

F. No. D14011/26/2016 - GA  
Government of India  
Ministry of Skill Development & Entrepreneurship  
(GA Section )

2<sup>nd</sup> Floor, Shivaji Stadium Annexe Building, New Delhi  
Dated : 23<sup>rd</sup> May, 2016

To

As per list

Subject : Quotation for supply of bottled purified drinking water (20 Ltrs. Each bottle) for official use in the Ministry - Reg.

Sir,

I am directed to refer to the subject cited above and to say that it has been proposed to purchase bottled purified drinking water (20 Ltrs. Each bottle) for official use in the Ministry for a period of one year from the date of award of contract from the companies/agencies located Delhi/NCR. The bottle water is to be supplied/delivered in various rooms located in 2<sup>nd</sup> Floor and Ground Floor, Ministry of Skill Development & Entrepreneurship, Shivaji Stadium Annexe Building, New Delhi on day to day requirement.

2. Interested firms meeting the terms and conditions mentioned in **Annexure - I** located in Delhi/NCR may submit their quotation for supply of various brands/make of bottled purified drinking water (20 Ltr. Each bottle) in the prescribed proforma **Annexure-II** in a sealed cover subscribing "Quotation for supply of bottled purified drinking water" alongwith EMD of Rs.10,000/- in the form of Demand Draft from any scheduled bank in favour of Drawing & Disbursing Officer, Ministry of Skill Development & Entrepreneurship, Government of India, New Delhi.

3. The quotations should be addressed to the "Under Secretary (General), Ministry of Skill Development & Entrepreneurship, 2<sup>nd</sup> Floor, Shivaji Stadium Annexe Building, New Delhi". The last date for receipt of the quotation in the Ministry is **17.06.2016 by 3:00 p.m.** The quotations will be opened on same day at 4:00 p.m. in the above referred room.

Yours faithfully,



(Puran Chand)

Under Secretary to the Govt. of India

Copy to : CPP Portal

## ANNEXURE – I

1. The company should be located in Delhi/NCR and have undertaken the work of supplying bottled purified drinking water in any organizations in the past. A list of offices where such jobs have been undertaken with documentary proof of having provided satisfactory service may be furnished with the tender.
2. Quotations / bids found having cutting / overwriting / erasing in the rates will be rejected.
3. The tender should be accompanied by an Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only) in the form of Demand Draft/Pay Order from any Scheduled Bank drawn in favour of DDO, Ministry of Skill Development & Entrepreneurship, New Delhi. In the absence of EMD the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful tenderers after finalization of the contract. The earnest of the successful tenderer shall be returned after depositing 5% of anticipated expenditure as security deposit in the form of FDR in favour of Drawing & Disbursing Officer, Ministry of Skill Development & Entrepreneurship, New Delhi valid for one year.
4. Submission of tender will imply that all terms and conditions of the contract as at **Annexure –I are acceptable to the party**. The Ministry reserves the right to reject any or all quotations / contract without assigning any reasons.
5. The bottled drinking water is to be supplied / delivered in various rooms located in 2<sup>nd</sup> Floor and Ground Floor, Ministry of Skill Development & Entrepreneurship, Shivaji Stadium Annexe Building, New Delhi as per **day to day requirement**.
6. These may be requirement of about 20 bottles water per day (excluding holidays/Saturday & Sunday). The requirement may be increased or decreased according to consumption.
7. The contract will be awarded for a period of one year from the date of award of contract initially and will be considered for extension for another year provided the service of company are found to be satisfactory.
8. The successful bidder / contractor is required to supply the bottled purified drinking water at the rate quoted for the entire period of contract and no request for enhancement will be entertained during the currency of the contract.
9. The contract will be terminated if the contractor is found to have supplied contaminated water & non-supply of water on day to day basis and or violating any terms & conditions stipulated herein apart from forfeiting the performance security deposit.
10. The authorized representative / proprietor of the company may append his/her signature below as a token of acceptance of terms & conditions enumerated in the contract.

(Signature of Proprietor of the company)  
Seal of the firm/Agency

PARTICULARS TO BE FURNISHED BY THE AGENCY

1.	Name of the Agency		
2.	Address of the Agency		
3.	Name of the Proprietor of the Agency		
4.	Telephone No. of the Agency / Proprietor		
5.	Details of Ministry / Department /Organisation in which the Agency had supplied bottled drinking water in the past (Attach dopy of the contract)		
6.	PAN No. of the Agency (Attach Photocopy)		
7.	Details of EMD	DD No. :  Date :  Name of the Bank :  Amount Rs. 10,000/-	
8.	Enclose an undertaking in stamp paper that the company is never black listed by any Govt. Department.		
9.	Brand name / Make	Rate per bottled purified drinking water (in Rs.) including door delivery charges	Whether VAT / Tax chargeable
1.	Bisleri (20 Ltrs.)		
2.	Kinley (20 Ltrs.)		