

D.11011/70/2007-DWS.II  
Government of India  
Ministry of Rural Development  
Department of Drinking Water Supply

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8<sup>th</sup> Floor, Paryavaran Bhawan,  
CGO Complex, Lodhi Road,  
New Delhi – 110003.  
Dated 26<sup>th</sup> December, 2007.

To

As per list enclosed

**Sub:- Quotation for miscellaneous works.**

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Sir,

The undersigned is directed to request you to submit your quotation for the following items/works for official use in the Department of Drinking Water Supply, Block No. 11, 6th Floor, C.G.O. Complex, Lodi Road, New Delhi :-

**Sl.No. Items/work**

1. Flooring in the rooms of Consultants and gallery.
2. White wash in the rooms in Sr. Consultant and Asst. Consultant and other rooms.
3. Electrical fitting
4. New Curtains
5. Painting of doors/frames etc.
6. Magnet white Board
7. Change of upholstery chairs and sofa

The premises where above mentioned works are required to be carried out may be seen and measured by prior appointment on phone No.24364114 with Section Officer (DWS.II) on any working day between 9.00 AM to 5.00 PM.

Please submit your quotation by **January 10, 2008 by 4 p.m.** to the undersigned. These would be opened at 5 p.m. on the same day in the presence of tenderers who may wish to participate.

Yours faithfully,

Encl : Terms & Conditions

(S.K.Verma)

Under Secretary to the Government of India  
Telefax : 24364780

## Terms & Conditions

1. The firm will quote their registration number, sales tax number, work contract number, service tax registration number and proof of latest income tax clearance certificate with the tender.
2. In case of any clarifications, Section Officer (General) may please be contacted in his office during working hours on telephone No 24364114.
3. Tender duly sealed should reach this Office by Registered post upto **10.01.2008 at 1600 hrs** or can be dropped in the tender box late quotations, quotations by fax/telex phone shall not be considered under any circumstances.
4. Firm should be registered and should have valid proof of income tax sale tax work contract tax, service tax clearance. Un registered firms will not be entertained.
5. Conditional tender will not be entertained. Similarly quotations received after stipulated date and time will also no are considered under any circumstances.
6. The rep. of the firms may inspect all the rooms/area on any working day by obtaining permission from Section Officer (General) before they submit their rates.
7. Experience certificate for other Departments where the work of similar nature is dairy done may be enclosed.
8. In case the contractor fails to cope up with the work load or does not render satisfactory services, the contract awarded to him shall be cancelled forthwith without giving any notice or without assigning any reason whatsoever and his security deposit and payment due to him, if any, shall be forfeited. In this connection, decision of the Department shall be final and binding on the contractor.
9. The Department of Drinking Water Supply shall not provide any labour to the contractor for lifting, transportation, installation or dismantling of the goods during the period of the contract.
10. The contractor shall be responsible for handing over all the goods/items in perfect condition along with all the accessories to the concerned officer.
11. The damage, if caused, to any other property" of the Government through negligence or otherwise shall be 'at the risk' and responsibility of the contractor. The question as to what shall constitute negligence in each such case shall be decided by the Department taking into account facts of Merits of the eventuality. The financial or any other loss suffered by the Government on this account shall be made good by the contractor and the decision of the Department.

12. Any sum of money due and payable to the contractor including security deposit can be appropriated by this Department and or by any other person or persons contracting for and on behalf of the President of India for being set off against any claim of this Department and or such other person or persons for payment of a sum of money arising out of this or under any other contract entered into with the contractor by this Department and or such other person or persons. The Department reserves the right to reject or to accept any quotation in whole or in part, without assigning any reason therefore. This Department also reserves the right to renew the contract for such period(s) as it may deem necessary taking into account, of course, the satisfactory services rendered by the contractor during the past period.

13. The quotation shall be accompanied by an earnest money of Rs.1,000 (Rupees one thousand only) in the form of crossed Demand Draft in favour of Section Officer (Cash), Ministry of Rural Development. The cheques shall not be accepted. The quotations received without earnest money or with cheques shall be summarily rejected without assigning any reason thereof and no tenderer shall have the right to represent against it even if his quotation happens to be the lowest. The earnest money shall be forfeited if the contractor declared successful resiles from the offer or does not accept the work for any reason, whatsoever. The earnest money of the firms whose quotations are not approved shall be released after the award of the contract to the successful tenderer.

14. The tenderer whose quotation is finally accepted shall have to deposit a sum of Rs.1,000 (Rupees one thousand only) in the form of Post Office Savings Bank Account, pledged in favour of the Under Secretary to the Govt. of India, Department of Drinking Water Supply as security. The earnest money of Rs.1000/- (Rupees one thousand only) shall be returned to the successful bidder only after the successful tenderer deposits Rs.1,000/- (Rupees one thousand only) as security deposit.

15. No advance payment shall be made in any case. The security amount shall be released after satisfactory completion of the work assigned.

16. The quotations shall be sent in the enclosed quotation proforma devised for the purpose and its columns or their arrangements shall neither be tempered with nor amended/modified.

17. The rates quoted shall be mentioned in figures and in words. There should be no erasing or over-writing whatsoever. Sales Tax chargeable, if any, on replacement of parts, like compressors or motor etc. should be mentioned separately repeat separately, in the quotation proforma.

18. You are requested to read and understand the terms and conditions of the contract mentioned in the foregoing paragraphs before sending your quotations, as no violation of the aforesaid terms and conditions shall be permitted once your quotations are accepted by this Department.