

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CENTRAL PENSION ACCOUNTING OFFICE
TRIKOOT-II, BHIKAJI CAMA PLACE,
NEW DELHI

F.No. CPAO/Admn./ D Water/2009 /854

16-12-2011

Notice Inviting Tender

Subject: - Tender for procurement of drinking water outsourcing basis for the CPAO – Reg.

Sealed tenders are invited for **procurement of drinking water on outsourcing basis** for the CPAO, Trikoot – II, Bhikaji Cama Place, New Delhi, as per terms and condition detailed out in the following paragraphs, from interested firms having requisite experience.

Period of Contract: The period of contract will be initially for one years from the date of signing of agreement. The Agreement may be further extended by CPAO for one year at the same terms & conditions.

A. Qualifying Criteria:

Either original manufacturers like Bisleri/kinley or registered and specialized firms having adequate experience of at least two years in the relevant field of supply of drinking water to Government Ministries/Departments/ Government Organizations/PSUs/Corporate Sector etc. and with a minimum annual turnover of Rs.1. 5 lacs (Rupees one Lakhs fifty thousand only) during the last two years in this line of services need apply. While submitting the tender, the intending tenders shall have to furnish to this office proof of experience, turnover, Service Tax for the last two years and any other Tax as applicable. A firm having any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible.

1. If the firm is not original manufacturer of packaged drinking water then firm should have been supplying drinking water to minimum 2 Govt. Deptt./PSU/Autonomous bodies. A certificate to this effect should invariably be provided along with supply order from the department specifying the quantity and period of supply.
2. Except original manufacturers, the Firm should possess capacity for processing clean & safe drinking water for 30,000 liters or more, per year.
3. The firm should have mini. 2 year experience in the field.
4. If firm is participating on behalf of supplier like M/s Bisleri, Aequafina, Pepsico, Kinley then they should submit a authorization letter to support.
5. For other manufacturers a Certificate of Regd. with New Delhi Municipal Corporation for the services to be provided is must.

The Qualifying bid is to be opened in the first instance, at the prescribed time & date by the Tender opening committee and the same will be scrutinized and evaluated by Tender opening committee with reference to parameters prescribed in the tender documents.

B. Settlement of Disputes:

In the matter of any disputes between the parties regarding the terms and conditions of the supply of drinking water and execution thereof, the matter shall be referred to an Arbitrator(s) as may be decided by the Chief Controller (Pension) for arbitration under the Arbitration & Conciliation Act, 1986. The decision of the arbitrator(s) shall be binding and final.

C. The brief terms and conditions shall be as follows: -

- (a) The supplier is required to supply of drinking water of reputed brands. at their own cost in the CPAO at its offices in Bhikaji Cama Place and/or RK Puram.



- (b) The average consumption of water 300 to 400 liters /day at C.P.A.O as per actual consumption of water on day to day basis, in 20 liters Jar.
- (c) The water should be supplied on every working day or as required. The firm should ensure that the delivery of the jars should reach latest by 08:30 AM sharply.
- (d) Prices 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.
- (e) The earnest money of Rs. 6000/- (Rupees Six thousand only) through a demand draft on any scheduled bank in Delhi/New Delhi drawn in favour of Pay and Accounts Officer, CPAO, Government of India, New Delhi must accompany the quotation (Qualifying bid). Quotation received without earnest money will not be considered.
- (f) TDS and other taxes as applicable will be deducted from each bill. The documents as per the prevailing laws shall be submitted in time like sale tax, VAT etc.
- (g) The security deposit of Rs. 20,000/- (Rupees twenty thousand only) will be deposited by successful bidders within 5 days of award of contract.
- (h) CPAO has all the right to reject/accept any/ all the tender(s) without assigning any reason.
- (i) Tender application without complete documents/information shall not be considered.
- (j) No negotiation will be undertaken with any tender.
- (k) Failure by the contractor/firm to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in CPAO. The security deposit will also be forfeited.
- (l) Drinking water should be clean & safe to use. It should be as per the BIS standards. With each lot firm should submit a certificate about quality and safety of drinking water.
- (m) It should not contain any added preservatives, which are detrimental to health.
- (n) A supplier should take care the drinking water supplied at CPAO that the water is not contaminated. CPAO reserves right to get supplied water tested at any point from reputed laboratories
- (o) **IMPORTANT NOTE:** If any employee fall ill or is affected by the drinking water supplied, then manufacturer or supplier shall bear the full cost of medicines and penalty applicable, as per rule law or order of court of law

D. Tendering Process:

The tender is invited on two bid basis i.e. qualifying bid and then the financial bid. The tender form for Qualifying bids and Financial bid prescribed at Annexure I&II (Attached) complete in all respect should be submitted in separate sealed covers superscribed "Qualifying Bid-"Qualifying Bid for water supply to the CPAO" and Financial Bid-"Financial Bid- for the CPAO" and put together in one envelop addressed to the Sr. AO (Admn), CPAO should be dropped in the tender box kept in Reception area by **3.00 PM on 17 January 2012**. Incomplete bid document will be rejected. The bids will be scrutinized by CPAO to shortlist the eligible bidders. The bids should be valid up to 60 days from the date of submission.

The Qualifying bid is to be opened in the first instance, **at 3.30 P.M on 17 January 2012** by the Tender opening committee in the presence of bidder who are interested to present and the same will be scrutinized and evaluated by Tender opening committee with reference to parameters prescribed in the tender documents. Thereafter, in the second stage, the Financial Bids of only the qualifying acceptable offers (as decided in the first stage above) are to be opened for further scrutiny, evaluation ranking and placement of contract order will be placed on the qualified lowest bidder.

The bids should be valid upto 60 days from the date of submission.

E: Price: The rates quoted should be clearly mention taxes, if any. Otherwise it will be presumed that rates are inclusive of Taxes. No clarification in this regard after opening of tender will be entertained. Rates should also quantify in terms of per liter or Jar (10 liters/20 liters etc.). Lowest tenderer quoting lowest rates per liter will be awarded the contract.

F. Payment Conditions:

1. Payment shall be released by CPAO within 21 days after receipt of invoice, on monthly basis.
2. Safety certificate should invariably attach to the invoice.
3. Only e-payment is allowed as per Government rules hence firm shall submit all relevant bank details like bank account number, Branch name, IFSC code etc.

Late submission of tenders will not be accepted. CPAO reserves the right to reject any or all quotations.

NOTE:

The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The tenderer would fill up the information in the Annexure-I & II enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be written in figures and words as well. The quoted prices should also include the impact of all overheads. Annexures will also have to be signed and stamped by the firm through its authorized signatory.


(Randhir Singh)
Sr. Accounts Officer

CPAO
Qualifying Bid Document

1. Name of the Service Provider

2. Address:

Fax No:

E-mail:

Tele No.:

3. Contract person's Name:

4. Essential Details:

Sl.No	Description	Minimum Required	Actual	Supporting Document
1	Year of Experience (Registration Date)	2 year		
2	Sales Tax/Vat No.	Yes		
3	PAN No.	Photocopy of PAN Card.		
4	Supply made to atleast one PSU/Govt. Deptt. /Corporate sector	2 year		
5	Turnover	Rs. 1,50,000/-		
6.	Whether the firm has any legal suit/criminal case pending against (As per qualifying criteria given in A of NIT)	Yes/No		

Declaration

We hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case any deviation in the above statement at any stage, the company may be blacklisted or any decision taken by CPAO in this regard.

Signature of Authorized Signatory



Financial Bid

Name of the company

Address & Telephone No:-

Financial Bid of " procurement of drinking water outsourcing basis"

S. No.	Brand Name	Jars (in Litres)	Unit Rate

(Signature with Stamp)

Handwritten signature

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NOTICE INVITING TENDER

"Tender for procurement of drinking water outsourcing basis for the CPAO"

CPAO invites bids from eligible bidders for procurement of drinking water. Tender document can be downloaded from website of CPAO: www.cpaon.nic.in or collected from office.

EMD: Rs. 6000/-

Last date of tender submission: 17-01-2012 by 3:00 PM

Opening of bids: 17-01-2012 at 3:30 PM

All interested are advised to visit website to get further details.

Sd/-

Sr. Accounts Officer
For Chief Controller (Pension)

Handwritten signature