



भारत सरकार  
Government of India  
पृथ्वी विज्ञान मंत्रालय  
Ministry of Earth Sciences  
लेखा नियंत्रक कार्यालय  
Controller of Accounts Office  
प्रशासन अनुभाग  
Administration Section

Mausam Bhawan, Lodhi Road,  
New Delhi-110003

File No.: PrAo/MoES/Admn/Water/2010-11/

Date: 19 July 2010

Subject: Supply of packaged drinking water (Mineral water) in Principal Accounts Office, Ministry of Earth Sciences at Mausam Bhawan, Lodhi Road, New Delhi-110003

This office seeks to avail the services of supply of potable drinking water on day to day basis in office of the Controller of Accounts, Ministry of Earth Sciences (MoES). The quantity of water required would be approximately 20-25 jars of 20 liters per week.

In case your firm is interested in supplying the same on weekly basis, you are requested to quote your most competitive rates/ prices in a wax sealed envelope super-scribed as **“Quotation for supply of potable drinking water in Principal Accounts Office, MoES”** addressed to the Under signed and should reach **by 26 July 2010**. The same will be **opened on the same day at 03:30 PM** in the presence of such tenderers, who may wish to be present. The Department reserves the right to accept or reject any quotation without assigning any reason thereof.

**The supply terms and conditions are as follows:-**

1. The contract will be valid for one year w.e.f. the day of award of contract.
2. No security deposit will be deposited with the firm by the office for the bottles.
3. The water should be supplied weekly or as & when & where required in office of CA, MoES.
4. The firm should also ensure to get the supply voucher signed by the Sr.A.O. (Admn.).
5. The firm should depute the service engineer/ mechanic at the sites whenever a complaint is lodged with the firm for the non-functioning of the hot & cold dispenser without any delay. Payment will be paid for the repair work carried out by the firm on break down basis. Rates for this inclusive of taxes may also be quoted.
6. The payment terms shall be monthly basis after the receipt of the bills and checking of day to day supply receipts. Advance payments shall not be made under any circumstances.
7. Prices should be quoted as per brand name & inclusive of all taxes, duties and freight charges. The prices will remain fixed throughout the contract period irrespective of any changes made in statutory levies.
8. The seal of the jars supplied should be embossed, tamperproof.
9. Water standard should be maintained at 15-20 TDS, BIS, Euro Norm, WHO & US standards. Documentary proof for the same is required to be attached with this quotation.
10. The firm should provide in-house and out-house lab test report on quarterly basis.
11. In case the quotation is submitted directly by the manufacturer, PAN No. & Service tax number may be furnished along with documentary proof.
12. In case quotation is submitted by the authorized bottling company/ dealer, a valid authorization certificate from the original manufacturer/ supplier/ dealership certificate may be submitted.

Yours faithfully,

(JAGDISH PRASAD)  
Sr.A.O. (Admn.)

A-20, Old Building, Mausam Bhawan  
Lodhi Road, New Delhi 110003