



Government of India/ भारत सरकार
Ministry of Electronics & Information Technology
इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय
STQC Directorate/ एसटीक्यूसी निदेशालय
**ELECTRONICS REGIONAL TEST LABORATORY
(NORTH)**
इलेक्ट्रॉनीकी क्षेत्रीय परीक्षण प्रयोगशाला (उत्तर)
S -BLOCK, OKHLA INDUSTRIAL AREA, PHASE-II
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TENDER DOCUMENT

FOR

**Supply of Fresh Bore Well Water
at ERTL(N), New Delhi**

Category	SINGLE-BID OPEN TENDER
Tender No.	8(05)/20-21/ERTL(N)/GA-BorewellWater
Issue Date	26-FEB-2021
Closing Date & Time for submission	18-MAR-2021, at 11:00 hrs
EMD Amount	BID-SECURITY DECLARATION (as per Form-1 to be submitted)
Opening Date & Time	19-MAR-2021, at 15:00 hrs
Validity of Offer	Minimum 120 days from date of opening

Head (Admin)
Phone : +91 (11) 26386238

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S -BLOCK, OKHLA INDUSTRIAL AREA, PHASE-II
NEW DELHI-110020, INDIA

TO
ALL INTERESTED BIDDERS

INVITATION OF e-TENDER

Online Tenders through Central Public Procurement Portal (CPP Portal) [<http://eprocure.gov.in/eprocure/app>] are hereby invited by the **Director, ERTL(N)**, for and on behalf of the President of India, from interested and eligible Bidders for the Items under the terms and conditions and schedule of requirements and specifications mentioned in the following Tender Document in the manner prescribed. Bidders are requested to kindly use, if required for specific documentation, the formats prescribed in this tender document.

In case, any clarification is required for filling the bid document or submitting the same, the prospective bidder may contact **Head (Admin)** (Telephone No. +91(11) 26386238, Email: ertlnorth@stqc.gov.in).

Enclosures: **1) Chapter – I : SCOPE OF WORK / DESCRIPTION OF ITEM**
2) Chapter – II : Instructions to Bidders
3) Chapter – III : OTHER TERMS & CONDITIONS
4) Chapter – IV : PROFORMA FOR THE TECHNO-COMMERCIAL BID
5) Chapter –V : PRICE SCHEDULE
6) Chapter –VI : Contract Form

Head (Admin)
Phone :+91 (11) 26386238

Chapter – I: SCOPE OF WORK / DESCRIPTION OF ITEM

Providing **Fresh Bore Well Water** through Water Tankers at ERTL(N) New Delhi:

1. Each Tanker should be of **12000 Ltrs.**(or **6000 Lts**) Capacity and no variations of quantity are allowed.
2. The requirement is **One Tanker of capacity of 12000 litres every alternate day** (i.e. 6000 litres per day); or **as and when demand is raised by Lab.**
3. The selected agency will fill the water tanks at the Ground Floor of Laboratory through their own pipe/ Motor directly from the tanker.
4. The supply of water will be made by the selected agency strictly during working days.
5. The supplied water shall be clean, odorless, colorless and free from visible suspended particles.
6. It shall be suitable for hand wash and cooling towers also.
7. Before accepting the supply, it shall be verified for quantity & quality.

Chapter – II: Instructions to Bidders

1 Submission of Bids:

1.1 **Price of the Bid Document:** This Tender Document is **Free of Cost**.

1.2 Availability of Bid Document:

Irrespective of a Single or Limited Tender invitation or Advertised Tendering, in all cases, the detailed bid document can be used / downloaded from the website of the **STQC Directorate, Ministry of Electronics and Information Technology, Govt. of India, New Delhi** [<http://www.stqc.gov.in>] and also from the **Govt. of India, Central Public Procurement Portal (CPP Portal)** [<http://eprocure.gov.in/cppp/>].

1.3 Authenticity of Bid Document:

Tenders hosted in **STQC** web site is **only for wide circulation purpose** and Tenders hosted in **CPP Portal** is for **e-Tendering and online bidding by any intending Supplier.**

1.4 Method of submission:

Bidders must submit their Offers / bid(s) **online** through **Central Public Procurement Portal (CPP Portal)** [<http://eprocure.gov.in/eprocure/app>], under **SINGLE BID SYSTEM** as detailed below. Kindly refer the procedures for submission of online bids as given by **Central Public Procurement Portal (CPP Portal)** [<http://eprocure.gov.in/eprocure/app>]. Uploaded Documents **must be duly signed & Stamped** on each page of the bid except printed technical literature/leaflets.

The E-Mail address of the Purchaser mentioned in this Tender Document is only for general communication purpose and not for submitting the bids.

Bidders are requested to follow the **CPP Portal** and **STQC Website** on regular basis for corrigendum, updates etc.

2 Cancellation of Tender:

Any Tender **may be cancelled** at any time and a **re-tender process** may be initiated by the Purchaser **without assigning any reason whatsoever**.

3 Change in Tendered Bids:

In the offered Bids, **no changes / alterations/ overwriting is acceptable** even if countersigned/ attested by the bidder.

Withdrawal / resubmission of offers/bid by a participating Bidder must be made by a dated signed letter in the firm's letterhead and submitted within the Closing Date of Tender submission.

For the cases of resubmission, the bidder must also submit withdrawal letter followed by the fresh bid positively, failing which both the offers shall be liable to be rejected.

A mere request for extension of closing date or for seeking clarification, even if not responded, shall not tantamount an extension of time or suspension of the tender process and a tender process shall continue in its normal course unless a formal amendment or clarification is posted/published through the STQC and/or CPP Portal. Publicity of such amendment or clarification through STQC and/or CPP Portal shall be treated as sufficient communication to the intending Bidders irrespective of the fact as to whether any individual communication is sent to or received by them or not in time.

4. **Evaluation of Bids:**

Bids without valid **BID-SECURITY DECLARATION** shall be rejected.

The Purchaser shall have full right to seek clarifications from the participating Bidders at any stage. Price bid of only technically qualified bidders will be opened. The date of opening of Price Bids shall be intimated to the bidders through CPP Portal /STQC website/e- mail.

Evaluation of the bids will be done on the basis of compliance of tender requirements as mentioned below:

- a) compliance of eligibility requirements of the bidder;
- b) compliance with the tendered technical specifications of the item;
- c) compliance with commercial including financial and other terms & conditions of the tender;
- d) On the price basis among eligible bidders on all above.

Chapter – III: OTHER TERMS & CONDITIONS

1. Bidders shall upload /submit the following primary information / documents, as applicable with their quotation.
 - a) Firm's Trade License / Company Registration No. (if Any).
 - b) GSTN. No.
 - c) Firms IT PAN No. In case of proprietorship firm, PAN and IT return of proprietor may be accepted
 - d) Company's Income Tax Return for last one year
 - e) Firms Bank A/C details (Account Number, Account Name, Bank with Branch Name & Address IFSC Code, MICR Code.).
 - f) **Validity of Quote: 120 days from the date Opening of Tender.**

Please also see PROFORMA FOR THE TECHNO-COMMERCIAL BID, this shall be given on letter head of firm.

2. **EARNEST MONEY DEPOSIT (EMD) or BID SECURITY:** bidders must submit duly filled and signed **BID-SECURITY DECLARATION** as per Form-1 and should be uploaded with the **Techno-Commercial Bid**. Without this, bids shall be rejected.

Bidder will be suspended from being eligible for bidding in any contract in ERTL(N) for a period of one year from the date of opening of bid, if:

- I. The bidder withdraws or amends or impairs or derogates from the submitted bid in any Respect within the validity period of bid.

OR

- II. If the successful bidder fails to furnish the **Performance Bank Guarantee (PBG)** and/or **Security Deposit** within given time after acceptance of PO.

3. Bidders must indicate all applicable taxes. Please note that no tax will be paid, if necessary tax registration information is not furnished. Income Tax etc. at source may be deducted from your dues, if applicable.
4. Tender should be submitted with required documents before closing date/time in sealed envelope. Quotation received after the closing date/time will not be entertained and any revision in the price will render the bid invalid. Quotation should be valid for minimum four months.
5. Bids will be evaluated after equated comparison of offers upon calculating all tax / duty/cess/surcharge/discount/packing/transportation costs, other charges with price. Non-compliance of technical and commercial terms will render a bid liable for rejection.
6. **Performance Security (PBG):** The successful bidder awarded with the Order shall have to submit, within **four weeks** of releasing Purchase Order, a **Performance Bank Guarantee @ 3% (three per cent) of the Gross Order Value in equivalent Indian Rupee**. Performance Bank Guarantee must be made valid for a minimum of **15 months** from the date of supply/installation of item or entire

Contract Period adding three months, as mentioned in Technical Specification as Specifications & Allied Technical Details for respective items; which ever is later. In deserving cases, including cases where an advance payment has been required by a selected Bidder, the ceiling of Bank Guarantee will be higher than ten percent of order value.

The PERFORMANCE BANK GUARANTEE will be forfeited in the case of failure of Bidder to comply with any Order Terms and conditions. Failure to make timely delivery or provide after-sales services during Contract Period will constitute, along with other clauses, valid ground(s) for forfeiture of PERFORMANCE BANK GUARANTEE. The PERFORMANCE BANK GUARANTEE will be released for supplies duly made and accepted followed by satisfactory compliance of warranty obligations including the cooling-off period for the duration mentioned herein above.

7. Bidders will have to submit Bills / Invoices on after supply of stores, if ordered, to this office in triplicate duly pre-receipted (and Revenue stamped for amount over Rs. 5000/-) and supported by the relevant delivery documents for audit and payment direct to you or to your bankers.
8. Bidder has to accept the Payment mode through ECS/EFT. The Bidder is bound to disclose the requisite information with regard to bank account for establishing necessary communication and / or for making payments.
9. Tenders will be opened at 11.00 hours on the next working day of this laboratory following the closing date shown in this tender enquiry.
10. Director is not bound to accept the lowest rate or any other offer and the acceptance of the offer is entirely at the discretion of the Director.
11. ERTL(N) reserves the right to alter / modify or reject any order at any stage without assigning any reason thereof and is not bound to accept the lowest tender. Canvassing in any form, direct or indirect, on any part of bidders will render the tender liable for rejection / cancellation.
12. Contract Duration: To begin with, the contract will be for **one year from** the date of awarding the contract. On satisfactory completion of the contract for the first year as found by the competent authority, the contract may be extended for three months at the same rate and terms and conditions. Therefore, the rates quoted should be valid for 15 months from the date of signing the contract with the Agency. No increase in the quoted rate will be made during the period of contract except Taxes.
13. Any dispute unless resolved amicably shall be settled by a court of law having jurisdiction over Delhi / New Delhi.
14. Incomplete tenders and tenders received after the due date / time of submission due to postal / courier delay will not be considered.

Chapter – IV: PROFORMA FOR THE TECHNO-COMMERCIAL BID

(On Letter head of Firm)

Tender Ref. No. : **8(05)/20-21/ERTL(N)/GA-BorewellWater**
 Name of the Item Required : **Fresh Bore Well Water**
 Bidder's Organization Name & address :
 Contact Numbers/ e-mail :
 Bidder's Ref No. & Date :

Sl. No.	Particulars	Confirmation (Yes/No)	Details
1	Firm Registration Number		
2	GST Registration Number		
3	PAN Number		
4	EMD Details- BID-SECURITY DECLARATION		
5	Agree Accept payment through ECS/NEFT/RTGS		
6.	Details of bank Name and Branch of bank Account No IFSC code		
7.	Tender document signed & stamped on all pages as a token of having accepted the terms and conditions		
8.	Validity of Quotation for 120 days from date of opening of tender	Yes	

I have read and understood all the terms and conditions and scope of work of the Tender and I will abide by them.

Signature of the Authorized Signatory

Name of the Authorized Signatory

Designation of the Authorized Signatory

Phone / Mobile Number of the Authorized Signatory

Date:

OFFICE SEAL

Chapter–V: PRICE SCHEDULE

(Only in Excel Files format for uploading on CPP Portal, to be utilized by the bidders for quoting their prices)

Price Bid

Tender Ref. No. : **8(05)/19-20/ERTL(N)/GA-BorewellWater**
Name of the Item Required : **Fresh Bore Well Water**
Bidder's Organization Name & address :
Contact Numbers/ e-mail :
Bidder's Ref No. & Date :

S. No.	Items Description	Unit Rate [Rs.]
1	Charges for one tanker Capacity 12000 Litre Fresh Bore Well Water	
2.	Applicable Taxes (with GST Rate)	
	TOTAL (1) + (2)	
	Total Cost (in words):	

Date :
Place :

Name :
(Authorized Signatory of bidder)

Chapter–VI: Contract Form

List of Forms:

1. MODEL FORM BID-SECURITY DECLARATION, **Form-1**
2. MODEL BANK GUARANTEE FORMAT FOR FURNISHING PBG, **Form-2**

Form-1

FORM OF BID-SECURITY DECLARATION

(The Bidder shall fill in this Form in accordance with the instructions indicated)

Dated :

To,
The Director,
Electronics Regional Test Laboratory (North),
S-Block, Okhla Industrial Area, Phase –II,
New Delhi-110020.

Ref: Tender Ref. No.: **8(05)/19-20/ERTL(N)/GA-BorewellWater**

Bidder's Ref No. :

We, the undersigned declare that:

We accept to automatically be suspended from being eligible for bidding in any contract in ERTL(N) for a period of one year from the date of opening of Bid, if we are in breach of our obligation(s) under the bid conditions after having been notified of the acceptance of our bid by the Contracting Authority within the period of bid validity:

- 1) If we failed or refused to furnish a Performance Security in accordance with the Condition of the Tender Document.

OR

- 2) if we withdraw or modify our Bids during the period of validity, or if we are awarded the contract and they fail to sign the contract.

We know that this BID-SECURITY DECLARATION will expire, if contract is not awarded to us, upon:

- a) Our receipt of your notification to us of the name of the successful bidder

OR

- b) Twenty eight days after the expiration of our Bid or any extension to it .

Signature :
Name :
In the capacity of :
(DULY AUTHORISED TO SIGN THE BID)
For and on behalf of M/s. _____
Address :

MODEL BANK GUARANTEE FORMAT FOR FURNISHING PBG

To
The President of India

WHEREAS.....(name and address of the supplier)
(hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated
..... to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you
with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security
for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the
supplier, up to a total of (amount of the guarantee in words and figures), and
we undertake to pay you, upon your first written demand declaring the supplier to be in default under the
contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as
aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum
specified therein.

We hereby waive the necessity of your demanding the said debt from supplier before presenting us
with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to
be performed there under or of any of the contract documents which may be made between you and the
supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any
such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

Bank Account Details, if required by the bidder:

- PAO, MEITY, New Delhi.
- Bank of India, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi - 110003
- IFS Code : BKID0006048; MICR Code : 110-013-052
- Current Account Number : 604820110000002

Cover Name & Documents Details to be uploaded on CPP Portal

Single Bid- Single Cover

Sr. No.	Cover Name	Documents Details to be uploaded	File Convention Name (MUST be followed)
1.	EMD or EMD Exemption Certificate	Duly filled and signed BID-SECURITY DECLARATION, Form-1	XYZ_EMD.pdf
2.	Covering Letter, Information, Company Registration, GSTN, PAN, ITRs, Bank details etc	Covering Letter with details & Validity of Bid & copies of following documents: a) Firm's Trade License / Company Registration No. (if Any). b) GSTN. No. c) Firms IT PAN No. In case of proprietorship firm, PAN and IT return of proprietor may be accepted. d) Company's Income Tax Return for last one year e) Firms Bank A/C details (Account Number, Account Name, Bank with Branch Name & Address IFSC Code, MICR Code.).	XYZ_CoverCheck.pdf
3.	PROFORMA FOR THE TECHNO-COMMERCIAL BID	Duly filled PROFORMA FOR THE TECHNO-COMMERCIAL BID as per Chapter-IV (On Letter head of Firm)	XYZ_Proforma.pdf
4.	Signed Tender Document	Copy of Tender document signed & stamped on all pages as a token of having accepted the terms and conditions	XYZ_Tendr=erDoc.pdf
5.	Price Bid Duly filled Price Schedule in Excel file	Price Bid only in Excel file as per provided format in additional documents , Duly filled Price Schedule as per Chapter V , with Price	XYZ_PriceBid.xls
6.	Price Bid Duly filled Price Schedule in PDF	PDF version of above mentioned Price Bid	XYZ_PriceBid.pdf

XYZ: First three letters of the Bidder's Name.