TENDER FOR SUPPLY OF DRINKING WATER

TENDER NOTICE
Dated 1st of August, 2019

Sealed tenders are invited in two parts (two bids, Technical & Financial) from reputed Firms/Suppliers/MSME entrepreneurs for supply of drinking water to Custom House, Nilamoni Phukan Path, Christian Basti, Guwahati – 781005.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Unit</th>
<th>No. of units</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Drinking water supply</td>
<td>12,000 litres</td>
<td>Approx 25 tankers of 12 kltrs per month</td>
<td>As per requirement</td>
</tr>
</tbody>
</table>

The eligibility criteria, terms and conditions are mentioned in Annexure-I and II, respectively, enclosed with this Tender Notice. The tender applications of only those who satisfy the eligibility criteria and conditions governing the supply of drinking water shall be entertained.

Availability of Tender Documents

Tender document can be obtained by hand, free of cost from the Public Relation Officer, Office of the Assistant Commissioner, Customs Division, Guwahati.

Receipt of Tender

Interested parties are requested to submit their rates in a sealed envelope superscripted as “Tender for Drinking Water Supply” and addressed to the Assistant Commissioner, Customs Division, Guwahati-781005, containing the sealed quotation in two separate envelopes, i.e. Technical Bid and Financial Bid up to 1500 hours on 22.08.2019 in the office of the Assistant Commissioner, Customs Division, Guwahati. Quotations received after the last date/time shall
not be considered. This office would not be responsible for any delay or loss of the tender documents sent through mail or otherwise.

**Opening of Tender**

Tender shall be opened at 1530 hours on 21.08.2019 in the Office of the Assistant Commissioner, Customs Division, Guwahati in the presence of the Members of Local Purchase Committee and any bidder or their authorized representative, if they wish to remain present during the tender opening process. If the tender is not opened on the above date due to unforeseen circumstances, the same shall be opened on the next working day.

Tenders sent through Telegram, Fax, Telex or E-mail will not be considered.

The Assistant Commissioner, Customs Division, Guwahati reserves the right to accept or reject any or all tenders without assigning any reasons, thereof.

\[Signature\]
(Sanjeet Kumar)
Assistant Commissioner
Customs Division, Guwahati

C.No.I(22)6/Misc/Bills/PRO/CUS/GHY/2016

Date: 09/08/19

Copy to

1. Notice Board, Customs Division, Guwahati.
2. The Administrative Officer, Customs Division, Guwahati.
3. The Superintendent (Comp & Trg), Customs Hqrs., NER, Shillong.

\[Signature\]
(Sanjeet Kumar)
Assistant Commissioner
Customs Division, Guwahati
ANNEXURE – I

Eligibility criteria for drinking water supply:

1. The Firm/Company/Enterprise (hereinafter referred to as the Company) intending to submit the tender should be a reputed organization/Firm in the supplying of drinking water and should have experience in supplying water to various organization(s) regularly.

ANNEXURE – II

Conditions governing drinking water supply:

2. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reasons) whatsoever. Tenders in which any of the particulars and prescribed information are inadequate or incomplete in any respect or the prescribed conditions are not fulfilled, are liable to be rejected.

3. The successful bidder shall enter into contract with this office for supplying of drinking water.

4. Regular/uninterrupted supply of drinking water should be ensured.

5. However, the Assistant/Deputy Commissioner, Customs Division, Guwahati may terminate the contract at any time if the services rendered by the company are not found to be satisfactory.

6. The company shall not sublet the work or part thereof.

7. TDS, if applicable will be deducted from the payable amount of the Bill.

8. The company shall abide with all local/municipal/state/central laws and regulations.

SPECIAL SCOPE OF WORK:

9. If supply of water is disrupted for any reason(s), the company will have to arrange alternate ways of supply the water. Any complaint lodged regarding supply of water should be attended to within 06 (six) hours without fail.

10. The decision of the Assistant Commissioner, Customs Division, Guwahati shall be final and binding.
11. PERIOD OF CONTRACT: - The contract will be valid for a period of one year from the date of award and may be extended further subject to the approval of the competent authority and mutually. The rates quoted should remain in force for the full period of contract including the extended period. No demand for revision of rate on any account shall be entertained during the contract period. The department reserves the right to terminate the contract by giving notice of one month at any time during the currency of contract.

12. PAYMENT TERMS: - Payment will be made on monthly basis on receipt of valid bills from the company and upon satisfactory performance subject to the availability of the fund. The company shall submit bills duly signed in duplicate.

13. DAMAGES TO OFFICE INSTALLATION: - Any damage to the installation/building during the supply of drinking water due to the carelessness on the part of supplier's staff shall be the responsibility of the company and shall be replaced/rectified by the company without any extra cost.

14. COMPENSATION FOR DEFICIENCY IN SERVICE: - The Company shall maintain the quality of drinking water; if quality is found to be unhygienic the contract may be terminated and payment for the same shall be withheld. The decision of the Assistant Commissioner, Customs Division, Guwahati shall be final in this regard.

(Sanjeet Kumar)
Assistant Commissioner
Customs Division, Guwahati
PART - I  
(TECHNICAL BID)

TECHNICAL BID FORM FOR TENDER OF DRINKING WATER SUPPLY TO CUSTOM HOUSE. 
NILAMONI PHUKAN PATH, CHRISTIAN BASTI, GUWAHATI-781005.

<table>
<thead>
<tr>
<th></th>
<th>Name of the Firm/Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Address of the Firm/Company</td>
</tr>
<tr>
<td>3.</td>
<td>Valid GST/Income Tax Registration with PAN</td>
</tr>
<tr>
<td>4.</td>
<td>Name of the authorized signatory</td>
</tr>
<tr>
<td>5.</td>
<td>Specimen signature of the authorized signatory</td>
</tr>
<tr>
<td>6.</td>
<td>Telephone/mobile no. of the authorized signatory and the contact no. of the Firm</td>
</tr>
<tr>
<td>7.</td>
<td>Has your Firm/Company black listed at any time in past by any organization? Yes/No, if yes please provide in details.</td>
</tr>
<tr>
<td>8.</td>
<td>Certificate of Incorporation/Firm Registration Certificate</td>
</tr>
</tbody>
</table>

DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I/We understand that if any deviation is found in above statement at any state, I/We shall be blacklisted and will not have any dealing with the department in future.

I hereby confirm that I am authorized to sign the Tender Documents

Sign: 
Date: 
Name: 
Place: 
Designation: 
Company Name & Seal
PART – II
(FINANCIAL BID)

FORMAT FOR FINANCIAL BID

FINANCIAL BID FORM FOR TENDER OF DRINKING WATER SUPPLY TO CUSTOM HOUSE, NILAMONI PHUKAN PATH, CHRISTIAN BASTI, GUWAHATI-781005.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Qty.</th>
<th>Unit Rate</th>
<th>GST, if any</th>
<th>Any other taxes, if any</th>
<th>Total amount in INR</th>
<th>Remarks</th>
</tr>
</thead>
</table>

Note: - This is only a Format for guidance on how to quote the prices. The firm should submit their prices as per the specified format on their own head duly authenticated.

Signature & Seal of the Bidder.
PART - III

AGREEMENT

1. This agreement is made on this ............day of August, 2018 between ........................................... hereinafter called "name of the company" the First Party which expression shall include his heirs, executors and administrators/heir successor and the Assistant Commissioner, Customs Division, Guwahati herein after called the Second Party.

2. That WHEREAS the First Party shall and will execute the work described as Drinking Water supply to Custom House, Nilamoni Phukan Path, Christian Basti, Guwahati details of which are given in Annexure-II to this office Tender Notice dated 31.07.2019 at the rated quoted by ......................vide their Tender .............. dated .........................and as per all the terms and conditions given in Notice inviting Tender (NIT) dated ......................which shall be come part and parcel of this agreement.

3. That WHEREAS, the Second Party shall and will pay on production of bills of Drinking water supply as per payment terms stipulated in Clause 13 of Annexure – II of Tender documents.

4. in accordance with the NIT, this agreement is made for a period of one year from ......................as in Clause 11 of Annexure – II of the Tender documents as decided upon to do so by the Second Party on the same terms and conditions and rate.

IN WITNESSES THEREOF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURE ON THIS ............DAY OF AUGUST, 2019.

WITNESSES: -

For the First Party

1.

2. For the Second Party
PART - IV

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Subject: - Authorization for attending bid opening on ......................(date) in the tender of..........................................................

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of .........................................................(Bidder) in order of preference given below.

Order of preference Name with Specimen signature: -

1. 

2. 

Alternate Representative

Signature of Bidder

Or,

Officer authorized to sign the bid documents on behalf of the bidder

Note: -

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.
TENDER DOCUMENTS

The goods required, bidding procedures and contract terms are prescribed in the Bid/Tender Documents. The Tender documents include the following:

(a) Tender Notice.
(b) Annexure I & II.
(c) Part –I- Format for Technical Bid.
(d) Part –II- Format for Financial Bid.
(e) Part –III- Format of Agreement.

The Bidder is expected to go through all instructions, forms, terms and specifications in the Bid documents. Failure to furnish all information required as per the Bid documents or submission of bids not substantially responsive to the Bid documents in every respect shall be at the bidder’s risk and may result in rejection of the bid at the technical bid opening stage.