



ICSI HOUSE', 22 INSTITUTIONAL AREA, LODI ROAD NEW DELHI – 110 003

Sub: QUOTATION FOR SUPPLY OF DRINKING WATER AT ICSI-NOIDA OFFICE

Ref: ICSI/Noida: 2016-17 (DM)

Date: January 24, 2017

Sealed Quotations are invited from reputed manufactures or their authorized dealers for Supply of sealed jars/bottles of Drinking Water each of 20 liters capacity at ICSI, C-37, Sector 62, NOIDA on daily basis as per the details given in Annexure 'A'. The terms and conditions are as under:

1. The sealed quotations are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page. Details/supporting documents wherever applicable, if attached with the quotation should be dully authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.
2. The sealed quotations duly superscribed, "**Quotation for Supply of Drinking Water at ICSI-Noida Office**" due on **February 9, 2017** should be addressed by name to **The Secretary**, The ICSI and sent at the Institute's address given below either by registered post/speed post/or by dropping in the tender box placed at IIIrd floor of Institute's Headquarter & should reach on or before **February 9, 2017 by 3:00 PM**.

Address:

Secretary

The Institute of Company Secretaries of India
ICSI House, 22, **(IIIrd Floor : Tender Box)**
Institutional Area, Lodi Road
New Delhi-110003

Quotations received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays what so ever and quotations received after the stipulated time/date are liable to be rejected summarily without giving any reason.

3. The quotations shall be opened on **February 10, 2017 at 11:00 AM** in the Institute of Company Secretaries of India at ICSI House, 22 Institutional Area, Lodi Road, New Delhi in the presence of those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a close holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time and venue.
4. Cutting and overwriting should be avoided. Every cutting and overwriting must be duly initiated, otherwise the quotation / proposal is liable to be rejected.
5. Bidders are required to deposit an earnest money of **Rs.7,000/- (Rupees Seven Thousand only)** for Quotation for Supply of Drinking Water at ICSI-Noida Office by way of demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi in separate envelop and name of the company on the back of DD. The tender not accompanied with earnest money shall be rejected summarily.
6. The earnest money of unsuccessful Bidder/s will be refunded without any interest/bank commission/collection



charges within 30 days after the order is issued in favour of successful bidder/printer. The EMD to the successful bidder shall be refunded after receipt of Performance Security.

7. The EMD of the bidder shall be forfeited in the following circumstances:-
 - (i) the bidder withdraws his bid;
 - (ii) the bidder does not accept the Purchase / Work Order;
 - (iii) the bidder fails to supply goods / services as per the terms of the quotation and Purchase / Work Order.
 - (iv) any other justified reasons e.g. misleading or wrong information in the Bid, violation of the terms and conditions of the Tender, involvement in forming ring / cartel, submission of multiple bids in different names etc.
8. Security deposit / performance guarantee of Rs. 17,500/- (Rupees Seventeen Thousand Five hundred only) in the form of bank guarantee from Govt. Sector Bank is to be submitted immediately within 7 days of issue of work order to cover any loss or damage caused to or suffered by the ICSI due to acts of commission and omission by the party or any failure on the part of party in fulfillment of terms and conditions of the contract and conditions contained. The bank guarantee should be valid up to three months beyond the expiry of contract period.
9. The contract would initially be for a period of one year which may be extended further on the same rates, terms and conditions if agreed to by both the parties.
10. Prices quoted should be FOR Institute premises and should be inclusive of all charges viz i.e. labour and material component, taxes, forwarding, packing charges and octroi etc.
11. A penalty @ 2% per week subject to maximum of 10% on the delayed supply will be imposed in case of supply is not made in accordance with the time schedule given by the Institute in the work order/ Purchase order.
12. Payment terms will be 30 days from the date of receipt of the bill in the Institute along with the receipt challan in original. The payment would be released through banking channels (RTGS /NEFT).
13. Bidders from only those firms will be entertained which are registered for the service of manufacturing / dealing packaged drinking water and having Service Tax Registration, VAT Registration, PAN, BIS/FSSAI Certification. Copy of all these documents should be attached with quotations form.
14. The firm should have an experience of five (05) years of supply of packaged water jars/ bottles in Government Departments/ PSUs / Reputed organisations and a certificate to this effect may be submitted that the firm has given satisfactory services /performance along with the bid.
15. The vendors having address within 8 kms distance from the ICSI Noida building will be preferred for awarding the contract.
16. Five (5) water dispenser to be provided free of cost.
17. Free maintenance of water dispenser.
18. On an average 20 sealed jars of water (each of 20 liters capacity) would be supplied on daily basis. However, the quantity of supply would vary depending upon consumption of water mainly due to seasonal changes. And, the firm should be in position to supply packaged drinking water on short notice as and when required.
19. The packaged water and the jars should have been processed under hygienic conditions and potable water should be as per standards prescribed by BIS (BIS code No. is required to be mentioned in the tender offer).
20. Clean and damage free jars will be provided with proper marking/label as per BIS norms.
21. The label on the bottle should clearly mention the required BIS Specification, including the composition and quantity of minerals contained in the bottled water, relevant dates, expiry dates etc.
22. Company will supply water at their own cost.
23. Purity check (chemical/bacteriological) certificate will be provided with every month bills.



24. Pure water processed through required (Five) stage filtration Processed at plants having latest technology and automatic machines, necessary proof in this regard should be provided.
25. Have undergone required stages of cleaning of jars use PET and refillable PET for packaging and recycling
26. The company having taken water efficiency measures to preserve water
27. Energy efficiency measures taken
28. Sustainable packaging measures adopted
29. Rates received from various vendors will be evaluated and the lowest rates received will be considered.
30. The tender may be cancelled by the authority without describing any reason.
31. Copy of the following documents should be submitted along with the bid :
 - (i) Licence to manufacture/dealership.
 - (ii) VAT, PAN and Service Tax Registration.
 - (iii) BIS/FSSAI Certificate.
 - (iv) Balance Sheet indicating the annual turnover of last 2-3 years.
 - (v) Certificates on letter head of the firm to the effect that the firm has not been blacklisted by any Govt. Ministry/ Department and that no case is pending related to use / packing of water including underground water.
 - (vi) Certificates of manufacture/authorized dealer.
32. The tender committee may reject the quotation of any party in case of unsuitability or any other reason.
33. In case of deficiency in service or quality of water, it would be open for ICSI to cancel the contract and forfeit the performance guarantee
34. Compensation, if any, in case of any loss of health of the employees on account of water borne diseases occurred due to intake of water supplied by the contractor, lvrll be the responsibility of the supplier.
35. Duly filled in and signed Declaration & Acceptance of Terms and Conditions, as per Performa enclosed in **Annexure-B**.

GENERAL:

- a)** All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Secretary of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.
- b)** The Institute reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned
- (c)** The Institute at its sole discretion, reserves the right to accept or reject any or all quotations in full and/or part including the lowest quotation/bid without assigning any reason and such decision shall be final.

For any details / clarifications, **Ms. Achla Kulshreshtha, Deputy Director (0120-4522015)** may be contacted.



JOINT SECRETARY

ANNEXURE –A

Rates Quoted should be Net Unit Rate (Unit Price + VAT + Cartage, if any)

Quotation for Supply of Drinking Water at ICSI-Noida Office

S No.	Item Name	Unit Measurement	of Qty. Reqd.	Unit Rate in Rupees
1	Drinking Water Jar (20 Litre)	Each	App. 20 per day	

Validity of Offer : _____
Any Special Terms : _____
(Please Specify)

Date:

**Name and Signature of Bidder with Corporate Seal
with mobile no**



DECLARATION & ACCEPTANCE OF TERMS AND CONDITIONS

To,
The Secretary
Institute of Company Secretaries of India
ICSI House, 22, Institutional Area,
Lodi Road, New Delhi-110003

Sub: Quotation for Supply of Drinking Water at ICSI-Noida Office

SIR,

This is with reference to your Quotation Dated _____. We are interested in participate in the **Quotation for Supply of Drinking Water at ICSI-Noida Office**. We declare that :

- i) We have read and understood the terms and conditions given in the quotation / tender Document;
- ii) We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;
- iii) We accept and agrees to all the terms and conditions of the quotation / tender;
- iv) We shall comply with all the terms and conditions of the quotation / tender;
- v) All the information / documents provided in this bid are true to the best of his knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at his cost and risk and he shall indemnify the Institute for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing.
- vi) We understands that the Institute reserves the right to cancel the quotation / tender at any stage or to cancel / reject any one or more bid without incurring any liability.
- vii) The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)
Printed Name Designation

Official seal/ stamp

Date:
Business Address: