



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

पत्र संख्या/ No. D-15014/4/2016/GS

दिनांक/ Dated: 20.05.2016

TENDER DOCUMENT

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

Online bids are hereby invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed and experienced firms 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 offices located at Man Singh Road (Hqrs.), Sewa Bhawan, West Block-I (R.K. Puram) and Pushpa Bhawan, New Delhi.

2. The bid will be accepted as e-tender only and intending bidders must be registered with the Central Public Procurement (CPP) Portal i.e. <http://eprocure.gov.in/eprocure/app>.

Scope of work	Annual Rate Contract (ARC) for supply of 20 Ltr. Packaged Drinking Water Jars
Earnest Money Deposit to be submitted	Rs. 20,000/- (Rupees twenty thousand only)
Date of Issue/Publishing	20.05.2016
Document download start date	21.05.2016 (9.00 A.M.)
Seek clarification start date	23.05.2016 (9.00 A.M.)
Seek clarification end date	02.06.2016
Bid submission started	23.05.2016(10.00 A.M.)
Bid submission closing date	03.06.2016 at 3.00 P.M.
Date and time of opening of technical Bids	03.06.2016 at 3.30 P.M.
Date and time of opening of Financial Bids	07.06.2016 at 3.00 p.m.

3. In case any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. This office reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

(Dr. Ravi Shankar)
Joint Director



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Office of the Registrar General, India
२-अ, मान सिंह रोड, नई दिल्ली – 110011
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पत्र संख्या/ No. D-15014/4/2016/GS

दिनांक/ Dated: 20.05.2016

E-TENDER DOCUMENT

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

The office of Registrar General & Census Commissioner, India (ORG&CCI) invites e-tenders portal 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 offices located at Man Singh Road (Hqrs.), Sewa Bhawan, West Block-I (R.K. Puram) and Pushpa Bhawan, New Delhi. The contract will be subject to Eligibility Criteria and terms & conditions of the contract. The last date of receipt of quotation is 03.06.2016 upto 3.00 P.M. The Technical and Financial Bids, in prescribed format and other required documents, as per tender notice, should be submitted on CPP portal website i.e. <http://eprocure.gov.in/app>. Bidders are requested to furnish/upload scanned copies of all documents in pdf. format. The technical bid will be opened first on 03.06.2016 at 3.30 P.M. The tender document can also be downloaded from the website <http://censusindia.gov.in/Tender>.

I SPECIFICATIONS FOR PACKAGED DRINKING WATER – BIS-14543

1. The water should be clear colourless/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, 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, Faecal Streptococci and Staphylococcus aureus, Sulphite reducing anaerobes, Pseudomonas aeruginosa, 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 confirming 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 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 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 Registrar General & Census Commissioner, India (ORG&CCI) 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 offices located at Man Singh Road (Hqrs.), Sewa Bhawan, West Block-I (R.K. Puram) and Pushpa Bhawan, New Delhi. 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 1300 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 upto 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 offices located at Man Singh Road (Hqrs.), Sewa Bhawan, West Block-I (R.K. Puram) and Pushpa Bhawan, New Delhi. The supply is to be effected as and when required.

III TERMS AND CONDITIONS

- (a) 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.
- (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 numbers of hot & cold dispensers will be supplied free of cost on complimentary basis in the following locations:-

ORGI, Man Singh Road	6 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 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 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 ₹20,000/- (Rupees twenty 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 at this office on or before 03.06.2016 till 3.00 P.M. The scanned copy of EMD should also be uploaded with other documents.
- (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) In case quotation is submitted by the authorized company/dealer, a valid FSSAI License for distribution, issued from FSSAI, is required to be submitted.
- (l) 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.
- (m) The successful bidder shall be required to deposit performance security of ₹50,000/- (fifty 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".
- (n) 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.
- (o) 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.
- (p) The payment will be released on monthly basis on submission of bills in triplicate. No advance payment shall be made.
- (q) 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.
- (r) 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.

IV ELIGIBILITY CRITERIA

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 ₹8.00 lakh along with the audited balance sheets (2012-13, 2013-14 & 2014-15).
5. The firm should be an authorized distributor of the brand of water which it proposes to supply and copy of authorized distributorship may be uploaded 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.

V Instructions for Online Bid Submission

1. All interested bidders are requested to register themselves with the portal <http://eprocure.gov.in> and enroll their digital certificate with the user id for participation in the tender.
2. Bidders are requested to read following conditions in conjunction with various conditions, wherever applicable appearing with this bid invitation for e-Tendering. The conditions mentioned here in under shall supersede and shall prevail over the conditions enumerated elsewhere in the tender document.

3. How to submit On-line Bids / Offers electronically against e-Tendering?

Vendors / Bidders are advised to read the following instructions for participating in the electronic tenders directly through internet:

- i) Late and delayed Bids / Offers after due date / time shall not be permitted in e-Tendering system. No bid can be submitted after the last date and time of submission is over. (However if bidder intends to revise the bid already submitted, they may change / revise the same on or before the last date and time of submission of bid). The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.
- ii) Bidders are advised in their own interest to ensure that bids are uploaded in e-tendering system well before the closing date and time of bid.
- iii) No bid can be modified after the dead line for submission of bids.
- iv) No manual bids / offers along with electronic bids / offers shall be permitted.

4. What is a Digital Signature?

This is a unique digital code which can be transmitted electronically and primarily identifies a unique sender. The objective of digital signature is to guarantee that the individual sending the message is

who he or she really claims to be just like the written signature. The Controller of Certifying Authorities of India (CCA) has authorized certain trusted Certifying Authorities (CA) who in turn allots on a regular basis Digital Signature Certificates.

5. Documents which are signed digitally are legally valid documents as per Indian IT Act (2000).

6. Why is a Digital Signature required?

In order to bid for ORGI e-tenders all the vendors are required to obtain a legally valid Digital Certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The Digital Certificates is issued by CA in the name of a person authorized for filing Bids / Offers on behalf of his Company. A Vendor / Bidder can submit their Bids / Offers on-line only after digitally signing the bid / documents with the above allotted Digital Signatures.

7. Bidders have to procure Digital Signature Certificate (Class 3 or 2 with signing key uses) from any of the certifying Authorities in India.

8. Submission of Documents

i) Bidders must submit on line offers by the date and time mentioned in the Notice Inviting Tender (NIT) at the website address stated therein.

ii) Each E-Tender will provide access to Commercial as well as Price part of tender. Along with the Commercial part, Bidders can attach the required documents with the bid in line with the Tender.

iii) The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the process and steps.

iv) The bid have to be submitted online only. However, documents which necessarily have to be submitted in originals like EMD if applicable and any other documents mentioned in the tender documents have to be submitted offline. Prices should not be submitted in a sealed envelope. ORGI shall not be responsible in any way for failure on the part of the bidder to follow the instructions. Physical Bids will not be accepted. All such physical Bids shall be considered as invalid offers and shall be rejected summarily without any consideration.

v) 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.

vi) The bid shall be uploaded through Digital signatures by someone legally authorized to enter into commitment on behalf of the Bidder. Bidder shall upload among other documents, power of Attorney in favour of the person who is authorized to enter into commitments on behalf of the Bidder.

vii) It is advised that the bidder upload small sized documents (preferably upto 5 MB) at a time to facilitate in easy uploading into e-tendering site. ORGI does not take any responsibility in case of failure of the bidder to upload the documents within specified time of tender submission.

9. Submission and Opening of Bids

i) Bid along with all the copies of documents should be submitted in the electronic form only through ORGI e-tendering system. Before the bid is uploaded, the bid comprising of all attached documents should be digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) in accordance with the Indian IT Act 2000.

ii) The bid shall be opened on-line on the date & time mentioned in the NIT.

iii) The Price Bids only those bidders shall be considered for electronic opening & evaluation whose bid is determined to be technically and commercially acceptable to ORGI.

10. Last Date for Submission of Bids

Bidders are advised in their own interest to ensure that bids are uploaded in e-Procurement system well before the closing date and time of bid. Vendors / Bidders must use any computer having Windows 2000 or Windows XP versions or higher of Window operating system and an internet web browser version internet explorer v8.0 or higher recommended.

11. The tender shall be submitted in major parts, namely 'Technical / Commercial Bid and Price Bid (BOQ).

12. As a part of software requirement for the e-tender, the main features are:

- i) The price bid formats are same for global and Indian vendors. Bidders are requested to follow the instructions mentioned in the bid format.
- ii) Vendors interested in the tender may submit scanned copy of EMD as stated in document in this e-tender and submit the original EMD physically within the closing time & date as mentioned.

13. Earnest Money Deposit:

The EMD instrument in original has to be submitted by dropping it in the Tender-box (as per instruction) and copy of the same needs to be **uploaded before the due date** and time of tender submission failing which the bid shall be summarily rejected. A scanned copy of the instrument DD/BC/PO or exemption certificate in case of NSIC or exempted category has to be uploaded along with clear scanned copies of required documents to substantiate the claim towards their credentials along with the tender documents in the appropriate space.

It is mandatory for every tenderer to fill all the documents as set out in the tender document irrespective of their earlier association with ORGI.

Any conditional / incomplete offer or failure to follow above instructions shall lead disqualification even at the time of opening of bids.

VI SPECIAL NOTE:

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

**(Dr. Ravi Shankar)
Joint Director**

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

S. No.	Description	Document to be uploaded
1	Name & 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 ₹8.00 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. organizations etc.	(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 ₹20,000/-	
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)**

Date:

To

The Deputy Director (Hqrs.)
Office of the Registrar General, India
2-A, Man Singh Road,
New Delhi – 110 011.

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No. D-15014/4/2016 dated 20.05.2016

Name of Tender/Work:- **Award of Annual Rate Contract (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. 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.

3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totally/entirely.

5. 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 sea)