सत्यमेव जयते

**भारत सरकार/Government of India**
**गृह मंत्रालय/Ministry of Home Affairs**
**भारत के महारजिस्ट्रार का कार्यालय**
**Office of the Registrar General, India**
**२-अ, मान सिंह रोड, नई दिल्ली – 110011**
**2-A, Man Singh Road, New Delhi-110011**

2011

*पत्र संख्या/* **No. D-15014/4/2014/GS** *दिनांक/* **Dated: 09.05.2014**

**TENDER NOTICE**

**Sub: Quotations for award of Annual Rate Contract (ARC) for supply of 20 Ltr. Packaged Drinking Water Jars**

Sir,

The office of Registrar General & Census Commissioner, India (ORG&CCI) intends to award Annual Rate Contract (ARC) for supply of 20 ltr. of Packaged Drinking Water Jars of Aquafina/Bisleri/Kinley/Bailley brands for use in offices located at Man Singh Road (Hqrs.), Sewa Bhawan, West Block-I (R.K. Puram) and Pushpa Bhawan and invites quotations from manufacturers and authorized distributors/dealers. The approximate monthly consumption of the 20 ltr. Water Jars is 900 Jars for all locations.

2. The Tender Form (Annexure-I) must be sent in sealed cover prominently marked as "ANNUAL CONRACT FOR SUPPLY OF 20 LTR. PACKAGED DRINKING WATER JARS". Sealed tenders are to be addressed to Deputy Director, 2-A, Man Singh Road, New Delhi – 110 011 and dropped in the tender box by 23.05.2014 by 3.00 P.M. Tenders will be opened on the same day at 3.30 P.M. in the presence of the tenderers or their representative who may wish to be present at that time.

3. **Terms and conditions of the Tender & resultant Annual Rate Contract**

(a) Tenders from only those firms will be entertained which are registered for the services desired in the tender and have Service Tax Number, VAT No., PAN No., TIN No.

(b) It may be noted that the selected tenderer would be required to supply Packaged Drinking Water of 20 ltr. jar to the ORGI located at different locations. The supply is to be effected as and when required.

(c) Following number of hot & cold dispensers will be supplied free of cost on complimentary basis in the following locations:-

| | |
|---|---|
| ORGI, Man Singh Road | 3 nos. |
| ORGI, Sewa Bhawan | 2 nos. |
| ORGI, West Block-I | 5 nos. |
| ORGI, Pushpa Bhawan | 2 no. |

**There will be no extra maintenance charges for the dispensers. On the termination of the contract, the firm will be allowed to lift the empty jars and the dispensers by it.**

(d) In case the firm is already providing the Packaged Drinking Water Jars to any other Ministry/Department of Central Government, details thereof alongwith copies of Supply Orders may also be furnished alongwith the quotations.

(e) The rate quoted should remain valid for a period of one year. The contract may be extended for another year in case of services given by the supplier is found satisfactory.

(f) Tenderers may please quote their unconditional rate and it shall be ensured that there are no cutting/overwriting in the tender form. The rates should be mentioned in figures as well as in words. The price quoted at the time of submission of tender should remain valid for 45 days from the date of opening and the rates finalized on the basis of these prices shall remain in force during the currency of the Annual Rate Contract. It may specifically note that no changes/escalations in the accepted rates shall be allowed during the currency of the contract. Any decrease in the market price should be passed on to this office. The rates charged under the rate contract should be in no event exceed the lowest rates of identical description supplied to any other organization during the period of the contract. If so, ARC holder should pass the benefits to this office.

(g) The Packaged Drinking Water should be confirming to ISI Standard (ISI Code No. is required to be mentioned in tender offer) as per BIS 14543-2004 specification as per Annexure-II of the Tender. Water standards should be maintained at 10-40 TDS, BIS, Euro Norm, WHO & US Standards, Documentary proof for the same is required to be attached with the quotation. In case of deficiency in service or quality of water, it would be open for this office 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 the employees on account of water borne diseases occurred due to intake of water supplied by the ARC holder will be responsibility of the supplier.

(h) The tenders should be accompanied with the Earnest Money Deposit of ₹5,000/- (Rupees five thousand only) in the form of Account Payee Demand Draft/Pay Order of any Nationalized/Scheduled Commercial Bank drawn in favour of “Pay & Accounts Officer (Census)” payable at “New Delhi”. Unsuccessful tenderers Earnest Money will be discharged/returned as promptly as possible but not later than 30 days after the award of work order.

(i) The seal of the Water Jars should be embossed, tamperproof.

(j) In case quotation is submitted by the authorized company/dealer, a valid authorization certificate from the original manufacturer/supplier may be submitted.

(k) If the supplier fails to supply the Water Jars within the stipulated time or if the quality of water is not as per approved/required norms, this office shall be free to make necessary procurement of Water Jars from the market at the suppliers risk and cost and difference if any on the ARC price 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 5% of the total amount of the bill for the relevant period will be imposed.

(l) The successful bidder shall be required to deposit performance security of ₹10,000/- (Ten thousand only) in the form of Account Payee Demand Draft/Bank Guarantee from a Nationalized/Scheduled Commercial Bank drawn in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi" which would be valid for a minimum period of one year. If the Security Deposit is not deposited within time specified, the Earnest Money Deposit of the bidder shall be forfeited. The "Performance Security" shall be released by the office of Registrar General & Census Commissioner, India after successful completion of the prescribed job. No interest will be payable for "Performance Security".

(m) 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 this office shall not be a party to any dispute between the contractor and workers.

(n) The Department reserves the option to select more than one firm for award of contract to ensure uninterrupted supply during the currency of the contract.

(o) The payment will be released on monthly basis on submission of bills in duplicate. No advance payment shall be made.

(p) The office reserves the right to accept any bid, and to annul the Tender Process at any time prior to award of contract or reject any or all bids at any time without assigning any reason thereof and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders.

(q) Any dispute or difference arising between the ORG&CCI and the bidder to any matter pertaining to this Tender, related work order and payment shall be referred to the sole arbitration by an Arbitrator appointed by the Registrar General & Census Commissioner, India or any person nominated by him. The decision of the Arbitrator shall be final and binding on the parties subject to the proviso that the Arbitrator shall give reasoned award.

4. **SPECIAL NOTE**:

(i) Any ambiguity in the offer may lead to disqualification.
(ii) Conditional offer shall be summarily rejected.

**(Dr. Ravi Shankar)**
**Deputy Director**
**Tel.:23388330**

**Annexure-I**

**QUOTATION FOR ANNUAL RATE CONTRACT (ARC) FOR SUPPLY OF 20 LTR. PACKAGED DRINKING WATER JARS**

| | | |
|---|---|---|
| 1. | Make/Brand of Packaged Drinking Water Jars | |
| 2. | Rate for 20 ltr. Packaged Drinking Water Jars (per jar) | |
| 3. | Tax/VAT | |
| 4. | Discount if any for Bulk Purchase/Purchase on Special Scheme | |
| 5. | Any other condition | |

Certified that I/We are the manufacturer/authorized distributors of the _____ make/brand Packaged Drinking Water Jars.

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in the Tender Notice No. D-15014/4/2014-GS Dated 09.05.2014. Accordingly, I/We hereby offer the rate for annual contract of Packaged Drinking Water Jars as indicated above.

Signature with Name

Date_____

Place_____

Name of the Vendor/Agency_____

Address_____

_____

_____

Tel. No. _____

Fax No._____

PAN No._____

TIN No._____

**Annexure-II**

## SPECIFICATIONS FOR PACKAGED DRINKING WATER – BIS-14543:2004

1. The water should be clear colourless/transparent/agreeable taste and not having any objectionable odor.
2. The maximum turbidity, NTU should be 2.
3. The total dissolved solids, mg/1, maximum should be 500.
4. The pH value should be between 6.5 and 7.5.
5. Drinking water filled in hermetically sealed containers of various compositions, forms and capacities that is suitable for direct consumption without further treatment.
6. The reduction by means of Chemical agents and/ or physical methods, of the number of Microorganisms to a level that does not compromise food safety or suitability.
7. Water intended for packaging may be subjected to treatment namely, decantation, filtration, combination of filtrations, aeration, filtration with membrane filter, depth filter, cartridge filter, activated carbon filtration, demineralization, reverse osmosis or any other method to meet the prescribed standard and packed.
8. The drinking water may be disinfected to a level that will not lead to harmful contamination in the drinking water.
9. Drinking water shall be collected, processed, handled, packaged and marked in accordance with the hygienic practices.
10. Free from Escherichia coli, Coli form, Faucal Streptococci and Staphylococcus aurous, Sulphite reducing anaerobes, Pseudomonas aeruginose, Aerobic Microbial Count, Yeast, Mould, Salmonella, Shigella, Vibrio Cholera and V. Parahaemolyticus.
11. Pesticides residues as covered under the relevant Rule of the Prevention of Food Adulteration Act, 1954 shall be below the detectable limits when tested in accordance with the relevant methods.
12. Drinking water shall be packed in clean, colourless, transparent and tamper proof Jar/container made of pet/poly carbonate confirming to IS 10910/14971 suitable for preventing possible adulteration or contamination of the water.
13. The following particulars shall be marked legibly and indelibly on the lable of Jar:-

    Name of the Product
    Name and Address of the Processor
    Brand Name if any
    Batch or Code Number
    Date of Processing/Packing
    Best for consumption upto (date/month in capital letters)
    Or best for consumption within ___ days or months from date of packing.
    Net volume
    Direction for storage and
    Any other marking required under the standards of weights and measures.
    BIS Certification and Marking.

14. Filling and sealing of the Jars should be done with automatic machines and under hygienic conditions.
15. The supplier should have his own laboratory for testing the water. A fitness certificate alongwith the analysis report with manufacturing & expiry date should be provided with each batch. The water should also be got tested from a Government laboratory or a reputed laboratory every month and their report should be sent to consignee.
16. This office reserves the right to have the water tested from a laboratory of its choice without any reference to the party.
17. Supply to be effected from the latest batch or manufacturing i.e. with maximum shelf life and date of supply should be without 15 days of manufacturing.
18. The supplier shall indemnify this office for any claim arising out of delay in supply of items covered in the contract and poor quality thereof or with regard to wrong, defective, adulterated or misbranded or stale items and shall make good to this office any loss or damages incurred thereby.