

F.No. D-190116/1/2017-Admn.II
Government of India
Ministry of Law and Justice
Legislative Department

Limited Tender Notice

Dated: 3.12.2018
Ministry of Law and Justice
Admn.II(LD) Shastri Bhawan

Tender No. D-19011/1/2017-AdmnII(LD) dated 3/12/2018

Tenders will be received upto 14.12.2018 Time 11.00 AM

Date of opening of bids 14.12.2018 Time 3.00 PM

Legislative Department, Ministry of Law and Justice intends to award for 20-liter water jar etc. and half liter bottle of reputed Company for the period of one years and invites quotations from reputed firms and also having adequate experience of similar work of Government Ministries/ Departments/ Organizations and having qualified mechanics on their roll.

2. The technical cum financial bid should contain following documents which should be signed by the bidder failing which quotation will be summarily rejected: -

- a. Quotation form as per Annexure I completely filled and signed by the tenderer along with signed copy of complete tender notice.
- b. Copies of experience certificates from Government Ministries/ Departments/ PSUs as mentioned in terms & condition.
- c. A Copy of Demand Draft/ pay order of Rs.5,000/- for EMD/Exempted for MSME (Udyog Aadhar Registered organizations)
- d. Copy of Service Tax/ GST registration, PAN
- e. Rates for 20 litre jar/half litre as per Annexure-I
- f. Certificate to the effect that the firm has not been blacklisted by any Govt. Ministry/ Department.

3. If you are interested in undertaking the above mentioned work under the terms and conditions in this letter you may submit your detailed quotations addressed to the undersigned in a cover which should be prominently marked with the words "**Quotations for 20-liter water jar/half litre bottle etc.**" in the Legislative Department. The quotations may be dropped in the box kept in Gate No.2 Shastri Bhawan, New Delhi latest by 11.00 A.M. on 14th December, 2018.



(Vidya Wati)

Under Secretary to the Govt. of India

Terms and conditions of the contract shall be as under:-

NIC Cell is requested to upload the said Tender Notice in the Website of this Ministry

- a. The contractor should have the following documents attached with the quotation failing which quotation will be summarily rejected:-
- i. Registration with Service Tax/GST
 - ii. Experience certificates of at least one year of similar work
 - iii. Certificate on the letter head of the firm that firm is not blacklisted.
 - iv. EMD
 - v. Copy of certificate of the mechanic to be deployed.
- b. All the documents submitted by the firm must be legible. Documents must be scanned on higher DPL. If uploaded documents are not found legible, bid will be summarily rejected.
- c. The bidder should not have been blacklisted by any Ministry/ Department/PSU of the Govt. of India. The tendering firm/bidder shall have to give a certificate on the letter head of the firm to the effect that they have been blacklisted or their business dealings with the Government Ministries/ Departments have not been banned.
- d. The contractor shall be arranging to get the character and antecedents of works verified from Police authority.
- e. No advance payment will be made. Payment will be made on monthly basis depending on the actual number of jar/bottles supplied by the firm, on submission of bills.
- f. The Department reserves the right to reject or to accept any quotation, whole or in part without assigning any reason thereof. This Department also reserves the right to extend/ renew the contract upto three years if it may deem necessary taking into account, of course, the satisfactory services rendered by the contractor during the currency of the contract.
- g. No conditional bids will be accepted and such bids are liable to be summarily rejected by the competent authority at its discretion.
- h. The department reserves the right to terminate the contract in full or part at any time during the contract period if the services of the contractor are not found satisfactory. In all matters of dispute relating to the proposed contract, the decision of the Department in both cases shall be final and binding on the contractor.
- i. The tenderer whose tender is finally accepted and shall have to furnish performance security of 5% on annual expenditure fixed deposit valid upto 12th month from the date awarding of the contract in any scheduled commercial bank pledged in favour of Cash Officer, Legislative Department, Ministry of Law and Justice, New Delhi. The earnest money shall be returned to the successful bidder after depositing Rs.5,000/- as performance security.
- j. It may be specifically noted that the bids not meeting even the basic cost of the inputs i.e. unreasonably low prices just to and undercut and obtain contract are liable to be ignored to maintain the required standards of work being awarded.

Technical bid

Annual Operational Contract for supplying of 20 litre bisleri jar and half litre bottle in the Legislative Department of Law and Justice for the period of one year

- i. Name of the firm (In Block letter)
- ii. Address
- iii. Name of the representative of firm
- iv. Telephone No. Mobile No.
- v. Bank Draft Amount, No, Date & Name of Bank
- vi. GST No. (Proof thereof)
- vii. PAN (Proof thereof)
- viii. Email ID
- ix. Whether the firm is blacklisted?
(If not, such declaration is provided in the letter head of the firm.)
- x. Experience of similar work in Govt. Department/ organization (Enclose Certificates):-
- xi. Particulars of qualified mechanics on roll (Furnish copies of certificates)

2. I/we hereby declare and affirm that I/we have read and understood the terms and conditions of the contract as stipulated in the tender notice No.19011/1/2017-Admn.II dated 3.12.2018. Accordingly, I/we hereby accept the terms and conditions and offer the rate for supplying of bisleri 20-liter jar and half litre bottle as indicated at ANNEXURE-I.

Authorized Signatory
Name (In Block letter)
Official seal of the firm

4-

Tender notice No. 19011/1/2017-Admn.II dated 3.12.2018

Annexure I

Performs for Financial Bid

Table (a). The rates may be given unit wise of the following items for annual Contract:

S.No.	Name of Items	Rate per unit	
		In Figure	In words
1.	20 litre Water Jar (Bislelri)		
2.	Half litre water bottle (Bisleri)		

Sign & Stamp of the Bidder