

North Block, New Delhi, the 28th April, 2017

e-TENDER NOTICE

e-Tenders are invited by the Ministry of Home Affairs under two bid system (i.e. Part-I: Technical Bid and Part-II: Financial Bid) for Supply of Branded Potable drinking water (packaged Water) packed 20 liter jar to various Sections/Divisions of this Ministry.

2. The Tender shall be accepted under Two Bid System. **The interested firms have to submit the Technical Bid and Financial Bids online in the prescribed proforma through e-procurement portal <http://eprocure.gov.in/eprocure/app> only.** Tenders sent by any other mode will not be considered and the same will be rejected summarily. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded alongwith the Tender documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

3. The Earnest Money Deposit (EMD) of Rs. 1.00 lakh (Rupees one lakh only) in the form of Account Payee Demand Draft drawn in favour of Drawing & Disbursement Officer (Cash), Ministry of Home Affairs, New Delhi has to be submitted to the Under Secretary (Ad.III), Ministry of Home Affairs, New Delhi (Room No. 2, Ground floor, North Block, New Delhi) from **12.00 noon of 28.04.2017 to 1.00 P.M of 22.05.2017.** Bids shall not be considered in case the EMD is not submitted by **1.00 P.M. on 22.05.2017.** The said Earnest money Deposit will not bear any interest and the earnest money of unsuccessful tenderer would be returned without any interest after finalization of the tenders.

4. The successful tenderer will have to deposit Performance Security Deposit (PSD) of Rs. 2.00 lakh in the form of Fixed Deposit Receipt (FDR) from a commercial bank made in the name of the Agency/Firm and hypothecated to the DDO (Cash), Ministry of Home Affairs, North Block, New Delhi.

5. All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction either in the Technical Bids or Financial Bids is permitted. The bids submitted in the proforma other than the proforma provided for the purpose, will be rejected summarily.

6. Conditional bids shall not be considered and will be rejected summarily.

7. The Technical Bid shall be opened on the scheduled date and time at **3.00 P.M. on 23.05.2017.**

8. The Financial Bid of only those tenderer will be opened at **3.00 PM on 26.05.2017,** who qualify in the technical bid.

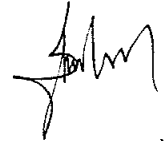
9. The bidding firm has to give a self certificate to the effect that their firm has neither been blacklisted by any Central Ministry/Department, PSUs etc. nor any criminal case is registered/pending against the firm. The certificate has to be scanned and uploaded alongwith the tender documents. If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents, etc. the earnest money deposit or the performance security deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained.

10. No bidding firms will be allowed to withdraw their bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids the EMD will be forfeited.

11. The Technical Bids will be evaluated by a Technical Evaluation Committee (TEC) of three officers constituted for the purpose in the Ministry of Home Affairs, North Block, New Delhi. At the second stage, the Financial Bids of only those bidders who qualify in the technical bid will be opened. The TEC, after evaluation of the Technical and Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid.

12. The Ministry reserves the right to reject any or all the tenders at any time or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.

13. The tender documents can be downloaded from the CPP Portal of Govt. of India i.e. <http://eprocure.gov.in/eprocure/app> and as well as Ministry's website www.mha.nic.com from **12.00 noon of 28.04.2017 to 1.00 P.M of 22.05.2017.**



(SUNIL BAREJA)

Under Secretary to the Government of India

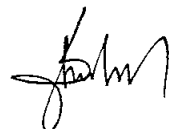
Tel: 23094956

Terms & Condition for supply of drinking water (branded packaged water) 20 Liters jars in the premises of Ministry of Home Affairs at North Block, NDCC-II Building, Jaisalmer House and Lok Nayak Bhawan, Khan Market, New Delhi.

1. The average consumption of water may vary as per actual consumption of water on day to day basis.
2. No Security Deposit will be deposited with the firm by the Ministry for the bottles/jars supplied.
3. The water should be supplied on all working days at the offices mentioned above and the firm should ensure delivery of jars latest by 8.00 AM daily.
4. The firm should ensure that the supply voucher is signed by the designated officer/official on daily basis.
5. Payment shall be made on monthly basis after receipt of the bills and checking of the day to day supply receipts. Advance payment shall not be made under any circumstances.
6. The firm can depute their authorized dealers/persons for supply of water at different sites & in Rooms. Participating firms are also required to be in a position to provide at least 6 to 8 persons/labors having valid police verification certificate for carrying water jars to the Divisions/Sections of this Ministry.
7. Prices should be inclusive of all taxes, duties and freight charges. The prices will remain fixed throughout the contract period irrespective of any charges made in statutory levies by the Government. However, if there is fall in prices due to any cause the prices will be reduced.
8. The Seal of the jar maintained as per BIS norms for packaged water is must Documentary proof for the same is required to be attached with the quotation. The brand of packaged water should be available in market for the last 10 years and should also be available in small pack.
9. The firm should have valid Bureau of Indian Standards (B.I.S) license in Delhi and shall provide "In House" and "Out House", lab test reports on quarterly basis.
10. The event of supplied mineral water found to be not meeting the BIS standards when sent for testing by the Medical Store Depot, the supplier firm shall be debarred from participation in the future tenders and the pending bills shall be held with and the tender shall be cancelled.
11. The firm should be in position to supply packaged water Jars at short notice as well as on holidays/Sundays also as and when required. The supplier will be responsible for delivery of the goods in good condition in the Ministry's office or at a place selected by the Ministry at their risk and cost.
12. The tendering firm must submit the latest VAT/Sales Tax Clearance Certificates. In absence of these documents, the tender will not be entertained.



13. Details of other Ministry/Department or PSUs regarding experiences of supplying packaged drinking water.
14. All the firms participating in the Tender must submit a list of their owner/partners etc. along with their contact/ telephone numbers and a Certificate/Undertaking to the effect that the firm is neither blacklisted by any Government Deptt. nor any criminal case is registered against the firm.
15. The Turnover of the participating firm must be more than Rs. One Crore. (for last three year)
16. The firm will be required to supply the requisite Drinking water jars (packaged water) in the premises, offices/Rooms located at Jaiselmer House, Lok Nayak Bhawan, Vigyan Bhawan Annexe NDCC-II Building and North Block Ministry of Home Affairs, New Delhi. For this purpose no extra payment will be made by this Ministry. Drinking water Jars will be sole responsibility of the firm supplying the packaged water. If any jar is found defective the firm will be liable to replace the same within same day.
17. Distributor Points should be in Central Delhi. At least five vehicles should in the name of proprietor/firm and at least two vehicles of capacity of 250 jars of 20 liter are required to be deployed for the purpose.
18. Certificate Issued from Food Safety and standard Authority of India. (License under Food safety and Standards Act-2006).
19. **The Ministry of Home Affairs reserves the right to reject any or all the bids in full or part or not to award the contract to the lowest bidder without assigning any reason and giving any compensation. The decision of Ministry in this regard shall be final and binding on all.**
20. The rates quoted will be valid initially for a period of One Year. The Contract can be extended by Ministry of Home Affairs for maximum period of two years, if the services are found satisfactory.
21. The Scanned copy of the documents required as per Performa (Annexure-II) should be uploaded along with the Tender failing which Tender will be rejected summarily.
22. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi and Agreement will be governed by and be construed in accordance with the laws of India.



(SUNIL BAREJA)

UNDER SECRETARY TO THE GOVT. OF INDIA
Tel No. 23094956

PROFORMA FOR TECHNICAL BID

1.	Name of Agency	
2.	Nature of the firm i.e. sole proprietor or partnership firm or a Company	
3.	Full address of Regd. Company with Telephone no., Fax no. and e-mail address	
4.	Sales Tax/VAT Registration/Service Tax Certificates along	
5.	Proof of Annual turnover since the last three years (documents are to be scanned and uploaded with bid documents)	
6.	Authorization Certificate in case of authorized dealer (documents are to be scanned and uploaded with bid documents)	
7.	List of Ministries/Government Departments where such services are provided by the firm from last 3 year. (documents are to be scanned and uploaded with bid documents)	
8.	Proof of Establishment/storage facility with valid Govt/MCD/NDMC license (documents are to be scanned and uploaded with bid documents)	
9.	Self-Certificate relating to "Not blacklisting etc.	
10.	Earnest money as per para-3 of the e-Tender Notice	

Date

Signature of authorized person

Place:

Name:

Seal:

FINANCIAL BID

	Rate	Tax (in%)	Tax (in Rs.)	Total
Rate per jar (20 liter) plus taxes (Brand name may be mentioned)				

Date

Signature of authorized person

Place:

Name:

Seal: