

Ministry of Science & Technology
Department of Science & Technology
(DST)

Technology Bhavan, New Mehrauli Road
New Delhi-110 016

Tender Document
(Two Bids: Technical & Financial Bid)

For

**Supply of potable drinking water in DST,
Technology Bhavan & Hon'ble Minister's office at
Rafi Marg, New Delhi**

File No.D- 13016/ 1/ 2012 Admin II (B)

Government of India
Ministry of Science & Technology
Department of Science & Technology
(Admn. II (B) Section)

Technology Bhavan,
New Mehrauli Road,
New Delhi-110016

TENDER ENQUARY NO.: D-13016/ 1/ 2012 Admin II (B) Vol II Dated 01 July, 2014.

To,

As per attached list in Appendix "A" to this tender enquiry

Sub: LIMITED TENDER ENQUIRY FOR SUPPLY OF POTABLE DRINKING WATER AT DST, TECHNOLOGY BHAVAN & HON'BLE MINISTER'S OFFICE AT RAFI MARG, NEW DELHI

Dear Sirs,

For and on behalf of the President of India, sealed limited tenders are invited **in two bids system** for the subject mentioned job in DST, Technology Bhavan, New Delhi-16 for period of one year w.e.f 01 Aug., 2014 and extendable on yearly basis for a period of three years depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm as per the attached **Important Information, General Instructions and Terms & conditions (Part I), Technical Requirement (Part II) & Declaration (Part III) to this LTE.**

2. The application form for Limited Tender Enquiry Notice also be downloaded free of cost from the Department's website <http://dst.gov.in/tenders>. Unsolicited bids from parties not invited, if received, will be rejected straightway and will not be opened. No representation in this regard will be considered by the Department.

3. In case your firm is interested in the above said work, you are requested to quote your lowest prices in the enclosed Proforma (**Schedule I**) in a sealed cover alongwith the documents duly signed in all pages as mentioned in the tender document in the prescribed form. The sealed cover containing the bid should be super scribed "**Sub: Limited Tender Inquiry for Supply of potable drinking water at DST, Technology Bhavan & Hon'ble Minister's Office at Rafi Marg, New Delhi" not to be opened before 15th July, 2014**" and should be dropped in the tender box of Admin II (B) kept near the Reception of the Technology Bhavan **latest by 1500 hours** on or before the **15th July, 2014**. Sealed bids received within the closing time limit will be opened on the same day at 1530 hrs in Raman Auditorium, WH Block in the presence of such tenderers who wish to be present. The Department reserves the right to accept or reject any bid/ quotation/ estimates without assigning any reason thereof.

4. There is no need to submit EMD with the application/ quotes but successful bidder will also not be required to submit any performance security deposit with the Department.

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 **Schedule I to this LTE.**

Yours faithfully,



(B. K. P. Angam)

Under Secretary to the Govt of India

Tel: 26590204

Copy to: FICCI, DST: For posting the complete tender document on Department's website www.dst.gov.in & participating firms may download the complete document free of cost and the same may be used for submission of bid.

Cont'd...03/-

Terms & conditions for two bids system.

LIMITED TENDER ENQUIRY FOR SUPPLY OF POTABLE DRINKING WATER AT DST, TECHNOLOGY BHAVAN & HON'BLE MINISTER'S OFFICE AT RAFI MARG, NEW DELHI

This tender shall be processed in **two parts** – namely (i) Technical Bid and (ii) Price Bid. The tenderers will submit both the bids simultaneously with the same date of receipt i.e. **1500 hrs on 15th July, 2014**. The price bid will be opened, on the date to be fixed later on and made known to the qualified tendering firm only after technical evaluation of all the offers received has been completed.

2. Both the bids –one containing the technical offer duly sealed and –the other price bid duly sealed should be submitted in one main cover and the price quotation in the sealed cover will form an enclosure to the main cover. The main cover should also be wax sealed.

3. The tenderers should very carefully note that price bid, received after opening of technical bid (**15th July, 2014**), though before the date fixed for the opening of price bids will be regarded as late tender and ignored accordingly.

a) The price bid submitted by such tenderers, whose offers have been considered as technically not acceptable on the basis of the tender evaluation of the technical-bids, will not be opened. The purchaser reserves the right to not to intimate the price-bid opening date to such tenderers and reject their offers without opening their price-bids.

All bidders are therefore required to submit their offers in two covers as under:-

(a) **FIRST COVER** should contain the technical offer giving following details:-

- i) Tender documents duly completed and signed BUT WITHOUT INDICATING THE RATES QUOTED.
- ii) FOR terms, delivery period offered.
- iii) Technical details/ Original Catalogues of the Manufacturer carrying complete technical specifications/ brochure of subject stores so provided by the bidders should match with the technical specification of the tender enquiry.
- iv) Any other relevant document which the firm wishes to submit.
- v) Test certificates for jars.
- vi) Copy of BIS license valid on the date of Tender Enquiry.
- vii) This cover should be superscribed "Technical Bid for supply of potable drinking water at DST

Note: The firm fulfilling mandatory Technical Requirements at Page No.08/10 of this Tender enquiry Notice will only qualify for financial bid. Rest shall be rejected straightway without assigning any reason thereof.

SECOND COVER should contain the Financial offer giving following details:-

viii) Details of rates including name of brand (inclusive of all taxes, duties & freight charges) quoted by the bidder. These details should be submitted in the format given. The words "FINANCIAL BID for SUPPLY OF POTABLE DRINKING WATER AT DST, TECHNOLOGY BHAVAN & HON'BLE MINISTER'S OFFICE AT RAFI MARG, NEW DELHI should be written clearly and prominently on this envelop along with Tender Number, Name of Stores & Date of opening.

(b) Both the above mentioned covers should be sealed separately and thereafter, be kept in a third cover and again sealed. This cover should also be superscribed with the Tender No., stores and date of tender opening as under:-

Tender No. D-13016/ 1/ 2012 Admin II (B) Vol II Dated 01 July, 2014

"LIMITED TENDER ENQUIRY FOR SUPPLY OF POTABLE DRINKING WATER AT DST, TECHNOLOGY BHAVAN & HON'BLE MINISTER'S OFFICE AT RAFI MARG, NEW DELHI NOT TO BE OPENED BEFORE 1530 hrs. On 15th July, 2014"

(d) Only the first cover i.e. Technical Bid shall be opened on the date of tender opening. Price bids of only those firms will be considered for opening who are technically qualified and shall be opened publicly on a later date will be notified to the technically qualified bidders.

(e) The price of the item should be quoted inclusive of all taxes, duties and other charges.

Cont'd...04/-

IMPORTANT INFORMATION, GENERAL INSTRUCTIONS

And TERMS & CONDITIONS

Sl No.	Description	Contents
1.	Purchaser	THE PRESIDENT OF INDIA
2.	Single bid system	This tender will be processed in Two Bids system
3	Tender fee	Nil (Firms Registered with DST for these items are eligible to apply only).
4	EMD	Nil (Firms Registered with DST for these items are eligible to apply only).
5	Non-transferability	This tender is non-transferable.
6	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/ rejected.
7	Firm and fixed rates	Prices should be quoted on net destination basis at DST and firm & fixed price basis including statutory taxes (CST/ VAT, Service Tax, Service Charge etc., duties (ED- if any), freight, packing etc. 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 during the contractual period. 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.
8	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.
9	Late/ delayed tenders	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.
10	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 (Admn.II-B) will be taken as standard and decisive. Tenderers 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 time. 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.
11	Purchaser's right	Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
12	Purchaser's Address & Work site	The bid should be addressed to "Under Secretary, Admin II (B), 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 1500 hours on 15th July, 2014. 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, Admn.II B or S.O. Admn II B, DST before expiry of the closing time.
13	Inspecting Officer	Authorized representative of DST, New Delhi
14	Inspection Authority	Department of Science and Technology (DST), Technology Bhavan, New Delhi or any party, a Govt. agency, so authorized by DST.
15	Contract period	One year from the date of commencement of contract and extendable yearly basis depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm and as mutually agreed upon. Prices during the currency of contract shall remain firm & fixed.

Signature of the bidder with seal & date

Cont'd...05/-

Sl No.	Description	Contents
16	Dispatch instructions	Maintenance work shall be carried out at Technology Bhavan. The selected agency shall provide Service Engineer as per actual requirements. Any replacement of defective parts/ spare parts will be done only with written permission. For taking away such parts out of Technology Bhavan, proper markings & signatures of Estate Supervisor/ SO Admin II (B) should be obtained in indelible ink. Permission for taking the items from DST premises will not be allowed on holidays, Saturdays & Sundays.
17	Validity of tender	Tender shall be kept valid for acceptance by DST for a period not less than 60 days after the tender opening date.
18	Rates	<p>a) Rate should be quoted per unit basis in the enclosed Performa as per Schedule I attached with the tender document.</p> <p>b) Rates should be inclusive of all statutory taxes & duties (CST, VAT, Service Charge, Service Tax, ED etc.) and freight (free delivery to the consignee's premises) etc.</p> <p>c) During the entire period of the contract, no request for any increase in rates will be entertained.</p> <p>d) No claim on account of sales taxes or any other statutory taxes/ charges for execution of work awarded under this contract will be entertained by DST and such taxes and charges should be paid by the contractor himself.</p>
19	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.
20	Consignee's address	Department of Science & Technology and Authorized representative of DST, New Delhi-16.
21	Inspection Authority & Inspecting Officer	Department of Science & Technology and Authorized representative of DST, New Delhi-16.
22	Submission, acceptance and rejection of tender	<p>a) A complete set of the tender document may be collected personally from Section Officer Admin II (B), Department of Science & Technology, New Delhi. Complete tender document is available on Departmental website: http://dst.gov.in and may be downloaded and used for submission of the bid. The envelop containing the quotation should be duly sealed and super-scribed as <u>"Sub: Limited Tender Inquiry for Supply of potable drinking water at DST, Technology Bhavan & Hon'ble Minister's Office at Rafi Marg, New Delhi"</u>. The sealed envelop should be dropped in the tender box kept [Tender Box Admin II (B)] near the reception of Technology Bhavan on or before 3.00 PM on <u>15th July, 2013</u> which will be opened on the same day at 3.30 PM in the presence of one representative of such tenderers who wish to be present.</p> <p>b) Tenders which are not complete in all respects are liable to be rejected.</p> <p>c) While submitting the tender for this work the tenderers will be deemed to have read, understood and accepted all the terms and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from DST at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.</p> <p>d) Tenderers will indicate the complete address of their firm/ office along with telephone numbers.</p> <p>e) Contract shall be awarded to the firm offering the lowest</p>

Signature of the bidder with seal & date

Cont'd....06/-

Sl No.	Description	Contents
23	Award of contract	<p>a) The Department will award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the lowest.</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 tenderer whose rate is accepted will be notified for the award of contract by the Department prior to expiration 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>d) In case two firms offering the lowest net bundled prices, then the Department has the right to award the contract to any party. No representation in this regard will be considered by the Department.</p> <p>e) DST reserves the right to conclude parallel rate contracts with a number of firms and place, which may be the most economical to it or suitable to its requirements.</p>
24	Paying authority	Controller of Accounts or his authorized representative, Pay & Accounts Office, DST, New Delhi-110016
25	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 of the contract on the grounds of unsatisfactory 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 three month in advance from either party. The supply of water on the day of giving notice & also the expiry of the Notice served shall have to be done in accordance with the terms & conditions of the contract.</p>
26	Applicable law	The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes shall be within the jurisdiction in Delhi.
27	Disputes	Any disputes/ differences arising shall be settled through arbitration. The purchaser and contractor shall first try to resolve the differences/ disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either the purchaser or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.
28	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 tenderer 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 tenderer by a formal letter of acceptance of tender.</p>

Signature of the bidder with seal & date

Cont'd....07/-

Sl No.	Description	Contents
29	Supply terms & conditions	<p>a) The average consumption of water is 1500 ltrs/ day (1400 ltrs/ day at DST site and 100 ltrs/ day at Hon'ble Minister's office) as per actual consumption of water on day to day basis. Actual consumption may vary from day to day and from time to time. <u>The contractor has to supply at least 80 empty jars for DST site and 05 empty jars for Rafi Marg site as buffer stock free of cost.</u></p> <p>b) No security deposit will be deposited with the firm by the Department for the bottles/ dispensers.</p> <p>b) 12 Numbers of Hot & cold dispensers will be supplied free of cost in the DST and 01 number of Hot & Cold dispenser will be supplied free of cost at Hon'ble Minister's office. There will be no extra maintenance charge for the dispensers. On the termination of the contract the firm will be allowed to lift the empty jars and the dispensers by it.</p> <p>c) The water should be supplied on every working day or as required at both the offices and the firm should ensure that the delivery of the jars should reach latest by 08:30 AM sharply at both offices daily.</p> <p>d) The firm should also ensure to get the day to day supply voucher signed by the Estate Supervisor, DST or SO, Admin II (B), DST daily.</p> <p>e) The firm should depute the service engineer/ mechanic at the sites whenever a complaint is lodged with the firm for the non-functioning of the hot & cold dispenser without any delay. No charges shall be paid for the repair work carried out by the firm.</p> <p>f) The payment terms shall be monthly basis after the receipt of the bills and checking of day to day supply receipts. Advance payments shall not be made under any circumstances.</p> <p>g) The firm can depute their authorized two dealers for two sites for supply of water.</p> <p>h) Prices quoted should be inclusive of all taxes, duties and freight charges. The prices will remain fixed through out the contract period irrespective of any changes made in statutory levies by the Government.</p> <p>i) The seal of the jar should be embossed, tamperproof.</p> <p>j) Water standard should be maintained at 15-20 TDS, BIS, Euro Norm, WHO & US standards. Documentary proof for the same is required to be furnished as and when asked the same.</p> <p>k) The firm should provide in-house and out-house lab test report on quarterly basis.</p>
30	Others	<p>a. The tenderer should sign at each page of the tender and all its pages. No page should be removed/ detached from the tender document.</p> <p>b. All the columns & rows of Technical Requirement (Part II) should be filled and any deviation will not be accepted.</p> <p>c. Authorized dealer is requested to fill up the Part II correctly from their manufacturer with proper certification.</p>

Certificates:-

- i) I/ we (including all partners) certify that I/ we have read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them.
- ii) 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 including during the process of "Registration of Firms for this Category". 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.

Signature of the bidder with seal & date

Part II
Questionnaire: Technical Requirement

A. Land:-

SI No.	Conditions	Yes/ No.
01	Land is owned/ leased by the manufacturer directly.	
02	Ground water extraction permission is obtained from the concerned authority of the State Govt.	
03	No objection certificate is obtained from the Competent Authority of State Pollution Control Board.	
04	No objection Certificate is obtained from Municipal Health Authorities	
05	The manufacturer should has developed one kitchen garden in the factory premises to utilize waste water.	

B. Plants:-

SI No.	Conditions	Yes/ No.
01	Plant & Machinery meets the standard of BIS.	
02	Suitable measures are adopted for energy conservation.	

C. Vehicle:-

SI No.	Conditions	Yes/ No.
01	The manufacturer/ dealer is owned/ leased vehicle for delivery	
02	The vehicle is have plying permits in Delhi & NCR	
03	The vehicle has valid pollution control certificate/ Insurance/ Commercial Vehicle.	

D. Packaging:-

SI No.	Conditions	Yes/ No.
01	Filling of bottle is be automated	
02	Cleaning of jar is automated	
03	Automatic rinsing, filling and capping machine fitted with an ozone generator.	
04	On line blowing is carried out during filling of bottles.	

E. Jar Quality:-

SI No.	Conditions	Yes/ No.
01	All the jars are made of Polycarbonate food grade material. Jars should not be made of material used for pet jars.	
02	The jars can withstand a temperature of 90 ⁰ C during sterilization.	
03	The jars should not be deformed and loses shape during sterilization.	

F. Processing:-

SI No.	Conditions	Yes/ No.
01	The raw water is dozed with alum for coagulation with heavy metals or insoluble metals.	
02	The impurities of the water are removed by Reverse Osmosis Techniques.	
03	Disinfection of water is carried out by bubbling chlorine gas.	
04	Water is passed through sand filters for trapping of un-dissolved impurities.	
05	Water is passed through carbon filters for removing of odour, colour and de-chlorination.	
06	Water is passed through micro filters comprising of 5 microns, 1 micron & 0.4 micron followed by Ultraviolet disinfection for terminal disinfection.	

Note: Firm/ manufacturer having better/ advance processing technology may apply with valid documentary proof with technical feasibility report and satisfactory certificate from existing users concerned.

G. Quality Control & Standards:-

SI No.	Conditions	Yes/ No.
01	The quality of drinking water is as per IS-14543	
02	95% of samples do not contain any coliform organism in 100 ml	
03	No sample contain E Coli in 100 ml water	
04	The seal of the jar is embossed, tamperproof.	
05	Water standard is maintained at 150-200 TDS, BIS standards. Documentary proof for the same is required to be attached with this application.	
06	The firm should provide in-house and out-house lab test report (latest).	

Signatures of Bidder with date & stamp

Cont'd.....09/-

Questionnaire: Technical Requirement

Note:

1. The firm shall have the following certifications
 - a. BIS- Certification confirming quality of water as per IS: 14543: 2004
 - b. FSSAI- Certification of Food Safety System Certification by Food Safety Standard Authority of India (FSSAI)/ Food Safety System Certificate (FSSC).
 - c. ISO: 22000 Certification

2. The firm who are having current certification as per above 1 (a) & 1 (b), are only qualified for the "Financial Bid". The "Financial Bid" shall be opened for those firms, who qualified in "Technical Bid".

3. The firms having ISO; 22000 certification shall be preferred compare to non ISO-22000 firms.

Signatures of Bidder with date & stamp

Part III

DECLARATION

From:-

M/s.....

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To

The Under Secretary, Admn. II-B,
Department of Science & Technology,
Technology Bhavan, New Mehrauli Road,
New Delhi-110 016.

Dear Sir,

I/ We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/ We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to supply order as per the pre-conditions set out in this tender enquiry by the Department.

3. I/ We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Department of Science and Technology, New Delhi immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/ suspended in future during the currency of the Contract with you.

4. 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.

5. I/ we shall keep the Department informed about the changes in any of the particulars furnished by them in their application or in their product specification or discontinuation of production of any item for which they stand successful. This intimation is to be given within a period of 30 days from the date of such change or discontinuation.

6. I/ we request the Department for any change in the name of a firm and/or their office address should be addressed to this Department duly supported by documentary evidence.

7. I/ we will maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a supplier.

Yours faithfully,

(Signature of the Bidder)

Name:.....

Designation with Seal of the Firm with date

Name of the Firm:-

Registration Details (Issued by DST):-
(Attach copy)

Schedule I to L.T.E No.D-13016/ 1/ 2012 Admin II (B) dated 01 July, 2014

Sl No.	Description of items	Unit	Qty	Rate in Rs. (inclusive all taxes)
I	Potable Drinking water	20 litres jar	01	
	Net bundled price			

Rupees (in words):

Signature of the bidder with seal & date

Appendix "A" to L.T.E No. 13016/ 1/ 2012 Admin II (B) dated 01 July, 2014.

1. **M/s Beltek Canadian Water Limited
A-37, Mayapuri Indl. Area, Phase 2
New Delhi-110064**
2. **M/s North Delhi Beverage Pvt. Ltd.
Khasra # 249 Vill: Jasola
New Delhi-110025**
3. **M/s Shri SAI Aqua Logistics
102 Ground Floor Arjun Nagar,
New Delhi-110029**
4. **Any other firm registered with Govt. ministries/ Departments and fulfilling the Mandatory Technical Requirement mentioned at Page No.08/10 to this tender document can be also participate alongwith the Letter of Registration issued by concerned Ministries/ Department of Govt. of India.**