

DREDGING CORPORATION OF INDIA LIMITED
DREDGE HOUSE, PORT AREA,
VISAKHAPATNAM- 530 001

1/6

Ref: DCI/HR/06/AMC/2019

Date. 03.09.2019

To,

NOTICE INVITING TENDER

Dear Sir,

DCI invites sealed tenders from the reputed registered firms for the award of Annual Contract for supply of packaged drinking water in jars of 20 litres each in the office of DCI, AOB at the address mentioned above as per details mentioned at Annexure for a period of 02 years, extendable by one more year on the same rates, terms and conditions from the date of award of the contract.

All the eligible firms shall submit along with application definite proof from appropriate authority as Authorized dealer of OEM duly, signed in ink.

The terms and conditions of the tender can be downloaded from the website of the DCI www.dredge-india.com and www.eprocure.gov.in. The tender may be addressed to Manager (HR)(SE) DCIL, Dredge House, Port Area, Visakhapatnam-530 001.

Last date of receipt of tender	Up to 1500 hours on 17.09.2019
Date of opening of tender	At 1530 hours on 17.09.2019

Manager (HR)(SE)

DREDGING CORPORATION OF INDIA LIMITED
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TERMS & CONDITIONS OF THE TENDER FOR SUPPLY OF PACKAGED DRINKING WATER IN JARS OF 20 LITRE EACH IN THE OFFICE OF DCI, AOB.

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
2. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted strictly in accordance with the instructions laid down herein, otherwise the tender is liable to be rejected.
3. The tender is liable to be rejected if complete information is not given therein, or the particulars and details sought therein (if any) asked for in the Schedule to the tender are not filed in.
4. The tender must be addressed to the Manager (HR), Dredging Corporation of India Limited, Dredge House, 2nd floor, Port Area, Visakhapatnam-530 001 and must reach by 1500 hours **on 17.09.2019**. The tenders will be opened by the Tender Opening Committee in the office of DCI at **1530 hours on 17.09.019**. The tenderers or their representatives may, if they so desire, be present at the time of opening of quotations.
5. Late tenders will not be considered.
6. DCI shall in no way be responsible for any default with regard to any statutory obligation and the supplier will indemnify DCI in case of any damage or liability, which may arise on account of action of the OEM.
7. The firm must enclose details of agreement made by Company with different Companies/Organisation for the last three years along with documentary proof.
8. The firm should enclose copies of PAN, TIN, GST Number.
9. All firms who will participate in tender process while submitting their quotations shall give a certificate to the effect that they have not been banned by any authority/Government Department in the part. If the firm has been banned by any Ministry/Department of Government, the same should be mentioned in the bid. If any such information regarding ban is found to be incorrect, their quotation/contract shall stand cancelled on this account alone.

10. The bidders are also required to submit an undertaking that none of his/their near relatives are working in DCI on a permanent/temporary basis.
11. The bidders are required to quote rates for packaged drinking water (20 ltrs jars) of all brands with valid licence issued by BIS under IS-14543:2016 as given in Annexure. However, the tender will be awarded to the L-1 bidder whose rate/quote inclusive of all taxes/charges is the minimum among all brands.
12. The rates quoted shall remain in force for the full period of contract.
13. The daily requirement will be approx. 10-20 jars. The firm should be in position to supply packaged drinking water on very short notice as and when required based on actual requirement.
14. The selected firm/agency will have to provide four suitable cool & hot water dispersers in the office of DCI and will have to maintain them also. No additional charge will be paid for the same.
15. The owner of the firm should be available at all times on his Landline Telephone /mobile phone.
16. The firms will have to enclose a copy of Authorisation Certificate from the original equipment manufacturer duly signed in ink.
17. The Annual Contract shall be operative immediately after award of the contract. DCI shall, however, have the right to terminate the contract at any time if the services of the firm is found unsatisfactory. In this respect the decision of the DCI will be final and binding on the contractor.
18. The packaged water shall be as per BIS standard specifications. In case of deficiency in services or poor quality of water, it would be open for the DCI to cancel the contract and forfeit the Security Deposit. The water jars should have BIS mark.
19. Compensation, if any, due to illness caused due to make of water supplied by the contract, will be borne by the supplier. An amount equal to 2.5% will be deducted from the supplier's monthly bills towards Security Deposit. Deducted amount will be refunded after successful completion of the contract.
20. Tenders may please quote their unconditional rates and it shall be ensured that there is no cutting/overwriting in the tender form. The price quoted at the time of submission of tender should remain valid for 60days from the date of tender opening and the rates finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of two years. It may specifically be noted that no changes/escalations on accepted rates shall be allowed during currency of the contract.

21. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible/qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document DCI reserves the option to select more than one firm for award of contract to ensure uninterrupted supply during the currency of the contract.
22. The contract can be terminated by either side by giving two months prior notice.
23. The Company/firm shall enclose copies of performance certificates from at least three (3) different Government clients for the similar work/brand during the last three (3) years.
24. The quoted price should clearly indicate the details of taxes also.
25. No other charges will be payable like transportation, fare etc, for providing the services.
26. If the supplier fails to supply the water jars/water bottles in the stipulated time or if the quality of the water is not as per the approval/required norms, DCI 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 Security Deposit 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.
27. DCI shall be free to test the sample of drinking water supplied by the supplier from any independent source for which all required cooperation/documentation shall be submitted by the suppliers.
28. All matters/disputes pertaining to the tender and resultant contract shall be settled by the Managing Director, DCI whose decision shall be final and binding on all parties.
29. The tender should enclose a signed copy of the terms and condition stipulated for award of the contract conveying his acceptance of the same.
30. The rates are required to be quoted as per Annexure. Taxes (GST, etc) if any may be specifically and separately indicated in the quotation.
31. The selected firm will raise the bills on monthly basis.
32. All the tenderers are requested to read and understand the terms and conditions of the tender/contract as detailed out in the foregoing paragraphs before sending their quotations as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by DCI.

Manager (HR) (SE)

**DREDGING CORPORATION OF INDIA LIMITED
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VISAKHAPATNAM- 530 001**

ANNEXURE

ANNUAL CONTRACT FOR PACKAGED DRINKING WATER FOR THE DCI

1. Name of the tenderer (in block letter) :
2. Registered address of the firm :
3. Address of Godown/storage point/Delivery point :
4. Bank Draft No & Date :
5. Amount of Draft :
6. Name of the Bank :
7. GST No :
8. PAN No./TIN.No. :
9. Whether an undertaking has been enclosed none of the near relatives of the bidder/firms are working in DCI on a permanent/temporary basis.
10. Whether proof of firm as Authorized dealer of OEM from appropriate authority duly signed in ink has been enclosed.
11. Whether Performance Certificate/Experience certificate for the last three years along with proof with different Government Departement/Organisation has been enclosed.
12. Whether copy of valid license issued by BIS under IS-14543:2016 has been enclosed.
13. Whether copies of PAN, TIN & GST License has been enclosed.
14. Whether an undertaking that the firm has not been banned by any authority/Government Departmental has been enclosed.
Or
Details of authorities/ Government Department which has banned the firm with reasons for ban has been enclosed.

Sl.No	Name of the Departement	Period	Brand
1			
2			
3			
4			

15.Price Bid:

Sl.No	Brand	Rate offered (Rs.) per jar 20 Litres	GST	Total Rate offered (Rs.) per jar of 20 litres (including GST)
1				

Signature of the Authorized person
Name:
Seal:

Place:
Date: