INVITATION TO TENDER

Ministry of Mines invites sealed Tenders from the reputed/registered firms for the award of Annual Contract for supply of packaged drinking water in jars of 20 litre each in various rooms of this Ministry in Shastri Bhawan & CGO Complex, New Delhi as per details mentioned at Annexure for a period of one year from the date of award of the contract.

All the eligible firms shall submit alongwith application definite proof from appropriate authority as Authorized dealer of **OEM duly signed in ink.**

The tender can be downloaded from the website of the Central Procurement Portal and Ministry of Mines (www.mines.gov.in). The tender addressed to Under Secretary (Admn.), Room No.314, D wing, ShastriBhawan, New Delhi may be dropped in Tender Box placed at Garage No.23, Facilitation Centre, Ground Floor, Shastri Bhawan, New Delhi.

<table>
<thead>
<tr>
<th>Cost of Tender form</th>
<th>NIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnest Money</td>
<td>Rs. 10,000/- (Rs. Ten thousand only) (in the name of “Pay &amp; Accounts Officer”, Administration, Ministry of Mines.)</td>
</tr>
<tr>
<td>Last date of download of Tender</td>
<td>Up to 1500 hours on 19.08.2015</td>
</tr>
<tr>
<td>Last date of receipt of Tender</td>
<td>Up to 1200 hours on 20.08.2015</td>
</tr>
<tr>
<td>Date of opening of Tender</td>
<td>at 1500 hours on 21.08.2015</td>
</tr>
</tbody>
</table>

SIGNATURE OF TENDERER

[Signature]

SANJAY SINGH
Section Officer
Ministry of Mines
New Delhi
TENDER DOCUMENT OF

ANNUAL CONTRACT FOR SUPPLY OF PACKAGED DRINKING WATER JARS TO THE MINISTRY OF MINES, SHASTRI BHAVAN.

DATE OF TENDER OPENING: 21.08.2015

To be deposited in the Tender Box Garage No.23, Facilitation Centre, Ground Floor, Shastri Bhawan, New Delhi.

SIGNATURE OF TENDERER

SANJAY SINGH
Section Officer
Ministry of Mines
Govt. of India
Shastri Bhawan
New Delhi
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 summarily rejected.

2. The name and address of the tenderer 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 in 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 Under Secretary (Admn.), Room No.314, D wing, Shastri Bhawan, New Delhi and be deposited in the Tender Box placed at Garage No.23, Facilitation Centre, Ground Floor, Shastri Bhawan, New Delhi by 1200 hours on 20.08.2015. The tenders will be opened by the Tender Opening Committee in the Ministry at 1500 hours on 21.08.2015. 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. Ministry of Mines shall in no way be responsible for any default with regard to any statutory obligation and the supplier will indemnify Ministry of Mines 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.

SIGNATURE OF TENDERER
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 Shastri Bhawan will be the criteria and the decision of Ministry of Mines 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/wing/Bhavan of Ministry of Mines. The supply is to be effected as and when required.

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 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. The Ministry 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 the Ministry 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 Ministry to cancel the contract and forfeit the performance security. **The water jars should contain BIS mark.**

19. Compensation, if any, due to illness caused due to intake of water supplied by the contractor, will be borne by the supplier.

20. Tenders 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. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during currency of the contract.

**SIGNATURE OF TENDERER**

[Signature]

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Sanjay Singh
Section Officer
Ministry of Mines
New Delhi
21. The Contractor shall arrange to get the character and antecedents of workers/labourers verified from Police Authority before deployment and their full particulars shall be furnished to the Ministry of Mines.

22. The prospective bidders are free to seek any clarifications/see the kind of requirement Ministry is looking for. For this purpose, Section Officer (Administration), Shastri Bhawan, New Delhi – 110001 (Telephone No.23381631) may be contacted with prior appointment on any working day between 2.00 PM to 4.00 PM from 03.08.2015 to 13.08.2015.

23. 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 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.

24. The Company/firm shall enclose copies of performance certificates from at least three (3) different Government clients for the similar work/brand for the last three (3) years.

25. The successful firm would be required to deposit a Performance Security of ₹ 30,000/- (₹ Thirty thousand only) in the form of Bank Guarantee pledged in the name of "The Under Secretary(Administration), Ministry of Mines" within ten days from the date of awarding the contract. However, in case the services of the firm are not found satisfactory during AMC period the Bank Guarantee will be en-cashed.

26. The quoted price should clearly indicate the details of taxes also.

27. No other charges will be payable like transportation, fare etc. for providing the services.

28. If the supplier fails to supply the water jars/water bottles 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 water jars from the 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. 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.

30. 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.

SIGNATURE OF TENDERER

[Signature]

SANJAY SINGH
Section Officer
Ministry of Mines
Govt. of India
Shastri Bhawan, New Delhi
31. All matters/disputes pertaining to the tender and resultant contract shall be settled by the Head of the Ministry 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. In case, the same is not settled at this level, the matter will be referred to sole arbitrator to be approved by Secretary (Mines). The arbitrator so approved shall be official of the Ministry of Mines, not below the rank of Director/Deputy Secretary.

32. The tenderer should enclose a signed copy of the terms and condition stipulated for award of the contract conveying his acceptance of the same.

33. The rates may be quoted as per Annexure-A, Taxes (VAT, Service Tax) if any, may be specifically and separately indicated in the quotation.

34. The selected firm will raise the bills on monthly basis.

35. 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 the aforesaid terms & conditions are permissible once the quotation is accepted by this Ministry.

(संजय सिंह)
अनुभाग अधिकारी
दूरभाष: 23381631
ADDRESS: sujan.singh68@nic.in

SIGNED: SANJAY SINGH
Section Officer
Ministry of Mines
Govt. of India
New Delhi
ANNEXURE

ANNUAL CONTRACT FOR PACKAGED DRINKING WATER FOR THE MINISTRY OF MINES

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. & date ............................................................................................
5. Amount of Draft ......................................................................................................
6. Name of the 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/Departments [enclose copies]

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Ministry/Department</th>
<th>Period</th>
<th>Brand</th>
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<tbody>
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(if space is not sufficient, please attach separate sheet)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Brand</th>
<th>Rates offered (Rs.) per Jar of 20 litrs.</th>
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<tbody>
<tr>
<td>1.</td>
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<td>5.</td>
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Signature of the authorized person

Date:  
Place:  
Name:  
Seal:  

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