



**GOVERNMENT OF INDIA**  
**DIRECTORATE GENERAL OF GST INTELLIGENCE**  
**KOLKATA ZONAL UNIT: 4/2 KARAYA ROAD:**  
**KOLKATA-700 017**  
**PHONE: (033) 22891959, 22891958**

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**TENDER NOTICE**

**Sub: Tender notice for sealed quotation regarding supply of 20 liters packed mineral water bottle.**

1. Sealed Quotations are invited from reputed agencies for supply of 20 litres packed mineral water bottle (with BIS specification) at the Ground & 4<sup>th</sup> Floor, DGGI, KZU, Kolkata, 4/2, Karaya Road, Kolkata - 700017. & DG (East) Shanti Pally The tender notice along with terms and conditions (Annexure – I) can be obtained from the Deputy Director, Ground & 4<sup>th</sup> Floor, DGGI, KZU, Kolkata, 4/2, Karaya Road, Kolkata – 700017 during office hours on all working days. **The tender form for sealed quotation in prescribed proforma containing two separate sealed envelopes, one for Technical bid (Annexure – II) and the other containing Financial bid (Annexure – III) should be clearly marked / superscribed as “Technical Bid” or “Financial Bid” on the respective envelopes. Technical bids should contain all the relied upon documents as specified in the Annexure – II. The Financial bid will be taken up only if the Technical Bid is found to be in order; else the tender will be outrightly rejected.** The sealed quotation complete in all respect containing sealed Technical Bid & Financial Bid should be submitted in a sealed covers addressed to the Deputy Director, Ground & 4<sup>th</sup> Floor, DGGI, KZU, Kolkata, 4/2, Karaya Road, Kolkata – 700017 by **16:00 hrs. of 09.04.2021**. Only the bids complete in all respects received by **16:00 hrs. of 09.04.2021** will be considered.

2. If the tenders are sent by post/courier, it should be ensured that cover should be sealed in such a way so that it remains intact at the time of reaching destination without any damage or loss. This office shall not be responsible for damage on account of postal/courier services.

3. **The bidder is required to sign and stamp each page of the tender notice and all other enclosures appended** to it as a token of having read and understood the terms and conditions contained therein and also submit the same along with the bid.

4. Interested bidders / parties / agencies having experience of providing / supplying of 20 litres packed mineral water bottles to Central or State Government offices / PSUs etc., and also willing to comply with the general terms and conditions mentioned herein after in this notice (Annexure – I) may submit their bids / tender / quotation in the prescribed format (Annexure – II & III) in sealed condition superscribed as **“Tender for supply of 20 litres packed mineral water bottles”**

Encl. 1) Annexure – I, II, III & IV

**Jayanta Mukherjee**  
**Chief Account Officer**  
**DGGI, KZU, Kolkata**  
Dated :-17.03.2021

DGGI F. No.

Copy forwarded to :

1. WEB ADMN.
2. Notice Board at O/o Additional Director General, Ground & 4<sup>th</sup> Floor, DGGI, KZU, Kolkata, 4/2, Karaya Road, Kolkata – 700017.

General Terms and Conditions

1. The competent Authority of the office of Additional Director General, DGGI, KZU reserves right to reject / cancel any or all bids received without assigning any reason(s) thereof. No correspondence in this regard will be entertained.
2. The number of 20 litres packed mineral water bottle is 240 bottle (approx) per month as per working strength of this office.
3. The rates quoted, should clearly specify whether GST are applicable, and, if so, at what rate? In case, this information is not indicated in the quotation, it would be presumed that the rates quoted are inclusive of all types of taxes.
4. **The period of contract shall be for one year initially** from the award of the contract subject to further extension thereafter. The bidder will have to supply the mineral water at the Ground & 4<sup>th</sup> Floor, DGGI, KZU, Kolkata, 4/2, Karaya Road, Kolkata - 700017. **No transportation charges will be paid.**
5. Any modification in offer after the opening date will not be considered. **No request for escalation in rate shall be entertained on account of any reasons during the period of the contract.**
6. This office reserves the right to seek clarification or verification of any information supplied by the bidder.
7. The estimated quantity to be given on every day basis at the above mentioned buildings / locations may vary depending upon the climate and the requirement.
8. Pre receipted bill for a month shall be submitted by the supplier in duplicate on or before 10<sup>th</sup> of succeeding / subsequent month. The payment shall normally be made within the month in which the bills are submitted by ECS through Bank.
9. **In case there is any lapse found in the service provided, this office reserves the right to terminate the contract without any notice / reason(s).**
10. The bidder should be authorized distributor / stockist of drinking water. A certificate in this regard may be enclosed in the bid.
11. A penalty of Rs. 10,000/- (Rupees Ten Thousand only) will be imposed, if it is found, after enquiry, that water supplied is below the desired standard or contaminated water is supplied or TDS level measure above 300 milligrams per liter. In case of frequently supply of such water, the contract will be cancelled forthwith. The firm will be black listed.
12. Dispute, if any, arising in the matter shall be settled by an arbitrator to be nominated by this office.
13. The contract shall be subject to Indian Laws and jurisdiction of Kolkata court.
14. **The sealed quotation will be opened at 1600 Hrs on 12.04.2021.**

Technical Details

(To be submitted in a separate sealed envelope subscribed as “Technical Bid”)

Sl. no.	Particulars	To be filled by the bidder
01	a) Name of the Firm / Agency	
	b) Address	
	c) Name of the proprietor	
	d) Telephone No.	
	e) Mobile No.	
	f) e-Mail address	
	g) Name of the business partner, if any	
02	PAN Number (copies to be enclosed)	
03	GST Registration Number (copies to be enclosed)	
04	List of Govt. Ministries / Departments / PSUs showing experience in the field (copies of contracts / orders placed on the agency during <b>last 03 years should be attached</b> )	
05	Whether the firm is authorized dealer/ stockiest of drinking water ( please enclose certificate)	
06	Whether terms and conditions of the Tender is acceptable or not [please attach copy of terms and conditions (Annexure-I) duly signed as token of acceptance of the same]	
07	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/ partners anywhere in India [if no, an undertaking to this effect is to be attached in this regard(Annexure – IV)]	

Date:

Place

(Signature of the authorized person)

Name:

Designation:

Seal

FINANCIAL BID

(To be submitted in a separate sealed envelope subscribed as “ FINANCIAL BID” )

QUOTATIONS FOR SUPPLY OF 20 LITRES PACKED MINERAL WATER BOTTLE / JAR

**1. Name of the Party / Organization/ Firm:**

**2. Address of the party / Organization / Firm ) :**  
(with Telephone / Mobile No., Fax No. & E-mail id)

**3. Name and Address of the Proprietor/Partners/Directors :**

**4. Quotation Details :**

Sl. No.	Type if packed jars / bottles required	Name of Brand	Rate per jar / bottle	Rate of taxes, if any	Total Amount including
1.	20 Litres packed mineral water jar	Bisleri			
2.		Kinley			

Authorized Signatory  
Signature with date

Name of the Party

**DECLARATION**

**Annexure –IV**

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_  
Proprietor/Director/authorized signatory the agency/Firm mentioned above, am competent to  
sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them;

3. The information / documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that  
furnishing of any false/ misleading information / fabricated document would lead to rejection  
of my tender at any stage .

Date:

Place:

Signature of authorized person

Full Name:

Seal: