



Government of India
Ministry of Science and Technology
Department of Science and Technology
General Administration II Section
Technology Bhavan, New Mehrauli Road
New Delhi-110 016
Website: www.dst.gov.in

Tender Enquiry No. D-13016/1/4/2022 (GA)

Date: 19th June, 2023

To,

All Interested & eligible vendors.

Sub: Tender Enquiry for Annual Rate Contract for hiring of services of Coffee Vending Machines and supply of vending machine consumables in DST, Technology Bhavan, New Delhi-16

Dear Sirs,

Sealed bids are invited in single bid system from the interested and eligible firms for the **Annual Rate Contract for hiring of services of Coffee Vending Machines and supply of vending machine consumables in DST, Technology Bhavan, New Delhi-16** initially for period of one and extendable yearly basis for a maximum period of three years from the date of commencement of initial contract and extended for a period of three years (including initial period of contract), depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm and mutually agreed upon, as per the attached **Annexure A** to this document.

2. In case your firm is interested in the above said work, you are requested to quote your **justified** prices (% above/ below) of the items as per mentioned in the enclosed Proforma (**Schedule I**) in a sealed cover along with the documents as mentioned in the tender document with an Earnest Money Deposit (EMD) amount of Rs.50,000/- (Rupees Fifty Thousand only) in the prescribed form. The sealed cover containing the bid should be super scribed "**Tender Enquiry for Annual Rate Contract for hiring of services of Coffee Vending Machines and supply of vending machine consumables in DST, Technology Bhavan, New Delhi-16**" for period of one year, not to be opened before **14th July 2023** and should be dropped in the tender box of General Administration kept near the Reception of the Technology Bhavan **latest by 1500 hours** on or before the **14th July, 2023**. Sealed bids received within the closing time limit will be opened on the same **day at 1530 hrs in R No.8 Ground Floor New Block I DST**, Technology Bhavan, New Delhi-16 in the presence of such tenderers who wish to be present. The Department reserves the right to accept or reject any quotation/ estimates without assigning any reason thereof.

3. Participating bidders will be required to submit Earnest Money Deposit in the form of Demand Draft/ Fixed Deposit Receipt/ Performance Bank Guarantee from any Scheduled Commercial Indian Bank as mentioned in the **Annexure A** to this document.

4. The application forms for Tender Enquiry Notice can be downloaded from the Department's website **<http://dst.gov.in/tenders>**.

5. Tendering firms fulfilling the requirements in this tender document are requested to quote their competitive lowest prices as per the requirements given in the attached schedules.

Yours faithfully,

(Sangeet Kumar)
Under Secretary to the Govt of India

Copy to: Web support, DST: For posting the complete tender document on Department's website

Cont'd...02/-

IMPORTANT INFORMATION, GENERAL INSTRUCTIONS
And TERMS & CONDITIONS

S No	Description	Contents
1.	Purchaser	THE PRESIDENT OF INDIA
2.	Bid system	This tender will be processed in single bid system
3.	Firm and fixed rates	Prices should be quoted on net destination basis at DST and firm & fixed price basis. The prices/rates quoted should be indicated in words as well as in figures and in INR only. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates during the currency of the contract shall be rejected straightaway without any consideration.
4.	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the bidder firm. Offers not complying with such terms & conditions shall be ignored/ rejected as per the decision of this Department. The firms desiring to participate in the tendering process have to fill up Annexure 'B' and fulfill the requirement.
5.	Earnest Money Deposit (EMD)	Participating firm desirous to participate shall submit an EMD amounting to Rs. 50,000/- (Rupees Fifty thousand only) as mentioned in Schedule I to this document in the form of DD/ BC/ PO in favour of DDO, DST. The approximate value of yearly contract is Rs.18,00,000/- (Rupees Eighteen Lakhs only).
	Earnest Money Deposit (EMD) Exemption	The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD if Registered with MSE. Traders are excluded from the purview of this Policy
6.	Eligibility condition for participation in the Tendering Process	The participating firm should be a Parent Firm or the Authorized dealer/ Franchises leading/ reputed brand of M/s Coffee Day Global Limited, M/s Barista, M/s Chaos, M/s Jubilant Foods, M/s Nestle India, M/s Hindustan Unilever Limited (Copy of OEM/ Authorized Dealer/ Franchises should be attached).
7.	Performance Security	Nil
8.	Non-transferability	This tender is non-transferable.
9.	Prescribed Forms	Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/ Telex/ Fax/ E-mail/ Letter head Quotations will not be accepted and ignored straightaway.
10.	Late/ delayed tenders	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.
11.	Duties & Taxes	Tenderers are requested to enclose a copy of their valid GST registration Certificate and PAN Details.
12.	Inspecting Officer	Authorized representative of DST, New Delhi
13.	Inspection Authority	Department of Science and Technology (DST), Technology Bhavan, New Delhi or any party, a Govt. agency, so authorized by DST.
14.	Time & date of receipt and opening of bids	In the event of any confusion, the time set in the clock in the room of Under Secretary (General Administration) will be taken as standard and decisive. Bidders may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.

Signature of the bidder with stamp

Cont'd.03/-

Sl No.	Description	Contents
15.	Purchaser's right	Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
16.	Purchaser's Address & Work site	The bid should be addressed to "Under Secretary, General Administration Section, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-16 and dropped in the Tender Box of Admn. II B Section kept near Reception Room at the entrance of Technology Bhavan, New Mehrauli Road, New Delhi on or before at 1500 hours on 14th July, 2023 In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, General Administration, DST before expiry of the closing time.
17.	Rates	a) Rate should be quoted inclusive of freight (free delivery to the consignee's premises) (% above/ below basis in the enclosed Proforma as per Schedule I attached with the tender document. b) All statutory taxes & duties (GST, ED etc.) will be exclusive and as per rates notified by GOI from time to time. c) During the entire period of the contract, including extended period of contract if any, no request for any increase in rates will be entertained.
18.	Dispatch instructions	The selected agency shall provide maintenance services twice in a month. Any replacement of defective parts/ spare parts will be done only with written permission and without any extra charge. For taking away such parts out of Technology Bhavan, proper markings & signatures of Estate Supervisor/ Under Secretary General Administration should be obtained in indelible ink.
19.	Contract Period	Initially for a period of one year and extendable on yearly basis for a maximum period of three years from the date of commencement of initial contract, depending upon the performance of the firm and compliance.
20.	Warranty	All the machines should be under warranty. Any complaint shall be attended within a response period of 48 hours on 24X7 basis. Any defect (s) in workmanship or deterioration in the quality or deviation to tender specifications coming to notice shall be rectified at site within 48 hours of the reporting of the same to the vendor. If system is required to be picked up and taken to contractor's premises for removing the defect (s), the same shall be picked up from the consignee latest by the next working day and dropped back to the consignee within 07 working days. During that period, a substitute machine should be provided.
21.	Token Liquidated Damages	In case the firm does not complete the work within the work execution period as stipulated above, action will be taken against the firm to recover from the contractor's bill as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to @ (The maintenance charges divided by 30 days) X No. of days after elapsing of 48 hours after the time & date of complaint lodge.
22.	Scope of Work	Providing of Coffee Vending Machines by the firm:- A. The successful bidder/ Firm should provide 05 Numbers of Coffee Vending Machines free of cost. B. The 05 Machines will be installed at different places in Technology Bhavan premises as per the requirement. C. DST will not pay any Security Deposit for the machines. D. DST will not pay any installation charges of the Machines. E. DST will not make any payment for accessories required during installation of the machines. F. DST will make the payment of vending machines consumables on actual consumption and monthly maintenance charges of the vending machines. G. The specifications of the Coffee Vending Machine and consumables are given in the successive paragraphs.

Sl No.	Description	Contents
23.	DST's Obligation	<p>i. Free Space (2 ft X 4 ft for each machine), free power (3 KW for each machine), power point (s).</p> <ul style="list-style-type: none"> ○ ○ Potable drinking water (20 liters' bottle) as per requirement. ○ Furniture for machine arrangements. ○ Entry passes for the service person of the Vending Machine, the person who attends various calls for sales and after sales services. ○ Operator for day to day operation of the machines.
24.	Validity of tender	Tender shall be kept valid for acceptance by DST for a period not less than 90 days after the tender opening date.
25.	Paying authority	Controller of Accounts or his authorized representative, Pay & Accounts Office, DST, New Delhi-110016
26.	Applicable law	The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes, if any, emanating from resultant contract shall be subject to jurisdiction in Delhi.
27	Award of contract	<p>a) The Department will award the contract to the tenderer whose tender has been determined to be technically qualified and who has offered the lowest evaluated price (% above/ below).</p> <p>b) Notwithstanding the above, the Department reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.</p> <p>c) The bidder whose rate is accepted will be notified for the award of contract by the Department prior to expiry of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.</p> <p><u>General</u></p> <p>In case two firms offering the lowest net bundled prices, then the decision of the Competent Authority will be final.</p>
28	Termination of contract	<p>i). On expiry of period given in the contract. Further, the contract can be terminated at any time during the currency due to bad/ delayed performance established on the part of the contractor or any such material complaints.</p> <p>ii). The contract can be terminated at any time by giving a Notice of one month in advance from either party, without assigning any reason. Any complaints pending on the day of giving notice & also the expiry of the Notice served shall have to be attended to in accordance with the terms & conditions of the contract.</p> <p>iii). DST reserves the right to terminate the contract in full or part thereof without assigning any reason.</p> <p>iv) During termination of contract, the vendor will be permitted to lift the machines from the premises and the vendor should obtain the permission from General Administration D ST.</p>
29.	Taxes & duties	Tax Deduction at Source (TDS):- TDS will be deducted from each bill (as applicable) of the contractor under the statutory rules of Union Govt. in respect of Income Tax & other Taxes etc.
30	Lifting of Machines	<p>The firm should be allowed to lift the coffee vending machines</p> <ul style="list-style-type: none"> a. On termination of contract, the vendor will be permitted to lift the machines from the premises and the vendor should obtain the permission from General Administration DST. b. For replacement during the contractual period.

31.	General terms & conditions	<p>a) The contractor shall observe all security provisions as applicable to the offices of the DST which comes under the security cover by the Home Ministry. Any violation shall be his responsibility.</p> <p>b) The bidder shall not enter into sub contract with any person or transfer the contract or any benefit there under to any person or firm without written approval of the Department.</p> <p>c) The person signing the tender document on behalf of the contractor or on behalf of the firm, shall attach with the tender a proper power of Attorney, duly executed by all the partners, stating that he has the authority to bind such other persons of the firms whatever the case may be in all the matters pertaining to the contract, including the arbitration clause.</p> <p>d) Acceptance of the tender by the Government shall be communicated to the successful bidder by a formal letter of acceptance of tender.</p> <p>e) The firm must inspect the Department before submitting the tender.</p> <p>f) The maintenance of the machines will be comprehensive maintenance i.e. inclusive of replacement of spares, motor winding and overhauling etc. to be done from the manufacturers, by replacement with sealed unit from the manufacturer/ authorized dealer. No separate payment will be made by DST for this kind of replacements.</p> <p>i) The firm has to provide stand by unit in case of removal of units for overhauling for major repairing.</p> <p>j) The firm should maintain a log book of each & every complaint of vending machine and obtain satisfactory report from the officer concerned.</p>
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32. **Specification of Coffee Vending Machine**

Sl No.	Contents
32	<p>Specification of Coffee Vending Machines: -</p> <p>A. The Vending Machine should be of "Fresh Milk Bean 2 Cup Coffee Vending Machine".</p> <p>B. The Vending Machine Should be of 8 Channels as follows: -</p> <ol style="list-style-type: none"> Cappuccino Espresso Lattee Info Steam Milk Tea Hot Water <p>C. The Following should be under " Info" Category: -</p> <ol style="list-style-type: none"> Counter Continuous Brewer Cleaning Network strength Brewer Manual Movement Milker Cleaning <p>D. The " Counter" should have the followings facilities: -</p> <ol style="list-style-type: none"> Cappuccino Espresso Latte Tea Milk Hot Water Daily Count Total Count Cumulative Count. <p>E. a. <u>All the Machines should be of "Make in India".</u></p> <ol style="list-style-type: none"> All the machines should be new one and no old or reconditioned machine will be accepted by the department. The Machine should have optimum Strength. The Machine should have high performance (at least 7-10 tea/ coffee per minute). The machines should have longer service life. The machine should be operated by 220 V Single phase power supply. All the digital displays should of touch screen type.

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33. **Specification of Consumables & other items**

Sl No.	Name of the Item	Bag/ Sachet/ Pouch	Weight of each Bag/ Sachet/ Pouch	1 Box contains	Specification	Date of Expiry from date of manufacture	Date of Expiry from the date of supply
1	Coffee Bean	Bag	1 Kg	01	Roasted	06 months	03 months
2	Tomato Soup/ Mix Vegetable Soup	Sachet	7 gms	25	Premix Soup Powder	09 months	04 months
3	Lemon Tea	Sachet/ bag/ Pouch	2 gms	25	Tea with amalgamation of fine essence of Lemon	1 year	06 months
4	Assam Tea	--do--	2 gms	100	Malty strong bodied and full of flavor	1 year	06 months
5	Ginger Tea	--do--	2 gms	100	Tea with amalgamation of fine essence of ginger	1 year	06 months
6	Cardamom Tea	--do--	2 gms	100	Tea with amalgamation of fine essence of cardamom	1 year	06 months
7	Green Tea	--do--	2 gms	25	Tea with amalgamation of fine Tea leaves	1 year	06 months
8	Sugar	Sachet	5 gms	200	White Sugar	2 yrs	1 year
9	Stirrer	Bundle	10 cm length	500	Wooden	1 year	06 months
10	Milk	Tetra Pack	1 Liter	1 each	Toned	06 months	03 months
11	Disposable Paper Cup	Pack	150 ml	100	Ripple Cup Eco-Friendly Double Wall Safe for Hot and Cold Beverages	06 Months	03 Months

Note:

- A. All the items mentioned should be of participating OEM or it's authorized dealer/ franchise.
- B. All food products should be of FSSAI Certified.
- C. All the tea bags should be of 100% unbleached, non-heat sealable tissue comprised of a special blend of abaca and selected unbleached cellulosic fibers.
- D. Milk should of Tetra Pack Toned Milk of the manufacturer or from Amul or Mother Dairy only.

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34. Approximate present Consumption per months

1	2	3	4	5	6	7
Sl No.	Name of the Item	Bag/ Sachet/ Pouch	Weight of each Bag/ Sachet/ Pouch/ capacity	1 Bag/ Box contains	Approximate present consumption per month	Remarks
1	Coffee Bean	Bag	1 Kg	01 Kg	70	
2	Tomato Soup/ Mix Vegetable Soup	Sachet	7 gms	25	50	
3	Lemon Tea	Sachet/ bag/ Pouch	2 gms	25	40	
4	Assam Tea	--do--	2 gms	100	20	
5	Ginger Tea	--do--	2 gms	100	20	
6	Cardamom Tea	--do--	2 gms	100	20	
7	Green Tea	--do--	2 gms	25	40	
8	Sugar	Sachet	5 gms	200	15000	
9	Stirrer	Bundle	10 cm length	500	5000	
10	Milk	Tetra Pack	1 Liter	1 each	400	
11	Disposable Paper Cup	Pack	150 ml	100	15000	
12	Machine in use	Each			5	

Note : There is no guarantee that every month the department will consume the above quantity of item, The quantity may vary as per actual requirement.

Signature of the bidder with stamp

Department of Science & Technology
General Administration Section

Contractor's details (Mandatory Information for the firms not Registered with Department of Science & Technology)

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

Sl No.	Description	Information/ Details with Page No.	
01	Name of the Applicant/ Firm		
02	OEM/ Authorized Dealer/ Franchise (Enclose Copy)		
03	Nationality		
04	Address (attach separate paper for addresses of other offices) Enclose Voter ID/ Electricity Bill/ Landline Telephone Bill or any other authenticate copy of address proof)	Regd. Office	
		Head office	
05	Telephone Numbers	Landline/ Mobile No.	
		Fax No.	
		E-mail address	
06	Other Details (Enclose copies)	PAN Details	
		GST Registration	
07	Constitution of firm	Individual	
		Sole Proprietorship Concern	
		Partnership Firm	
		Public Ltd. Company	
		Private Ltd. Company/ Public Sector Enterprises	
08	Details of Bank account (Enclose copy of front page of pass book & personalized cancelled cheque)	Account No:- Type of account:- Name of Bank:- Name & address of the branch	
09	Is any person working with the applicant a near relative of the official of DST? If yes, give details		

Signature of the bidder with stamp

SI No.	Description	Information/ Details with Page No.
10	Certificate	<p>a. I/ we (including all partners) certify that I/ we have carefully read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them.</p> <p>b. I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/ Government.</p> <p>c. I/ we hereby also certify that, I/ we have signed all the pages of the document with my/ our conscious and no body from this Department influenced/ compelled to do so.</p>

Check list for submission of Bid

SI No.	Description	Contents	Documents attached (Yes/ No)	Page No.
01	Tender Document	All the pages of the tender documents is duly signed and submitted		
02	Tender Fee	Nil		
03	Earnest Money Deposit (EMD)	Participating Bidders shall submit an EMD amounting to Rs.50,000/- (Rupees twenty thousand only). EMD exemption is as per Government guidelines.		
04	PAN Details	Certified copy of PAN		
05	Address Proof	Enclose Voter ID/ Electricity Bill/ Landline Telephone Bill or any other authenticate copy of address proof		
05	GST Registration	Certified Copy of GST		
06	Income Tax Return	For the last three Financial years ended on 31 Mar., 2022. a. FY 2019-20 b. FY 2020-21 c. FY 2021-22		

SI No.	Description	Contents	Documents attached (Yes/ No)	Page No.
07	Eligibility condition for participation in the Tendering Process fulfilling the following			
	The participating firm should be a Parent Firm or the Authorized dealer/ Franchises leading/ reputed brand of M/s Coffee Day Global Limited, M/s Barista, M/s Chaos, M/s Jubilant Foods, M/s Nestle India, M/s Hindustan Unilever Limited (Copy of OEM/ Authorized Dealer/ Franchises should be attached). <i>Firms other than the specified categories mentioned before, shall be considered if they are of equally reputed brand.</i>	Name of the leading/ reputed brand: (i) (ii)		

Signature of the bidder with stamp

FINANCIAL BID**Name of the Firm:-****Schedule I to T.E. No. - D-****Sub: Tender Enquiry for Annual Rate Contract for hiring of services of Coffee Vending Machines and supply of vending machine consumables in DST, Technology Bhavan, New Delhi-16**

1	2	3	4	5	6	7
Sl No.	Name of the Item	Bag/ Sachet/ Pouch	Weight of each Bag/ Sachet/ Pouch/ capacity	1 Bag/ Box contains	Rate Quoted by the Department in Rs. For Column No.5	Quantity
1	Coffee Bean	Bag	1 Kg	01 Kg	640	On actuals
2	Tomato Soup/ Mix Vegetable Soup	Sachet	7 gms	25	150	On actuals
3	Lemon Tea	Sachet/ bag/ Pouch	2 gms	25	140	On actuals
4	Assam Tea	--do--	2 gms	100	225	On actuals
5	Ginger Tea	--do--	2 gms	100	280	On actuals
6	Cardamom Tea	--do--	2 gms	100	280	On actuals
7	Green Tea	--do--	2 gms	25	130	On actuals
8	Sugar	Sachet	5 gms	200	150	On actuals
9	Stirrer	Bundle	10 cm length	500	200	On actuals
10	Milk	Tetra Pack	1 Liter	1 each	70	On actuals
11	Disposable Paper Cup	Pack	150 ml	100	250	On actuals
12	Maintenance of Vending Machines	Each	As specified	Monthly	2500	05
13	Quoted Rate (% Above/ Below)					
14	GST				Exclusive	

Note: If any other item is not mentioned in the above list, if asked to provide by this Department and if provided by the firm, the rate will be decided as per the rate quoted by the firm on MRP of the supplied item.

Signature of the bidder with stamp