



# SOUTH ASIAN UNIVERSITY

Akbar Bhawan Campus, Chankyapuri  
New Delhi – 110 021

Phone: +91 -11-24122512-14, Fax: +91-11-24122511 www.southasianuniversity.org

SAU / 9 / 63 / 2017

Date: 06.10.2017

## NOTICE INVITING QUOTATION

**NIQ No: 17 / SAU / NIT / 2017**

Sealed item rate quotations are invited on behalf of the **Registrar, SAU**, New Delhi, from the general drinking water suppliers, so as to reach his office on or before 16.10.2017 up to 3.00 P.M. The quotations shall be opened on the same day at 3.30 P.M. in the presence of the intending bidders.

**Sub:** Providing / Supplying drinking water bottles to SAU Campus, Akbar Bhavan, Chankyapuri, New Delhi.

## SCHEDULE OF QUANTITIES

S No:	Description of item	Rate per 20 liter water bottle
1	Purchase of new 20 liter capacity, filled & properly sealed filtered drinking mineral water bottle along with bottle (will be SAU property after purchase)	
2	Supply of 20 liter capacity, filled & properly sealed filtered drinking mineral water bottle under replacement of existing empty water bottle.	
		Plus applicable taxes

**Encl:** Terms & conditions

(Manori Yapabandara)  
Assistant Director (Infra)

To .....

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**Sub:** Providing / Supplying drinking water bottles to SAU Campus, Akbar Bhawan, Chankyapuri, New Delhi.

## TERMS AND CONDITIONS

1. The vendor must visit SAU Akbar Bhawan and nearby areas & acquaint himself of the surroundings before quoting the rates.
2. The tender may also be downloaded from the website of SAU i.e [www.sau.int](http://www.sau.int).
3. **The duly filled, signed & stamped tender may be submitted in the sealed envelope.**
4. The receipt of the work order should be acknowledged immediately by signing the duplicate copy of the work order as a token of acknowledgement.
5. This contract shall be valid for a period of one calendar year starting from the placement of order. No escalation of any kind is payable. The contract can be renewed for another one year on mutual consent of both the parties.
6. The unloading of filled water bottles & uploading of empty water bottles at the entry point of the building shall be responsibility of the contractor & nothing extra payable on this account.
7. The water shall be supplied on as & when required basis. The bottles required shall be intimated and the bottles shall be supplied within 2-3 hours of placing the requirement. If the bottles are not provided in time the same shall be procured at the risk & cost of the agency.
8. Please provide the contact details for the same :

Name of contact person :

Mobile No: :

Alternate mobile or landline no: :

Address of the agency :

E-mail :

9. The minimum number of water bottles to be supplied by agency shall be 30 i.e minimum 30 bottles shall be procured at one time.



A University Established by the South Asian Association for Regional Cooperation (SAARC)

*Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka*



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10. The water supplied shall be in company sealed water bottles of following manufacturer or brands; (a) Bisleri (b) Aquafina (c) Himalaya (d) Kinley (e) Bailley
11. The contractor shall supply the water from the authorized sources only and shall be fully responsible for the same.
12. **Invoices:** Along with the invoice for the payments, the contractor shall also submit the invoice in duplicate that is pre-receipted and affixed with stamps, where necessary along with delivery challans signed by the authorized person deployed at site.  
Bills not conforming to clauses 7 & 8 are liable to be returned to the agency and responsibility of delay in payment would rest with them.
11. GST >> Contractor to mention on all invoices raised on us for the goods and services supplied. We have been allotted **UIN: 0717UNO00175UNQ**. The invoice raised should be in conformity with the various provisions of respective GST Acts and should include the following-
  - Name, address and GSTIN of the supplier;
  - Invoice Number;
  - Date of issue
  - Name, address UIN of the recipient;
  - HSN code of goods or Accounting Code of services (SAC)
  - Description of goods or services;
  - Quantity in case of goods and unit or Unique Quantity Code thereof;
  - Total value of supply of goods or services or both;
  - Taxable value of supply of goods or services or both considering discount or abatement, if any;
  - Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
  - Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
  - Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
  - Address of delivery where the same is different from the place of supply;
  - Signature or digital signature of the supplier or his authorized representative:
13. Payment : The bottles shall be supplied with delivery challan at the site during delivery and be got signed from the available staff at site. Payment will be made on weekly / fortnightly / monthly basis depending on the number of bottles provided in the duration.
14. EMD : The quotation must be accompanied with EMD of Rs 5,000.00 in the form of D.D. drawn in favor of "South Asian University" payable at New Delhi.
15. The EMD of the unsuccessful bidder shall be refunded without interest after finalization or cancellation of the quotation.
16. The EMD of the successful bidder shall be refunded after completion of the contract period without interest.
17. The quoted rates shall be valid for 30 days from the date of opening and throughout the contract period.





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**18. All pages must be signed and stamped as a token of acceptance of the quotation.**

19. If the required number of water bottles are not supplied on the request made, the same shall be bought at the risk & cost of the vendor from the EMD amount.

20. **Disputes:** In case of any disputes, differences or objections connected with or arising out of the works awarded with this work order or the meaning or operation of any part of the terms, the matter shall be referred for arbitration to any officer appointed by the President of the South Asian University and his decision shall be final and binding.

21. The rates shall be inclusive of Transportation, loading, unloading & handling charges and nothing extra will be paid.

22. Any kind of discrepancy whatsoever in the limited quotation shall be brought out before opening of the quotation on a separate letter.

(SAU)

*Contractor's seal & Signature*



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