



भारत सरकार
Government of India
विज्ञान और प्रौद्योगिकी मंत्रालय
Ministry of Science and Technology
विज्ञान और प्रौद्योगिकी विभाग
Department of Science and Technology
प्रशासन अनुभाग
Administration Section

Technology Bhavan
New Mehrauli Road
New Delhi – 110016

File No.D-13016/1/1/2008 Admin II (B)

Date: 05 Jan., 2009

To,

As per attached list

Sub: Supply of Potable drinking water (Mineral water) in DST and Office of the Hon'ble Minister of Science & Technology and Earth Sciences at Rafi Marg

Sir,

I am directed to say that this Department seeks to avail the services of supply of potable drinking water (Mineral water) on day to day basis at DST and office of the Hon'ble Minister of Science & Technology and Earth Sciences at Rafi Marg. The quantity of water required per day would be approximately 1000 ltrs/ day.

2. In case your firm is interested in supplying the same on day to day basis, you are requested to quote your most competitive rates/ prices in a wax sealed envelop addressed to the Under Secretary, Admin II (B) Section, DST at the above address. The rates should include Brand Name, Capacity of jar etc.

3. The wax sealed envelop should be super-scribed as **“Quotation for supply of potable drinking water”**. The wax sealed envelope should reach the **Under Secretary, Admin II (B), DST on or before 03:00 PM on 06 Feb., 2009 which will be opened on the same day at 03:30 PM** in the presence of the such tenderers, who may wish to be present. The Department reserves the right to accept or reject any quotation without assigning any reason thereof.

Cont'd...02/-

4. The supply terms and conditions are as follows:-

- a) The average consumption of water is 1000 ltrs/ day (900 ltrs/ day at DST site and 100 ltrs/ day at Hon'ble Minister's office) as per actual consumption of water on day to day basis.
- b) No security deposit will be deposited with the firm by the Department for the bottles.
- c) 10 Numbers of Hot & cold dispensers will be supplied free of cost in the DST and 01 number of Hot & Cold dispenser will be supplied free of cost at Hon'ble Minister's office. There will be no extra maintenance charge for the dispensers. On the termination of the contract the firm will be allowed to lift the empty jars and the dispensers by it.
- d) The water should be supplied on every working day or as required at both the offices and the firm should ensure that the delivery of the jars should reach latest by 08:30 AM sharply at both offices daily.
- e) The firm should also ensure to get the day to day supply voucher signed by the Estate Supervisor of Admin II (B) daily.
- f) The firm should depute the service engineer/ mechanic at the sites whenever a complaint is lodged with the firm for the non-functioning of the hot & cold dispenser without any delay. No payment will be paid for the repair work carried out by the firm.
- g) The payment terms shall be monthly basis after the receipt of the bills and checking of day to day supply receipts. Advance payments shall not be made under any circumstances.
- h) The firm can depute their authorized two dealers for two sites for supply of water.
- i) 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.
- j) The seal of the jar should be embossed, tamperproof.
- k) Water standard should be maintained at 15-20 TDS, BIS, Euro Norm, WHO & US standards. Documentary proof for the same is required to be attached with this quotation.
- l) The firm should provide in-house and out-house lab test report on quarterly basis.
- m) In case the quotation is submitted directly by the manufacturer, PAN No. & Service tax number may be furnished alongwith documentary proof.
- n) In case quotation is submitted by the authorized bottling company/ dealer, a valid authorization certificate from the original manufacturer/ supplier/ dealership certificate may be submitted.

Yours faithfully,

(Rajiv Mahendru)
Under Secretary

For and on behalf of the President of India
Tel:26590349