



**F.no- IIITD/GAD/Water/302/2021/R1**

**Dated: 18.01.2022**

Sealed item rate quotations are invited in two envelop system for the following work on behalf of the Registrar IIIT Delhi from Eligible Contractors/suppliers for **Annual Contract for supply of potable 20 Ltr Packed mineral water bottles (with BIS specification) at IIITD Campus**, so as to reach the office of the undersigned up to 3PM on **31<sup>st</sup> Jan 2022** to be opened on the same day at 3:50 PM, in the office of the CE, A-203 2nd Floor of Academic Block, IIIT-D Campus, Okhla Phase-III New Delhi-110020 in presence of the intending bidders who so wish to attend.

The estimated annual requirement could be around 2500-3000 water jars of 20 liter,. The specification of the potable water shall be as per BIS 14543-2004.

### **Eligibility Criteria**

- (a) The firm/tenderer should have been registered in Delhi/NCR. The firm should be located in the area within 15 Km from IIITD Okhla Phase-III, New Delhi-110020.
- (b) Agency should have experience of minimum two years for supply of packaged drinking water (Bisleri, Kinley ,Aquafina & Kingfisher only) in Govt. Departments/Autonomous bodies or PSUs in the South Delhi areas and furnish necessary documents/work orders in this regard and valid authorization from the company shall be submitted. The applications not supported with requisite work order/experience certificates shall not be entertained.
- (c) GST No. or Firms IT PAN No. with Company's Income Tax Return for last one to three years.
- (d) Earnest Money Deposit: Exempted. Bid Security Declaration to be submitted as **per Annexure-A**
- (e) The tenderer is required to submit an undertaking on plain paper/letter head that the company/firm had not been blacklisted by any Government Department, Autonomous body or any PSU. to be submitted as **per Annexure-B**
- (f) The bidder should be authorized distributor/stockiest of drinking water. A certificate in this regard may be enclosed in the bid.
- (g) Technical bid will be enclosed in **Envelope- I** only
- (h) Financial bid (**Annexure-X**) will be enclosed in **Envelope- II** only



**Terms & Conditions:**

- (a) Supplied drinking water shall comply the requirement of IS 14543:2004 .
- (b) To ensure the quality of supplied water in the institute may pick up the random sample from the supplied water and will be sent to accredited laboratory for quality verification as per IS 14543 on quarterly basis. Expenses for this will be borne by the supplier.
- a) Agency should supply hot & cold-water dispensers free of cost as per our requirement and shall maintain them regularly. Present requirement of dispensers are minimum ten in numbers and It may be noted that the selected tenderer would be required to **supply potable drinking water in each and every building** where water dispensers are installed in various floors/wings of the Institute. The supply is to be effected as and when required.
- (c) Agency will supply the water in 20 Ltr. Plastic Jars with' free delivery on daily/weekly basis as per consumption pattern at different location /floors/bldg. within IIITD Campus.
- (d) Water bottles (Plastic Jars) shall be clean and regularly washed.
- (e) Bidders shall quote rate (s) per unit(s) only in the recognized accounting units otherwise quotation will not be accepted.
- (f) Quotation received after the closing date & time will not be entertained and any revision in the price will render the bid invalid. Quotation should indicate clearly the period of validity, preferably not less than Three month
- (g) In case of an offer for items having multiple options (Bisleri, Kinley ,Aquafina & Kingfisher only) bidder should clearly indicate item- specific price(s). Please quote separate item-wise rate(s),when quotation has been asked for so. The above three brands will be considered for procurement. For every offer, Packing and forwarding charges, GST etc. should, be shown separately. Please note that no tax will be paid, if necessary, tax registration information is not furnished. Income Tax etc. at source may be deducted from your dues, if payable
- (h) Bidders will have to submit Bills /Invoices on Project/FMS Dept., if ordered, to this office in triplicate duly pre-receipted (and stamped for amount over Rs. 5000/-) and supported by the relevant delivery documents for audit and payment direct to you or to your bankers. Generally, payments can be expected within one month and are made against acceptance of supplies /jobs completed.
- (i) Bidder has to accept the Payment mode through ECS/EFT. The Bidder is bound to disclose the requisite information with regard to it's bank account, for establishing necessary



communication and / or for making transactions for receiving payments. The Bank Information shall include Bank Name, Branch Name and Address, Bank Account Name, Account Number, RTGS /NEFT/IFSC Code(s) of the Bank, Bank Routing No., IBAN No., Ban~. Sort Code etc., as applicable

- (j) Institute is not bound to accept the lowest rate or any other offer and the acceptance of the offer is entirely at the discretion of this Office.
- (k) Institute reserves the right to alter / modify or reject any order at any stage without assigning any reason thereof and is not bound to accept the lowest tender. Canvassing in any form, direct or indirect, on any part of bidders will render the tender liable for rejection / cancellation.
- (l) The contract will be for one year extendable to three years from the date of awarding the contract. On satisfactory completion of the contract for the first year as found by the competent authority, the contract may be extended for second & third year at the same rate and terms and conditions. Therefore, the rates quoted should be valid for three years from the date of signing the contract with the Agency
- (m) Any dispute unless resolved amicably shall be settled by a court of law having jurisdiction in Delhi / New Delhi
- (n) Incomplete tenders and tenders received after the due date / time of submission due to postal 1 courier delay will not be considered.
- (o) if the bidders fails to supply drinking water (20 Liter plastic jar) in the stipulated time or if the quality of the water is not as per the approved /required norms, the office shall be free to make necessary procurement of water jars from the market at the suppliers risk and cost which shall be recoverable from his pending bills or performance security besides resulting" in cancellation of the contract. 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.
- (p) Payment shall be made on monthly basis after satisfactory supply of required quantity of water jars and submission of bill.
- (q) A Penalty of Rs 500/- will be imposed if is found, after enquiry, that water supplied is below the desired standard or contaminated water is supplied. In case of frequently supply of such water, the contract will be cancelled forthwith. The firm also be black listed.



- (r) If the service rendered by the firm is not found satisfactory at any time during the period of contract, the contract is liable to be cancelled without any notice.
- (s) Rates to quoted are inclusive of all taxes, duties, cartage, loading unloading and shifting to location as called for
- (t) Contractor will take due permission for entry of all his workers/staff in IIITD. No unauthorized person will be allowed to work inside.
- (u) All standard protocols such as wearing masks, using sanitizer, maintaining safe distancing norms must be followed by the Contractor and his workers to prevent spread of coronavirus failing which expulsion/ penalty shall be levied on the agency. Agency will be responsible for the health and hygiene of the workers.
- (v) The workers shall be scanned for temperature before entry as per norms and actions per policy taken.
- (w) All are supposed to use identified utilities of the Institute only.
- (x) IIIT-D reserves the right to accept or reject any tender in part or whole without assigning any reasons thereof.

CE



**Annexure-A**

**“Exempted Bid Security Declaration Form”**

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid;
- or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: \_\_\_\_\_ (signature of person whose name and capacity are shown)

Name: (complete name of person signing he Bid Security Declaration)

Duly authorized to sign the bid for an on behalf of (complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (date of signing)

Corporate Seal



**ANNEXURE-B**

**NON-BLACK LISTING DECLARATION**

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION**

**UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

**To, Registrar  
IIITD Campus  
Okhla Phase-III,  
New Delhi-110020**

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

**Signature of the Authorized Signatory  
with Seal of the Agency/ Firm**



**ANNEXURE-X**

**QUOTATION FORM IN ENVELOPE-II  
ANNUAL CONTRACT FOR SUPPLY OF PACKAGED DRINKING WATER FOR IIITD  
CAMPUS.**

1. Name of the tenderer(in Block letter)
2. Address
3. Telephone No. & Email ID
4. GST No.(Please enclose a copy)
5. PAN No.(Please enclose a copy)
6. Experience (Name of the Two Govt. departments/Autonomous bodies or PSUs where the firm is supplying drinking water on the date of opening of bids and copy of AMC)
7. Certificate of Satisfaction: [from at least two of their customers (Govt. departments/Autonomous bodies or PSUs only) to whom they are supplying drinking water on the date of opening of bids].

8. Declaration

I/we hereby declare and affirm that I/we have read and understood the terms and conditions of the contract as stipulated in the tender document. Accordingly, we hereby offer the rate for annual contract of drinking water jars/water bottles as indicated in the tender notice

S.no	Particulars	Unit Rate in Rs per bottle of 20 Ltr			
		Bisleri	Kinley	Aquaflna	Kingfisher
1	Charges for packaged Drinking water one no. plastic jar/bottle of 20 litre (with free of cost ten nos. of water dispenser Hot & Cold & its maintenance)				
2	GST @				
3	Total Amount				

**Freight Free Delivery: IIITD Campus , Okhla Phase-III, New Delhi-110020**

Note: Rates should be inclusive of all Taxes, The tentative annual requirement could be around 2500-3000 water jars of 20 liter per annual . The specification of the potable water shall be as per BIS 14543-2004.

Signature

Date