



सत्यमेव जयते

भारत सरकार GOVERNMENT OF INDIA
गृह मंत्रालय MINISTRY OF HOME AFFAIRS



जनगणना कार्य निदेशालय, दिल्ली
DIRECTORATE OF CENSUS OPERATIONS, DELHI

सी-विंग, भूतल, पुष्प भवन, मदनगीर रोड, नई दिल्ली - ११००६२
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No. A-11018/1/2015-DCO/S17

Dated: 14th September, 2016

TENDER NOTICE

Sub: Tender for award of Annual Rate Contract (ARC) for supply of 20 Ltr. Packaged Drinking Water Jars-reg.

The Directorate of Census Operations, Delhi invites tenders in two bid system (Part-I: Technical Bid (Annexure-I) alongwith Tender Acceptance Letter (Annexure-II) for award of Annual Rate Contract for supply of 20 ltr. of Packaged Drinking Water Jars (like Aquafina/ Bisleri/Kinley/Bailley or equivalent brands) for use in office located at C-Wing, Ground Floor, Pushpa Bhawan, Madangir Road, New Delhi-110062. The contract will be subject to Eligibility Criteria and terms & conditions of the contract. The last date of receipt of quotation is **04-10-2016 upto 2.00 P.M.** The Technical and Financial Bids, in prescribed format and other required documents, as per tender notice, should be submitted in Directorate of Census Operations, Delhi, C-Wing, Ground Floor, Pushpa Bhawan, New Delhi-110062. The Tender will be **opened on 04-10-2016 at 3:00 P.M.** The tender document can also be downloaded from the website <http://censusindia.gov.in/Tender>.

I SPECIFICATIONS FOR PACKGED DRINKING WATER-BIS14543

1. The water should be clear colorless /transparent/agreeable taste and not having any objectionable odor.
2. The maximum turbidity, NTU should be less than 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 , aerations, 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, Faecal Streptococci and staphylococcus aureus, 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 conforming to IS 10910 suitable for preventing possible adulteration or contamination of the water.
13. The following particulars shall be marked legibly and indelibly on the label of the jar:-
 - Name of the Product
 - Name and address of the Processor
 - Brand name if any
 - Batch or code number
 - Date of processing/Packaging
 - Best for consumption up to (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 along with 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 within 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.

II SCOPE OF WORK

1. The office of The Directorate of Census Operations, Delhi intends to award Annual rate Contract for supply of 20 ltr. of Packaged Drinking Water Jars (like Aquafina/ Bisleri/ Kinley/ Bailley or equivalent brands) for use in office located at C-Wing, Ground Floor, Pushpa Bhawan, Madangir Road, New Delhi-110062. The office is looking for reputed firms having adequate familiarity/experience in the field. The expected requirement of 20 ltr. Of Packaged Drinking water jars may be about 100 per month. However, this may vary as per need.
2. The contract will be initially for a period of one year extendable on year to year basis for a maximum up to one extension (i.e. 1+1 year) subject to satisfactory performance of the contractor. During the contract period, price shall remain firm and contract once accepted would not be permitted to be withdrawn during the period without sufficient cause. The contract may be extended for a further period of one year based on satisfactory performance of the contractor. The terms and conditions and rates approved for the first year by the office will remain applicable to the 'first' extension also.
3. It may be noted that the selected tenderer would be required to supply 20 ltr. Of Packaged Drinking Water Jars for use in office located at C-Wing, Ground Floor, Pushpa Bhawan, Madangir Road, New Delhi-110062. The supply is to be effected as and when required.

III Terms and conditions of the Tender

1. Tenders from only those firms will be entertained which are registered for the services desired in the tender and have Service Tax Number, Sales Tax No., VAT No., PAN No.
2. It may be noted that the selected tenderer would be required to supply Package Drinking Water of 20 ltr. Jar to the Directorate of Census Operations, Delhi, C Wing, Ground floor, Pushpa Bhawan, Madangir Road, New Delhi - 110062. The supply is to be effected as and when required.
3. Two hot & cold dispensers will be supplied free of cost on complimentary basis in the office at Pushpa Bhavan, New Delhi.
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.
4. In case the firm is already providing the Packaged Drinking Water Jars to any other Ministry/Department of Central Government, details thereof along with copies of Supply Orders may also be furnished along with the quotations.
5. 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.
6. 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 form 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 contract. If so, ARC holder should pass the benefits to this office.

7. The packaged Drinking Water should be conforming to ISI (ISI Code No. is required to be mentioned in tender offer) as per BIS 14543-2004 specification of the tender. 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 water borne diseases occurred due to intake of water supplied by the ARC holder will be responsibility of the supplier.
8. The tenders should be accompanied with the Earnest Money Deposit of Rs. 5000/- (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. The EMD should reach this office on or before 04-10-2016 till 2.00 pm.
9. The seal of the Water Jars should be embossed, tamperproof.
10. In case quotation is submitted by the authorized company/dealer, a valid authorization certificate from the original manufacturer/supplier may be submitted.
11. In case quotation is submitted by the authorized company/dealer, a valid FSSAI License for distribution, issued from FSSAI is required to be submitted.
12. 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.
13. The successful bidder shall be required to deposit performance security of Rs. 10,000/- (Rupees 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 Directorate of Census Operations, Delhi after successful completion of the prescribed job. No interest will be payable for "Performance Security".
14. 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.
15. 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.

6. The payment will be released on monthly basis on submission of bills in duplicate. No advance payment shall be made.
17. 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.
18. Any dispute or difference arising between the office of Directorate of Census Operations, Delhi 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 office of Directorate of Census Operations, Delhi 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.
19. 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 (Copies of Service Tax/Sales Tax/VAT should also be enclosed).
 2. PAN No. of the firm.
 3. Copies of Income Tax Returns for the last three years.
 4. Proof of Annual Turnover which should not be less than Rs. 1.00 lakh alongwith the audited balance sheets (2012-13, 2013-14 & 2014-15).
 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 attached 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 atleast three years. Documentary proof of the same may be enclosed.
20. Bidders are requested to read following conditions in conjunction with various conditions, wherever applicable appearing with this bid invitation. The conditions mentioned here in under shall supercede and shall prevail over the conditions enumerated elsewhere in the tender documents.
21. Price Bid shall contain only price as per Schedule of Rates (in form of an excel sheet) without any condition. The lump sum rate along with tax and other components shall be filled up in figures and the total amount shall be automatically calculated and rounded off to the nearest rupee. It is to be noted that the Price Bid shall contain only PRICES and no conditions whatsoever.
22. The tender shall be submitted in major parts, namely Technical / Commercial Bid and Price Bid (BOQ).


(Ajay Sahay)
Assistant Director

TECHNICAL BID

PROFORMA FOR SUBMISSION OF TECHNICAL BID FOR SUPPLY OF 20 LTR. OF PACKAGED DRINKING WATER JARS

S.NO	Description	Documents to be uploaded
1	Name and 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	Copies of Service Tax/Sales Tax/ VAT no.
5	Income tax/PAN Number	Copies of Income Tax/ PAN Number
6	Income Tax Returns for the last three years(2012-13,2013-14 & 2014-15)	Copies of Income Tax Returns
7	Proof of annual Turnover not less than Rs. 1.00 lakh for the last three years 2012-13 2013-14 2014-15	(i) C.A certificate Or (ii) Audited balance Sheet (iii) Annual Turnover to be clearly mentioned for 2012-13,2013-14 & 2014-15
8	List of clients - Govt. Ministries/ Departments/PSUs etc.	
9	Proof of three contract with Govt. Ministries/Departments/PSUs Govt. and latest Monthly test report.	(i) Award Letters/Work Orders of Three years
10	Certificate of BIS, FSSAI, Pollution control Board, CGWA permission and latest monthly test report.	
11	Experience of similar type of work and working in this field since last three years documentary proof.	
12	Details of EMD of Rs 5,000/-	
13	Brand name of Packaged Drinking water Jars to be mentioned by the supplier.	Copy of authorization letter.
14	Brand name of Water dispenser is 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 documents.

Signature with name

Date _____

Name of the Vendor /Agency _____

Place _____

Address _____

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

To

The Assistant Director
Directorate of Census Operations, Delhi
C-Wing, Ground Floor,
Pushpa Bhawan, Madangir Road,
New Delhi-110062

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference no A.11018/1/2015-DCO dated September, 2016

Name of Tender/Work:- Award of Annual Rate (ARC) for supply of 20 ltr. Packaged drinking Water Jars.

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned "Tender/work" for the web site(s) namely:
2. _____

3. 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/clause contained therein.
4. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.
5. I/ we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totally/entirely.
6. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any right or remedy be at liberty to reject this tender/bid including the forfeiture of the full and said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder with official seal)