

**File No. I-12032-2/2019-ADMIN**

Indian Institute of Corporate Affairs / भारतीय कारपोरेट कार्य संस्थान  
M/o Corporate Affairs / कॉर्पोरेट कार्य मंत्रालय  
Government of India / भारत सरकार

Plot No. 6, 7 & 8, Sector – 5 / प्लॉट नं. ६, ७, और ८, सेक्टर-५  
IMT, Manesar, Dist. – Gurgaon / आई.एम. टी., मानेसर, जिला – गुड़गाँव  
Haryana / हरियाणा  
PIN – 122052 / पिन-१२२०५२

**Dated:** 05<sup>th</sup> May, 2025

**Request for Proposal for supply of 20 ltrs water jars for one year**

Indian Institute of Corporate Affairs is an autonomous body established by Ministry of Corporate Affairs, Government of India located at P-6, 7 & 8, Sector-5, IMT Manesar, Gurgaon-122052 (Haryana).

2. Bids are invited from the interested and capable suppliers for supply of 20 ltrs water jars for one year from the date of commencement of the contract. However, the contract may further be extended for another two year at the discretion of the competent authority, depending upon the performance of the supplier. The approx. requirement of water jar in month in IICA is approx. 600 water jars (20 ltrs). However, the Institute doesn't give any minimum guarantee of water jars.

**Eligibility criteria:**

- a. Registration Certificate of the company/firm/partnership firm
- b. Copy of PAN
- c. Copy of GST
- d. 2 years' experience in supply of water jars

Relevant documents are required to be submitted by the vendor.

**Terms and conditions:**

3. No advance payment will be released. However, The Institute would make payment the within 45 days of the receipt of the tax invoice/bill at IICA Manesar as per related laws/rules. Prices shall be inclusive of all taxes, duties and cartage. The prices will remain fixed throughout the contract period irrespective of any changes made in statutory levies by the Government.

4. The supplier shall be responsible to bear the cost on account of freight or

other charges. The Institute would make payment for actual supply of the bottles/ Jar only.

5. The supplier would ensure that the supplied water is drinkable and treated with required norms.

6. The rates in this prescribed format may kindly be submitted on your company's letter head, duly signed in ink and stamped by authorised signatory may be sent to the undersigned or mailed at [anil.kumar@iica.in](mailto:anil.kumar@iica.in) on immediate basis. The site may also be visited by the vendors.

7. The last date to accept the quotes is 20<sup>th</sup> May, 2025.

8. IICA reserves rights to cancel this RFP or may consider any vendor, if it is felt that sufficient and reasonable quotes have been received.

9. The IICA shall be at liberty to terminate the contract:-

(a) If not satisfied with the fitness of dispensers and purity of water supplied by the supplier. In such a case, the IICA will have the option to procure water from an alternate supplier at the cost and responsibility of the contractor.

(b) The IICA will have full rights to terminate the contract and award any portion of the supplies to any other agency at any stage in case of any breach of conditions of the contract.

10. Either party may terminate the contract by giving one months' notice in writing.

11. A Penalty of Rs. Rs. 1,000/- will be imposed if it is found that water supplied is below the desired standard or contaminated water is supplied.

12. Performance Security shall be submitted only by the selected bidder @ 5 % of the annualized contract value.

13. The supplier shall submit the certificates from the packaged drinking water manufacturer stating the quality as per IS:14543:2004 for Packaged Drinking Water offered. Certificate of License from FSSAI as declared by the Supplier. The type test certificate shall be from a Govt. recognized laboratory or from the tenderer's own laboratory.

14. The supplier would ensure that the supplied water is drinkable and treated with required statutory norms. The quality of water, if required may be tested from government authorized laboratory may be tested from time to time at the cost of supplier by IICA.

15. This RFP shall be valid for 90 days from the date of issuance.

**16. Selection criteria:**

- a. The entity quoting the lowest price would be eligible for selection.
- b. The selected entity would also provide 10 water dispensers without any rental and the maintenance/repair of the same will also be undertaken by the vendor only.

Format of Financial Quote

Sl. No.	Particulars	Quote Per Water jar (Rs.)
1	20 ltr water jar	

Yours faithfully,

Sd/-  
(Anil Kumar)  
Administrative Officer  
Mob 9871923227