

No.1/4/2010-OIDB

December 22, 2016

To

**Sub: Annual Rate contract for supply of packaged drinking water at OIDB Office in OIDB Bhawan, Sector-73, Noida.**

Sir,

Oil Industry Development Board (OIDB), Noida invites sealed quotations for the rate contract for supply of packaged drinking water (20 Litre Jar), mineral water bottle (500 ml) and mineral water bottle (250 ml) of reputed brand viz. Bisleri, Kinley, Aquafina and Himalaya and other equivalent brands from the reputed parties having 03 years of satisfactory operational experience for supply of packaged drinking water Jars, bottles etc. to any Govt. Department, Public Sector Undertakings, Multi National Companies etc. during last three years. Details of Bidder's past experience are to be furnished in the Annexure-I. The approximate annual value is Rs.2,50,000/- The initial contract would be for a period of one year which would be extendable further for two more years on the same terms and conditions at the sole discretion of the OIDB, subject to satisfactory performance of the Contractor.

**Terms and Conditions:**

- The bidder should be IS-105600:2012 certified and as per guidelines issued by BIS/FSSAI from time to time. The bidder has to enclose a valid license along with the bid.
- The bidder has to submit test report of packaged drinking water from Govt. Recognized laboratory not older than 3 months confirming/showing all parameters of IS-10500:2012.
- Reputed manufacturer such as Bisleri, Kinley, Aquafina and Himalaya etc. supplying packaged drinking water of 20 Ltr. Jar, 500 ml and 250 ml bottles as per above standards are eligible. The bidders must submit a certificate indicating whether they are manufacturer, authorised dealers, distributors etc. of the brand.
- The label in the bottle should clearly mention the required BIS Specification and the composition and quantity of minerals contained in the bottled water. In case of deficiency in service or quality of water, it would be open for the OIDB to cancel the contract and forfeit the security deposit. 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, will be the responsibility of the supplier.
- The bidder will have to provide free of charge two Nos. of brand new dispensers having facility to dispense Normal water, cold water and Hot water and also to take care of hygiene and cleanliness of the machine.
- Contractor will supply the drinking water at OIDB Office, OIDB Bhawan, Sector-73, Noida, on daily basis/ as per the requirement issued by the OIDB. If contractor fails to supply as per the requirement, recovery of Rs.100/- per default will be made from the monthly bill.
- Bid should be submitted with earnest money of Rs.5000/- (refundable) through DD in favour of 'OIDB' payable at Delhi, without which the quotation will not be accepted.

*o/c*

**प्रधान कार्यालय :-**

ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,  
प्लॉट नं. 2, सेक्टर - 73, नोएडा-201301, उ.प्र.  
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630  
वेबसाईट : [www.oidb.gov.in](http://www.oidb.gov.in)

**पंजीकृत कार्यालय :-**

301, वर्ल्ड ट्रेड सेंटर, तीसरी मंजिल, बाबर रोड़, नई दिल्ली - 110 001  
फोन : 91-11-23413540

**Main Office :-**

OIDB Bhawan, 'C' Block, 3rd Floor  
Plot No. 2, Sector - 73, Noida-201301, Uttar Pradesh  
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630  
Website : [www.oidb.gov.in](http://www.oidb.gov.in)

**Registered Office:-**

301, World Trade Centre, 3rd Floor, Babar Road, New Delhi - 110 001  
Phone : 91-11-23413540

- The successful bidder needs to deposit an amount of Rs.12500/- towards Security Deposit, which will remain with OIBD till the contract period is over. The Security Deposit will not attract any interest whatsoever and will be released within three months from the expiry of contract period.
- No advance shall be payable to contractor.
- Bill/Invoice along with copy of delivery challan shall be submitted to OIBD at the end of the every month and payments will be released to contractor on monthly basis within one month from the date of submission of invoice subject to deduction of taxes (TDS) /levies etc.
- OIBD reserves the right to cancel the contract at any time giving one month notice without assigning any reason.
- The decision of the OIBD shall be final and no enquiries, or application for review, shall be entertained.
- Cutting/over-writing, if any, should be countersigned by the bidder.
- The bidder must confirm unconditional acceptance of terms and conditions of the tender.

**EVALUATION OF BIDS:** The bidders are required to furnish the Bid for the entire works (all items). The price comparison of bids will be done on the basis of total contract cost including taxes & duties as per the Price Format and the job will be awarded to the successful bidder whose bid has been determined in full conformity to the bid documents and has been determined as the lowest evaluated bid.

Total price shall be inclusive of Custom Duty, Excise Duty and Service Tax, VAT/Work Contract Tax (Central or State), other statutory levies along with Transportation and Insurance charges.

In the event of computational error between unit price and total price, unit price shall prevail and adopted for evaluation.

**VALIDITY:** Bid shall remain valid for 90 days after the date of bid opening.

Interested eligible parties may submit their quotation as per format (Annexure-I & II) in a sealed cover to be super scribed "Quotation for Annual Rate Contract for supply of packaged drinking water " alongwith self attested copies of TIN, PAN, and EMD of Rs.5000/- in the form of Demand Draft favouring Oil Industry Development Board, payable at New Delhi/Delhi, latest by 16.01.2017 ( 2.00 PM) and the same will be opened on the same day at 3.00 PM in the presence of the bidders or their representatives who may like to be present.

For any clarification, you may contact the undersigned during office hours on work days.

Yours faithfully,

*Rajesh Saini*  
24/12/16

(Rajesh Saini)  
DCF&AO

Tel:0120-2594605

Encl: As above.

To

- To be uploaded on OIBD website.
- To be uploaded on eprocure.gov.in

*Issued*  
*[Signature]*  
22/12/16

*ore*

**BIDDER'S PAST EXPERIENCE PROFORMA FOR SIMILAR JOBS**

Sl. No	Name & Address of parties with whom jobs were carried out	Purchase/Work order details.		Year of supply & period of work executed with date		Contact details(Name, Phone No., Designation, email id) of persons with whom references can be made
		Purchase Order No. & date	Value	From	To	

The copy of Purchase/Work order in support of the above should be attached, failing which the bid shall be considered as incomplete and rejected.

SIGNATURE WITH SEAL \_\_\_\_\_

COMPANY \_\_\_\_\_

Date \_\_\_\_\_

**ANNEXURE-II****PRICE BID**

Sl.No.	Description	Unit	Annual Indicative/Tentative Qty. (for evaluation purpose only)	Price per Unit (exclusive of all taxes)	Net Amount in Rs.
			Q	P	$N=Q \times P$
1.	Packaged Drinking Water – 20 Litre Jar	Jar	3600		
2.	Mineral Water, 500 ML. Bottle	Bottle	1000		
3.	Mineral Water, 250 ml. bottle	Bottle	1000		
5.	(Applicable taxes (Pl. specify rate ____%))				
<b>6.</b>	<b>Total Amount in Rs.</b>				

Total Amount in words \_\_\_\_\_

**NOTE:**

- Bidder should strictly follow the price format. Bid containing price quoted in any other format will be rejected out rightly.
- Bidder must quote for each and every items described in the price format.
- The quantities mentioned above are estimated for the total duration of one year. However, payment will be made on actual basis only.

Please attach self attested copies of TIN, PAN,VAT, certificate indicating whether they are manufacturer, authorised dealers, distributors etc. of the brand and EMD of Rs5000/- in the form of Demand Draft favouring Oil Industry Development Board, payable at New Delhi/Delhi.

I agree to all the terms and conditions of the Tender Document.

Signature and Seal of the Company \_\_\_\_\_

Date: