

File No. M-14023 (1)/MFCGA/ADMN/WS/2015-16/1484

Government of India
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts
8th Floor, Lok Nayak Bhawan,
New Delhi 110003

Date:-28rd Sep, 2015

Noting Inviting Quotation for supply of branded packaged drinking water in 20 litre jar in the O/o CGA. (Closing date: 1500 hours on 12th October, 2015)

Sealed tenders are invited for supply of packaged drinking water of Aquafina/ Kinley/ Bisleri/Kingfisher/Himalayan/Baileys and Tata Waters brands only on annual basis in the O/o Controller General of Accounts, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi - 110003. The approximate monthly Quantity for supply of 20 Litre jars will be around 600 jars per month.

2. Interested firms (only manufacturer) may submit their quotation for supply of 20 litre jars sealed jars of Aquafina/ Kinley/Bisleri/Kingfisher/Himalayan branded packaged drinking water only in a sealed cover super scribed "Quotation for supply of packaged drinking water" to Sr. Accounts Officer (Admn.) in the office of Controller General of Accounts, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi -110003, with an EMD of Rs. 10,000/- in favour of PAO, CGA, New Delhi latest by 1500 hours on 12.10.2015. All the quotations so received will be opened on the same day at 1530 hours in Room No. 807, 8th floor, Lok Nayak Bhawan, Khan Market, New Delhi in the presence of participating bidders, who may like to remain present.

3. Terms & Conditions:-

- (I) Sealed tenders must be submitted in an envelope super scribing "Quotation for supply of packaged drinking water" addressed to Sr. Accounts Officer (Admn.), O/o Controller General of Accounts, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi -110003, in the tender Box kept in the office of Sr. Accounts Officer (Admn) latest by 1500 hours on 12.10.2015 positively. Request for extension of submission of date of tenders will not be considered.
- (II) Rates should be quoted for 20 lit. Jar indicating the brand as per the enclosed Performa. Any change in the proforma shall lead to cancellation of the tender.
- (III) Unsealed quotations shall not be considered for evaluation. There should be no erasing and/or overwriting. The quotation with erasing and/or overwriting shall be summarily rejected.
- (IV) Late/delayed tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.
- (V) The rates should be mentioned in figures as well as in words exclusive of taxes and levies. The taxes and other levies, if any, should be indicated separately. In case nothing is mentioned, it will be assumed that taxes/ other levies are included in the rates quoted.

- (VI) Request for revision of rate shall not be entertained under any circumstances during the period of contract.
- (VII) The vendor shall be solely responsible for quality of the packaged drinking water supplied by him. Any complaint of supply of inferior/ substandard quality of drinking water shall be examined/investigated and if the complaint is found to be true, the Administration of O/o CGA reserves right to impose penalty, as deemed fit by the competent authority or terminate the contract and forfeit the performance security. The firm shall ensure regular quality check of water through a reputed Laboratory and submit a report to General Administration every month along with the bills.
- (VIII) The selected bidder shall deposit performance security of Rs. 25,000/- (Rs. Twenty five Thousand Only) in the form of bank guarantee within seven days of intimation of award of contract. Validity of the bank guarantee shall be three months beyond the contract.
- (IX) The lowest bidder (L 1) shall be decided on the basis of the lowest rates quoted for any of the brand i.e. Aquafina/ Kinley/ Bisleri/Kingfisher/Himalayan for 20 liter jars.
- (X) The successful bidder shall also provide drinking water after shifting of the O/o CGA, if any in future. The number of jars may increase or decrease depending upon the actual requirement.

4. **Earnest Money Deposit(EMD):**

- a. The bidder shall furnish, as part of this bid, EMD of Rs. 10,000/- in the form of Demand Draft/Pay order drawn in favour of PAO, CGA, New Delhi.
- b. The bid shall remain valid for 90 days from the date of opening of bids. A bid valid for a shorter period shall be rejected by the O/o CGA as non-responsive.
- c. The bid security of the unsuccessful bidder will be discharged/returned as promptly as possible but not later than 30 days the expiry of the period of the bid validity prescribed by the O/o CGA and no interest would be paid thereon.

Fall Clause: The rates charged under the rate contract should in no event exceed the lowest rates of identical description supplied to any other Organization during the period of the contract. If so, the successful contractor should pass the benefits to O/o CGA also.

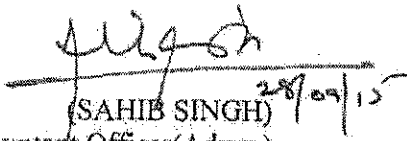
Validity of the contract: In normal circumstances, the period of the contract shall be for a period of one year. However, the contract may be extended for a further period of one year on mutual consent on same rate, terms and conditions.

The contract between the CGA and the contractor can be cancelled by the vendors by giving prior notice of at least 45 days. The CGA reserve the right to terminate the contract at any time or stage during the period of contract, by

giving Seven Days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the CGA.

Payments:

- (a) The bills in duplicate, for the supply prepared on the basis of rates will be submitted to CGA, for effecting payment together with the acknowledgement of the supply made. No advance payment shall be made for the services.
- (b) The payment shall be released on monthly basis through RTGS/ECS and income tax and other taxes, If any, shall be deducted against bill submitted.
- (c) Contact Person: In case the bidder desires to have any clarification regarding the terms and condition of the bid document or any interpretation thereof, they are advised to contact/visit this office between 1500 hours to 1600hours on all working days.



(SAHIB SINGH) 28/09/15
Sr. Accountant Officer (Admn.)
Tel:011-24616507

Copy to:

1. ITD, O/o CGA for website.
2. E-procurement website.

Supply of packaged drinking water of Aquafina/ Kinley/
Bisleri/Kingfisher/Himalayan/Baileys and Tata Waters brand on annual basis to
the O/o Controller General of Accounts,
8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi.

Proforma for submission of bids

1. Name of the firm(Manufacturer):
2. Office address with telephone number(s):
3. Contact person's name and mobile number:
4. Brand of bottled purified drinking water offered:
(Aquafina/ Kinley/ Bisleri/Kingfisher/Himalayan)
5. Rate of each jar/bottle of 20 liter and brand:

SI	Name of Brand	Rate in (Rs.)	Taxes (if any)	Total rate
L.				

Notes: The lowest bidder (L1) shall be decided on the basis of the lowest rates quoted for any of the brand i.e Aquafina/ Kinley/ Bisleri/Kingfisher/Himalayan for 20 liter jar/bottle.

Date:

Place:

Signature of the bidder

Stamp