i.e. <http://eprocure.gov.in/eppp>. Bidders are requested to furnish/upload scanned copies of all documents in pdf. format. The estimated tender Cost is about Rs. 30.00 Lakh. The technical bid will be opened **on 14<sup>th</sup> May, 2015 at 3.30 P.M.**

2. The tender document can be downloaded from the website <http://eprocure.gov.in/eprocure/app>.

3. Bidders may also contact toll free No. 18002337315 of Central Public Procurement portal for obtaining guidance to fill online tender.

  
(Sanjeev Shrivastava)  
Under Secretary to Govt. of India  
Tel. No. 23073109.

## 2. SCOPE OF WORK AND TERMS AND CONDITIONS

### SCOPE OF WORK

1. The Ministry of Human Resource Development intends to award annual contract for providing Hot/Cold water Dispensers like Voltas, Blue Star, Atlantis, Usba etc. and supply of Bottled Mineral Water of reputed brands like Bisleri, Aquafina, Aquasure, Kinley etc. (20 ltr. Jars, 1 ltr. bottles, ½ ltr. bottles and 250 ml. bottles) for use in its offices located at Shastri Bhawan, Jeewandeeep Building and R.K. Puram, West Block-I & II. The Ministry is looking for reputed firms having adequate familiarity/experience in the field. The daily requirement of 20 ltr. Water Jars could be around 150. However, this may vary as per need. Consumption of 1ltr. bottle, ½ ltr. bottle and 250 ml. bottle may also vary as per requirement. Participating firms may furnish their quotes for supply of 20 litre Jar (for Hot/Cold Water Dispensers to be provided by the contracting firm) and of 20 litre Jar (for Hot/Cold Water Dispensers already available in MHRD).
2. It may be noted that the selected tenderer would be required to supply Hot/Cold Water Dispenser and Mineral Water to the Ministry of HRD. The supply is to be effected as and when required.

### TERMS AND CONDITIONS

1. **EMD of Rs. 75,000/-**(Rupee Seventy Five Thousand Only) payable through Demand Draft/Banker's cheque, Fixed Deposit receipt or Bank Guarantee from any of the Commercial Banks only drawn in favour of "Pay & Account Officer(Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001 must be submitted to the Section Officer, S&S-I Section, Room No. 123-C, Shastri Bhawan, New Delhi on or before last date of bid submission without which the quotations will not be considered. The scanned copy of EMD should also be uploaded with other documents.
2. The successful bidder will be required to provide a **Performance Security Deposit of Rs. 1,50,000/-** (Rupee One Lakh Fifty Thousand Only) payable through Demand Draft/Banker's cheque, Fixed Deposit receipt or Bank Guarantee from any of the Commercial Banks only upon award of the contract. Performance Security should remain valid for a period of Sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The Security Deposit will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees.
3. The prospective bidders are requested to go through the enclosed, Terms and Conditions of the contract carefully. **The bid documents (Technical and Financial) are to be submitted as per Annexure II & III.** The rates quoted in the BOQ should be inclusive of all charges. Taxes, as applicable will be paid by the Ministry. No correction either in the technical bid or financial bid is permitted. Incomplete or ambiguous bids without documentary proof will not be considered.
4. In case firm is already providing the Bottled Mineral Water as well as Water Dispenser to any other Ministry/Department of Central Government, details thereof may also be furnished alongwith the quotations. The rate quoted shall remain valid for the period of one year from the date of award of contract.
5. The owner of the firm should be available on his/her direct telephone (Office as well as residence) and also on mobile number given by him/her.

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*Narayan*  
22/4/15

6. In case of deficiency in service or quality of water, it would be open for the Ministry to cancel the contract and forfeit the performance security. Compensation, if any, in case of any loss of health of the employees on account of water borne diseases occurred due to intake of water supplied by the contractor, will be the responsibility of the supplier.
7. The firm is required to supply stand alone Hot/Cold Water Dispensers of reputed brands like Voltas, Blue Star, Atlantis, Usha etc. free of cost and cost of providing Water Bottles only will be paid by Ministry of Human Resource Development. The requirement of Hot/Cold Water Dispensers will be about 50. The daily requirement of 20 litre Water Jars will be around 150. However, the requirement may vary as per need.
8. The Hot/Cold Water Dispensers provided by the contracting firm will be maintained in proper working condition by the contracting firm.
9. Tenderers may please quote their unconditional rates and it shall be ensured that there are no cutting/ overwriting. The price quoted at the time of submission of tender should remain valid for 180 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. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during currency of the contract.
11. The contractor shall be responsible for payment of wages/ settlement of dues with workers engaged by the firm as per prevailing labour/ wage laws in force in NCT of Delhi and the Ministry of Human Resource Development shall not be a party to any dispute between the contractor and workers.
12. The prospective bidders are free to seek any clarifications / see the kind of requirement's Ministry is looking for. Section Officer (S&S-I), Room No.123-C, Shastri Bhawan, New Delhi-110001 S.O.(S&S-I) (Telephone No. 23384590) may be contacted with prior appointment on any working day before tender opening.
13. 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. 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.
14. If any of the bidders have any objection with regard to the terms and condition of the tender, the same may be pointed out within 10 days of the issue of the tender documents, before opening of tender.
15. The earnest money shall be returned to the successful bidder only after receipt of performance security which will not carry any interest.
16. If the supplier fails to supply the Bottled Mineral Water as well as Water Dispenser in the stipulated time or if the quality of the water is not as per the approved/ required norms, the Ministry shall be free to make necessary procurement of the item from the open market at the suppliers' risk and cost which shall be recoverable from his pending bills or performance security besides resulting in cancellation of the contract. Further in case of any deficiency in service, a penalty of Rs. 1000/- per occasion will be imposed.
17. The Ministry shall be free to test the sample of drinking water supplied by the supplier from any independent source for which all required cooperation / documentation shall be submitted by the suppliers.

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*Signature* 22/1/15

18. Late/delayed tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.
19. The cost of materials, equipments, machines and related labour and transportation charges shall be borne entirely by the firm to whom contract had been awarded.
20. The Ministry at any time can terminate the contract without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect, the decision of the Ministry will be final and binding on the contractor. The Ministry reserves the right to accept or reject any or all quotations in without assigning any reason therefor.
21. The bills in triplicate, for the services prepared on the basis of rates will have to be submitted in favor of Ministry of HRD, Shastri Bhawan, New Delhi for effecting payment together with the copies of supply sheet of Mineral Water Bottles duly signed by user officers/sections. No advance payment shall be made for the services. The payment will be released through ECS System only.
22. Rates shall remain fixed and valid during the period of contract. TDS and any other Government levies applicable on bill as per Government of India instructions issued from time to time shall be deducted. The contracting firm is required to provide the Bottled Mineral Water alongwith Water Dispensers in MIIRD's office at Shastri Bhawan, New Delhi or West Block-I, R.K. Puram, West Block-II, R.K. Puram or Jeevandeep Building, Connaught Place where the need be and no transportation charges will be paid by the Ministry.

*Handwritten signature and date: 22/4/15*

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**3. ELIGIBILITY CRITERIA**

The Contractor/Firms shall furnish the following documents attached with the quotation for Technical Bid failing which the bid will be summarily rejected.

1. Proof of Service Tax Number/Sales Tax Number/VAT Number (Copy of Service Tax/Sales Tax/VAT also should be enclosed).
2. PAN No. of the firm.
3. Copy of Income Tax Return for the last three years.
4. Proof of Annual Turn Over which should not be less than Rs. 20 lakh along with audited balance sheets and profit & loss Account for the last three years (2011-12, 2012-13 & 2013-14) or CA Certificate in respect of turn over.
5. The firms should be an authorized distributor of the brand of water which it proposes to supply and copy of authorized distributorship may be uploaded with the technical bid.
6. Proof of three contracts with Govt. Ministries/Departments/ PSUs/Govt. organizations
7. The firm should be having sufficient experience for similar type of work and working in this field for the 3 years with documentary proof.

*Sanjay*  
22/4/15

**TECHNICAL BID****PROFORMA FOR SUBMISSION OF TECHNICAL BID-FOR SUPPLY OF BOTTLED MINERAL WATER AS WELL AS WATER DISPENSER ITEMS.**

Sl. No.	DESCRIPTION	Document to be uploaded
1	Name & Address of the firm/Agency	
2.	Contact No. -- Landline & Mobile	
3	Name of the Proprietor/Partners of the Agency/Firm	
4.	Service Tax Number/Sales Tax Number/Vat Number	Copy of Service Tax/Sales Tax/VAT No.
5	Income Tax/PAN Number	Copy of Income Tax/PAN Number
6	Income Tax Return for the last three years (2011-12, 2012-13,2013-14)	Copies of Income Tax Returns
7	Proof of Annual Turn Over not less than Rs. 20 Lakhs every year for the last three years  2011-12 2012-13 2013-14	(i) C. A. Certificate Or Audited Balance Sheet/ profit and loss account  (ii) Annual Turn Over to be Clearly mentioned for 2011-12, 2012-13 and 2013-14
8	List of Clients - Govt. Ministries / Departments / PSUs etc.	(i) Award Letters/Work Orders. of last three years.
9	Proof of three Contract with Govt. Ministries/Departments/ PSUs/Govt. organisations etc. with satisfactory report	(ii) Performance Certificates from Govt. Ministries/Departments/PSUs etc. for having completed three contracts satisfactory
10	Experience of similar type of work and working in this field since last 3 year documentary proof	
11	Details of EMD of Rs. 75,000/-	
12.	Brand name of Bottled Water to be mentioned by the supplier	Copy of Authorization Letter
13.	Brand name of Water Dispenser to be mentioned by the supplier	

**Note : All documentary proofs to be enclosed for above items.**

I hereby agree to abide by all the terms & conditions of the tender document.

Name & Signature of the  
Authorised Signatory of the Firm  
(with Seal of the Agency affixed)

Date :

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*Sanjeev*  
22/4/16

**FINANCIAL BID****PROFORMA FOR SUBMISSION OF FINANCIAL BID – FOR SUPPLY OF BOTTLED MINERAL WATER IN THE  
MINISTRY OF HRD**

Sl. No.	Description	Rates per unit (inclusive of all charges and exclusive of Taxes)
1.	20 litre Jar (for Hot/Cold Water Dispensers to be provided by the contracting firms)	
2.	20 litre Jar (for Hot/Cold Water Dispensers already available in the Ministry of HRD)	
3.	1 litre bottle	
4.	½ litre bottle	
5.	250 ml bottle	

**Note: Only neatly typed quotes shall be accepted. No hand-written quotes shall be accepted.**

Name & Signature of the  
Authorised Signatory of the Firm  
(with Seal of the Agency affixed)

Date :

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*Sanjeev*  
22/4/13

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**Instructions of Online Bid submission**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site thro' their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by SIFY/ICS/Code/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder the logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is constructed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

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22/12/18

- 16) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
- 19) The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exist option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to [uppp-nic@nic.in](mailto:uppp-nic@nic.in).

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*Sanjay*  
22/4/05

TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)

Date

To

The Under Secretary to the Government of India  
S&S Section  
Ministry of Human Resource Development  
Department of Higher Education  
Room No.123-C  
Shastri Bhawan  
New Delhi.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: 12-17/2014-S&S

Name of Tender / Work:- **Award of contract for supply of Bottled Mineral Water alongwith Water Dispensers to the Ministry of Human Resource Development.**

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely:

\_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_ to \_\_\_ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions /clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totally / entirely.

5. In case any provisions of this tender are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely

Yours faithfully,  
(Signature of the Bidder, with Official Seal)

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*Signature*  
22/11/15