

Government of India
National Commission for Women
4, Deen Dayal Upadhyaya Marg,
New Delhi-110002

No. 2/2(19)/14-NCW(G)-I

Dated: 05th February 2015

TENDER NOTICE

Notice Inviting Tender for supply of purified drinking water in 20 litre jars in the National Commission for Women

(Closing Date: 1500 hours on 23rd February, 2015)

Sealed tenders are invited for supply of packaged drinking water of Aquafina/Kinley/Bisleri brands only in the National Commission for Women (NCW), 4, Deen Dayal Upadhyaya Marg, New Delhi-110002. The approximate quantity for supply of 20 liters jar of aforesaid brands will be 150 jars per month.

2. Interested parties may send their quotation for supply of 20 litre sealed jars of Aquafina/Kinley/Bisleri brand packaged drinking water in a sealed cover superscribed "Quotation for supply of packaged drinking water" by Registered Post/Speed Post to the **Deputy Secretary, National Commission for Women**, 4 Deen Dayal Upadhyaya Marg, New Delhi-110002 with an EMD amount of Rs.5000/- by Demand Draft/Pay Order in favour of PAO, National Commission for Women drawn on Nationalized/Scheduled Bank and payable at New Delhi latest by 1500 hours on **23rd February 2015**. All the quotations so received shall be opened on the same day at 1530 hours in NCW.

3. **Terms & Conditions**

(I) Sealed tenders must be submitted in an envelope superscribed "Quotation for supply of packaged drinking water" by Registered Post/Speed Post to the **Deputy Secretary**, National Commission for Women, 4 Deen Dayal Upadhyaya Marg, New Delhi-110002 with an EMD amount of **Rs.5000/-** by Demand Draft/Pay Order in favour of PAO, National Commission for Women drawn on Nationalized/Scheduled Bank and payable at New Delhi latest by 1500 hours on **23rd February 2015**. Request for extension of submission of date of tenders will not be considered.

(II) Rates should be quoted separately for 20 litre jars indicating the brand as per the enclosed proforma. Any change in the proforma shall lead to cancellation of the bid.

(III) Unsealed quotations shall not be considered for evaluation. There should be no erasing and / or overwriting. The quotations with erasing and/ or overwriting shall be summarily rejected.

(IV) Late/ delayed tenders due to any reason, whatsoever, will not be accepted/ considered, at all, under any circumstances.

(V) The submission of quotation will not place this office under any obligation to empanel the bidder and no expenses incurred by bidder in this regard will be payable by NCW.

(VI) The rates should be mentioned in figures as well as in words exclusive of taxes. The taxes applicable, if any, shall be paid separately. No other charges except quoted rate and taxes, if any, applicable thereon shall be paid to the contractor.

(VII) Request for revision of rate shall not be entertained under any circumstances during the period of contract.

(VIII) The contractor shall be solely responsible for quality of the packaged drinking water supplied by him. Any complaint of supply of inferior/substandard quality of drinking water shall be examined/investigated and if the complaint is found to be true, the Commission reserves right to impose penalty, as deemed fit by the competent authority or terminate the contract and forfeit the performance security.

(IX) The selected bidder shall deposit performance security of Rs.10,000/- (Rupees Ten Thousand Only) by Demand Draft/Pay Order in favour of PAO, National Commission for Women drawn on Nationalized/Scheduled Bank and payable at New Delhi within seven days of intimation of award of contract. The security deposit shall be refunded, without any interest, after sixty days of completion of the contract.

(X) It shall be contractor's responsibility to supply the jars as per requirement everyday including Saturday/Sunday/Holiday, and fix the jars on the water dispensers installed in the rooms and corridors of National Commission for Women under occupation of the NCW. The contractor shall monitor consumption of water and replace the empty jars immediately.

(XI) It shall be the responsibility of the contractor to maintain cleanliness and hygienic condition of the water dispensers. All water dispensers should be thoroughly washed and cleaned once every week. The NCW reserves the right to impose penalty of Rs.500/- (Rupees five hundred only) per day per water dispenser if any water dispenser is found to be dirty/unhygienic on inspection.

(XII) The NCW shall not pay separately for cleaning material or manpower engaged for replacement of water bottles and cleaning of water dispensers.

4. The bid shall remain valid for 90 days from the date of opening of bids. The Earnest Money of unsuccessful bidder shall be returned, without any interest, on finalization of the tender. The earnest money of successful bidder shall be returned on receipt of security deposit. If the successful firm fails to start the work within 7 days from the date of placing the order or fails to deposit security money within 7 days after award of the contract, the EMD shall stand forfeited without giving any further notice.

5. Fall Clause: The rates charged under the rate contract should in no event exceed the lowest rates of identical description supplied to any other organization during the period of the contract. If so, the successful contractor should pass the benefits to the National Commission for Women.

6. Validity of the contract : In normal circumstances, the contract shall be initially for a period of one year. However, the contract may be extended for a further period of one year on mutual consent on same rate and terms and conditions.

7. The contract between NCW and the contractor can be cancelled by the Contractor by giving prior notice of at least 45 days. NCW reserves the right to terminate the contract at any time or stage during the period of contract by giving seven days notice in writing without assigning any reason and without incurring any financial liability whatsoever to NCW.

8. The AMC will be subject to review in case the office shifts to a new building at Jasola, New Delhi and the amount will be proportionately adjusted.

9. Payments:

(a) The bills in duplicate prepared on the basis of rates for the services will have to be submitted in favour of NCW, for effecting payment together with the acknowledgement of the services provided. No advance payment shall be made for the services.

(b) The payment shall be released on monthly basis through Accounts Payee Cheque and income tax and other taxes, if any, shall be deducted against bill submitted.

10. An Agreement shall be signed with the successful bidder as per specimen enclosed.

Sd/-
(Narendra Kumar)
Deputy Secretary

PROFORMA FOR FINANCIAL BID

Supply of purified bottled drinking water of Aquafina / Kinley / Bisleri brand on annual basis to National Commission for Women, 4 Deen Dayal Upadhyaya Marg, New Delhi-110002

Proforma for submission of bids

1. Name of the firm/agency :
2. Office address with telephone number(s) :
3. Contact person's name and mobile number :
4. Authorised dealership/distributorship; if any :
5. Brand of bottled purified drinking water offered : (Aquafina/Kinley/Bisleri)
6. Rate of each jar of 20 litre and brand:

S.No.	Name of the Brand	Rate in figures(Rs.)	Rate in Words(Rupees)
1	Aquafina		
2	Kinley		
3	Bisleri		

Taxes extra as applicable.

Note: The lowest bidder (L1) shall be decided on the basis of the lowest rates quoted for any of the brand i.e. Aquafina/Kinley/Bisleri for 20 litre jar/bottle for approximately 150 jars per month.

Date:

Place:

Signature and Seal of the bidder

DRAFT AGREEMENT

This agreement is made on _____ day of _____ Two thousand fifteen between **NATIONAL COMMISSION FOR WOMEN, NEW DELHI**, as one part, hereinafter called 'Commission" and M/s _____, having its registered office at _____

hereinafter called the 'Contractor' for 'supply of drinking water' on the other part.

WHEREAS the Commission is desirous to engage the Supplier for supply of drinking water at its office presently located at 4, Deen Dayal Upadhyaya Marg, New Delhi – 110002 on the terms and conditions stated below:

1. Request for revision of rate shall not be entertained under any circumstances during the period of contract.
2. The contractor shall be solely responsible for quality of the packaged drinking water supplied by him. Any complaint of supply of inferior/substandard quality of drinking water shall be examined/investigated and if the complaint is found to be true, the Commission reserves right to impose penalty, as deemed fit by the competent authority or terminate the contract and forfeit the performance security.
3. The selected bidder shall deposit performance security of Rs.10,000/-(Rupees Ten Thousand Only) by Demand Draft/Pay Order in favour of PAO, National Commission for Women drawn on Nationalized/Scheduled Bank and payable at New Delhi within seven days of intimation of award of contract. The security deposit shall be refunded, without any interest, after sixty days of completion of the contract.
4. It shall be responsibility of contractors to supply the jars as per requirement everyday including Saturday/Sunday/Holiday, and fix the jars on the water dispensers installed in the rooms and corridors of National Commission for Women under occupation of the Ministry. The contractor shall monitor consumption of water and replace the empty jars immediately.
5. It shall be the responsibility of the contractor to maintain cleanliness and hygienic condition of the water dispensers. All water dispensers should be thoroughly washed and cleaned once every week. The Ministry reserves the right to impose penalty of Rs.500/- (Rupees five hundred only) per day per water dispenser if any water dispenser is found to be dirty/unhygienic on inspection.
6. NCW shall not pay separately for cleaning material or manpower engaged for replacement of water bottles and cleaning of water dispensers.
7. The rates charged under the rate contract should in no event exceed the lowest rates of identical description supplied to any other organization during the period of the contract. If so, the successful contractor should pass the benefits to the National Commission for Women.

8. In normal circumstances the contract shall be initially for a period of one year. However, the contract may be extended for a further period of one year on mutual consent on same rate and terms and conditions.
9. The contract between the NCW and the contractor can be cancelled by the Contractor by giving prior notice of at least 45 days. The NCW reserves the right to terminate the contract at any time or stage during the period of contract, by giving Seven days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the NCW.
10. The AMC will be subject to review in case the office shifts to a new building at Jasola, New Delhi and the amount will be proportionately adjusted.
11. The Contractor also agrees to comply with all the Terms and Conditions and amendments thereto from time to time.
12. Decision of Commission in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the Supplier.
13. In case of any dispute between the Contractor, Commission shall have the right to decide.
14. However, all matters of jurisdiction shall be at the local courts located at Delhi.

THIS AGREEMENT will take effect from _____ day of _____ Two Thousand Fifteen and shall be valid for one year.

NATIONAL COMMISSION FOR WOMEN

Witness: 1.
2.
Supplier
Witness: 1.
2.