

## **TENDER DOCUMENT**

### **TENDER NOTICE**

The Principal Accountant General (Audit), Manipur invites sealed tenders under two bid systems for supply of drinking water through Tankers from agencies/individuals/water suppliers who have carried out the same nature of works on 'As and When required' basis during the Financial Year 2023-24. The tender duly-filled in all respects and enclosing necessary documents shall reach this office on or before 1:00 PM 16<sup>th</sup> March 2023.

2. Bids shall be opened on 17<sup>th</sup> March 2023 at 3:30 p.m. by the Tender Committee in the presence of such bidders, who may wish to be present themselves personally or through their representatives.

#### **A. TECHNICAL QUALIFYING CRITERIA**

1. The Contractor/Supplier should have a valid PAN Number.
2. The bidder must have carried out similar nature of works with any two reputed organizations in last three financial years in evidence of which copy of work order is to be enclosed.
3. The bidder should have water tankers of their own.
4. The bidder shall declare the name and location of the filling point from which the supply of water will be sourced.
5. The bidder should provide copies of the Vehicle Registration Card/Book and valid Driving License in connection with the water tanker/s to be used. In case of change in the tanker(s) and/or driver(s), prior intimation should be made to the office with copy of relevant Vehicle Registration Card and/or valid Driving License.
6. The Contractor/Supplier should comply with regulations of concerned authorities like Local Administration, Municipalities, RTO, Income Tax Department, etc.

#### **B. FINANCIAL QUALIFYING CRITERIA**

1. The rate quoted in the price bid must be inclusive of all charges, taxes and for ESIC, EPF, etc. and no extra payment whatsoever on any account will be payable to the Contractor/Supplier.
2. The rate offered must be filled in the Performa of the tender form (Part II Financial Bid). Any correction/over writing/insertion should be initialed by the tenderer in the price bid attached with this document.
3. Rates should be free from any condition and if rates are submitted with any conditions, such tender will be rejected.

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**Sr. Audit Officer (Admin)**  
O/o the Principal Accountant General (Audit),  
Manipur, Imphal

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**Signature of Tenderer with seal**

### **C. TERMS & CONDITIONS:**

1. The bidder is required to append a dated signature in all pages of the tender document. Part-I Technical Bid & Part-II Financial Bid should be sealed in separate envelopes.
2. Bidders who qualify in the Part I Technical Bid, i.e. satisfies the technical conditions stipulated in the tender document and who have enclosed all relevant and required documents will only will be considered for the Part II Financial Bid. Work order will be issued in favour of the most competitive bidder which will be decided by the Tender Committee of the office. However, the office reserves the right to terminate the work order and agreement in connection with this tender at any time without assigning any reason.
3. The office will be at liberty to initiate appropriate action for any mala fide abuse of this tender process by any of the intending bidders like, violating the visiting regulation of the office, unauthorized contact with officers and staff of the two offices in the building, etc.
4. The successful bidder should submit a **Security Deposit (SD)** in the form of Demand Draft for **₹ 5,000/- (Five Thousand rupees)** of any nationalized bank within a period to be specified in the Work Order. No interest shall be paid on such security deposit, which shall remain with the office during the contract period and it shall be released only after the expiry of the contract, subject to clearance of all dues by the Contractor/Supplier.
5. The successful bidder will have to execute the **Contract Agreement** with the office on a Non-Judicial Stamp Paper of ₹100/- (Rupees One Hundred Only) within a period to be specified in the Work Order.
6. The Contractor/Supplier will have to supply the desired quantity of water as and when a demand is made telephonically by the Welfare Staff of the office, failing which the firm will have to bear the entire cost of the alternate arrangement or the fine as decided by the Principal Accountant General (Audit), Manipur.
7. The Contractor/Supplier will provide challan at the time of delivery of each tanker full water supply and obtain countersignature of the Welfare Staff.
8. Driver of the water tanker should abide by the instruction of Security Guard & Welfare Staff while emptying the tanker in the office.
9. If any accident, injuries or harm is sustained by the tanker driver inside and/or outside the office premises, all the claim, liabilities, compensation will be the responsibility of Contractor/Supplier.
10. If any damage is caused to the office building and premises due to reckless movement or otherwise of water tanker, the Contractor/Supplier should bear all expenditure incurred in this connection.
11. Bill should be raised once in a Month. Necessary payment shall be released after checking all the necessary documents, including delivery proof countersigned by Welfare Staff and Register of Security Guard.
12. Any fine, penalty or liabilities chargeable from the Contractor/Supplier on account of this tender

and the subsequent contract agreement shall be recovered from any payment due to the Contractor/Supplier and the Security Deposit.

13. Any matter or issues or any dispute arising due to this tender and the subsequent contract agreement shall be subject to the exclusive jurisdiction of the courts situated at **Imphal West**.

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**Sr. Audit Officer (Admin)**

O/o the Principal Accountant General (Audit),  
Manipur, Imphal

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**Signature of Tenderer with seal**

**PART-I TECHNICAL BID****Registration Details**

- ❖ Name of the Tenderer/Agency :
- ❖ Address :
  
- ❖ Mobile No. :
- ❖ Email ID :
- ❖ Status of the company : Proprietor/Partnership/Company (*Pls. Tick ✓ as applicable*)

**Details of documents enclosed:**

(Pls. Tick ✓ or Cross ✗ as applicable)

<b>Sl. No.</b>	<b>Description</b>	<b>Tick ✓ or Cross ✗</b>	<b>Remarks/Comments (if any)</b>
1	Duly filled & signed Tender Document		
2	Copy of PAN Card		
3	Work/Supply Order/Contract Agreement of two organizations for three FY		
4	Copy/ies of Registration Card/Book of Water Tanker/s ( <i>indicate the tanker capacity in the copy if not provided in the card/book</i> )		
5	Copy/ies of Driving License of the Driver/s		

**Date:**

**Place:**

\_\_\_\_\_  
**Signature of the tenderer**

**Full Name:**

**Designation:**

**PART-II FINANCIAL BID**

**Name of work:** Supply of Drinking Water through Tanker to the Principal Accountant General (Audit), Manipur during the financial year 2023-24

<b>Sl. No.</b>	<b>Proposed filling point/ reservoir</b>	<b>Unit (Litres)</b>	<b>Rate per Unit (₹)</b>
1	2	3	4
1			

**UNDERTAKING**

1. I, the undersigned, after having gone through the tender document, undertake that I will comply with all the instructions and terms & conditions contained in the tender document throughout the duration of the Contract Agreement if the work is awarded in my favour.
2. The rates quoted in Part-II Financial Bid will be valid for the entire period of the Contract Agreement which will be binding upon me.
3. Water supplied will meet the normal Standard Specification of drinking water prescribed by the Central and State Pollution Control Boards.
4. The Principal Accountant General (Audit), Manipur will have the right to adjust any fine, penalty, liabilities against me/the firm which have connection with the Contract Agreement from the Security Deposit.
5. There is no case pending against me/the firm in any court or tribunal.
6. I/the firm have/has not been blacklisted by any Govt. Department and Semi Govt./Public/Private Undertakings/Institutions.
7. I/ the firm poses all the required license/certification to carry out the work.

**Date:**

**Place:**

\_\_\_\_\_  
**Signature of the tenderer**

**Full Name:**

**Designation:**