

**By speed post**

GOVERNMENT OF INDIA  
**NATIONAL MUSEUM OF NATURAL HISTORY**  
(Ministry of Environment, Forest and Climate Change)

FICCI Museum Building  
Tansen Marg  
New Delhi-1

No. 08(07)/2015-16/NMNH/Admn.

Dated: 4<sup>th</sup> September 2015.

To,

Subject: Annual Contract for supply of ISI approved brand packaged drinking water.

Sealed tender are invited for supply of packaged drinking water of renowned and established brands on annual basis in the National Museum of Natural History, FICCI Museum Building, Barakhamba Road, New Delhi- 110 001.

2. If you are interested to undertake the job, you may send your quotation for supply of 20 Liters jars ISI approved brand packaged drinking water and **RATE FOR EACH HOT DISPENSRE ( FOR WINTER SEASON) in a sealed cover super scribed "Quotation for supply of packaged drinking water" either by post or personally hand over to the undersigned in the Administration Section, Sixth Floor, National Museum of Natural History, FICCI Museum Building, Barakhamba Road, New Delhi-1 with an EMD of Rs. 3,000/- (Rupees three thousand only) in Favour of P&AO., Ministry of Environment, Forest & Climate Change, New Delhi latest by 3.30 PM on 18<sup>th</sup> September 2015. All the quotation so received will be opened on the same day at 4.00 PM in NMNH premises, FICCI Museum Building, National Museum of Natural History, New Delhi in the presence of participating bidders who may like to remain present.**

**3. Terms and conditions:**

(i) Sealed tenders must be submitted in an envelope super scribed "Quotation for supply of packaged drinking water" address to undersigned i.e. Shri Vinod Kumar Garg, Administrative Officer, National Museum of Natural History, FICCI Museum Building, Barakhamba Road, New Delhi-1, either personally handed over to the undersigned in Administration Section, Sixth Floor, National Museum of Natural History, FICCI Museum Building, Barakhamba Road, New Delhi-1 by 3.30 PM on 18<sup>th</sup> September'2015 positively. Request for extension of submission of date of tenders will not be considered.

(ii) Unsealed quotations shall not be considered for evaluation. There should be no erasing and / or overwriting. The quotation with erasing and/ or overwriting shall be summarily rejected.

(iii) Late/delayed tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.

(iv) The submission of quotation will not place this office under any obligation to empanel you and no expenses incurred by you in this regard will be payable by MoEF.

(v) The firm will supply bottle of Jar of 20 Liters at the door i.e.FICCI Museum Building, Tansen Marg, New Delhi and thereafter delivery in 6<sup>th</sup>, 5th, 3rd and 2<sup>nd</sup> floor of Museum building.

(v) The rates should be mentioned in figures as well as in words exclusive of taxes and levies. The taxes and other levies, if any, should be indicated separately. In case nothing is mentioned, it will be assumed that taxes/other levies are included in the rates quoted.

(vi) Request for revision of rate shall not be entertained under any circumstances during the period of contract.

(vii) The contractor shall be solely responsible for quality of the packaged drinking water supplied by him. Any complaint of supply of inferior/substandard quality of drinking water shall be examined/investigated and if the complaint is found to be true, the NMNH reserves that right to impose penalty, as deemed fit by the competent authority or terminate the contract and forfeit the performance security.

(viii) The selected bidder shall deposit performance security of **Rs.8,000/- in the form of DD/Pay order/Fix deposit receipt/Bank Guarantee in favour of P& AO, Ministry of Environment, Forest and Climate Change, New Delhi within seven days of intimation of award of contract. Validity of the performance security shall be three month beyond the contract period.**

4. Fall clause: The rates charges under the rate contract should be in no event exceed the lowest rates of identical description supplied to any other organization during the period of the contract. If so, the successful contractor should pass the benefits NMNH also.

5. Validity of the contract: The period of the contract shall be for a period of one year. However, the contract may be extended for a further period of two more years on mutual consent on same rate and terms and condition.

6. Payments:

(a) The bill in triplicate, for the services prepared on the basis of rates will have to be submitted in favour of Director, NMNH, for effecting payment together with the acknowledgement of the services provided. No advance payment shall be made for the services.

(b) The payment is released on monthly basis through ECS and income tax and other taxes, if any, shall be deducted against bill submitted.

7. Contract person: In case the bidder desire to have any clarification regarding the terms and conditions of the bid document or any interpretation thereof, they are advised to contact Caretaker, on telephone no. 23314849/Extn. 228 between 3 PM to 4 PM on all working days.

Yours faithfully,

Vinod Kumar Garg  
Administrative Officer