

SPEED POST

No.19/33/2011-Adm.III
Government of India
Ministry of Power

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated the 14th July, 2011

To

As per list

Subject:- Invitation of quotations for the installation of vending machine for supply of tea and coffee in the Ministry.

Quotations are invited for installation of a tea/coffee vending machine in the Ministry of Power located at Shram Shakti Bhawan, Rafi Marg, New Delhi. The firms fulfilling the following terms and conditions and interested to take up the job with a credit rotation of at least one month may only apply. Detailed terms and conditions will be as under:

1. The coffee to be supplied in the Ministry should be fresh brewed coffee and fresh tea using tea bags of branded companies like Tetley, Taj Mahal, Lipton etc. Only fresh packaged milk should be used. The preparation of tea and coffee should be through automatic vending machines. Use of gas, coal etc. will not be allowed. Only electrically operated vending machine will be allowed to be used.
2. The vendor should ensure hygienic conditions in the preparation and supply of coffee/Tea in the Ministry. Good quality tissue paper and stirrer will also have to be supplied with each cup of tea and coffee. The cups of tea and coffee should be properly covered with aluminum foil.
3. The tea and coffee should be supplied in good quality cups measuring 150 ml. each with net contents measuring not less than 120 ml.
4. The supply of tea/ coffee will have to be made in the rooms of the 'senior officers, sections etc. of the Ministry besides bulk supply of tea/ coffee in the Conference Room of the Ministry.
5. The firm should have valid TIN No.



6. The firm should be financially sound, having annual minimum turnover of Rs.50.00 lakh for the last 3 years.
 7. The contract will be initially for a period of one year, extendable for further period if agreeable to both the parties.
 8. Sale of tea/ Coffee to the employees standing in corridors/ near the pantry or at any other place will be fully prohibited.
 9. The tea / Coffee machine to be installed should be in good working condition. The vendor will have to ensure proper cleaning of the machine, its operations, functioning of electrical points, plugs etc.
 10. Ministry of Power will only provide space (6 feet X 4 feet), one water tap and electricity connection the vendor.
 11. Vendor will be solely responsible for the conduct of its employees. Any misconduct on the part of the employees of the Ministry may result in termination of the contract with forfeiture of Performance security and any other penalty levied by the Ministry.
 12. An EMD of Rs.25,000/- (Rupees Twenty Five Thousand Only) will have to be enclosed with the bid document. The quotations received without EMD will be summarily rejected.
 13. Successful vendor will have to deposit a Performance security of Rs.50,000/- (Rupees Fifty thousand Only) by way of Demand Draft/ Pay Order, Fixed Deposit Receipt or Bank Guarantee in favour of the Pay & Accounts Officer, Ministry of Power, New Delhi.
 14. Only those firms which will undertake the contract themselves need apply. No franchise arrangement will be agreeable to the Ministry.
 15. Quality of tea and coffee will be assessed on the basis of report of officers of the Ministry who will visit the vendor's site and taste the sample and contract shall be finalized only thereafter.
2. If the above conditions are agreeable to you, please send your quotation in a sealed cover marked "Quotation for installation of vending machine for supply of tea and

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coffee in the Ministry of Power" addressed to the Under secretary (GA), Ministry of Power, Shram Shakti Bhawan, Rafi Marg, New Delhi. The quotations should be dropped in the tender box available at the Gate No. 5 of the Shram Shakti Bhawan. The last date for receipt of tenders will be 25.7.2011 upto 3.00 PM. Quotations will be opened on the same date at 3.30 PM in Room No.22, Shram Shakti Bhawan, Rafi Marg, New Delhi. Ministry will not be responsible if quotation is dropped in any other box or handed over to a person or are received after due date and time.

Yours faithfully,


(P.K. Singh)

Section Officer

Tele No.2335 8267

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PRICE PROPOSAL SHEET

<u>S.No.</u>	<u>Particulars</u>	<u>Quantity in ml.</u>	<u>Rate in figure</u>	<u>Rate in words</u>
1.	Tea using tea bags	120 ml.		
2.	Fresh brewed Coffee	120 ml.		

- i) The bidder should quote their price in figure and words in international numerals and English.
- ii) Any specific condition which interalia includes rebate, price escalation etc. should be separately mentioned.
- iii) The duties and taxes if applicable may be mentioned separately.

