

To

(As per list attached).

Sub.: Limited Tender inquiry for Supply & Installation of Tea/Coffee/Soup Vending Machine at Bureau of Energy Efficiency.

Bureau of Energy Efficiency, a statutory body under the Ministry of Power invites sealed quotation for providing tea/coffee premix Power along with Vending Machine from reputed vendors of Nestle and TATA brands on annual basis in the Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R.K. Puram, New Delhi – 110066 with following terms & conditions:

1. Sealed quotations may be dropped at tender box on or before **5th April, 2016 by 3.00 PM** at Reception of Sewa Bhawan, R.K. Puram, New Delhi.
2. **PROVISION OF TEA/COFFEE VENDING MACHINE** - Two (02) nos. of Tea/Coffee Vending Machine (free of cost) shall be provided by the Vender in different floors of BEE at 4th Floor, Sewa Bhawan and Ground Floor, West Block-II, R.K. Puram, New Delhi - 110066. BEE shall not pay any monthly charges towards providing the Tea/Coffee Vending Machines. BEE would only reimburse the cost of ingredients/tea/coffee (premix) on monthly basis. The machine shall be the property of the Vender, which shall be taken back after expiry of the contract. The Vender shall also be responsible for maintenance of the machine at his own cost without any cost implication to BEE.
3. **PRICES** - BEE would only reimburse the cost of ingredients/tea/coffee (premix) on monthly basis. No price increase shall be admissible on any account whatsoever during the tenure of the contract.
4. **PAYMENTS** - No advance payment shall be made for the services. The payment will be released on monthly basis. Monthly payment shall be released only on submission of delivery reports with the bill.
5. Delivery should be made within 2 days from the date an order is placed/intimated.
6. Sealed quotations will be opened on **5th April, 2016 at 3.30 PM** in BEE office.
7. BEE has right to negotiate the price with vendors.

8. If there shall be any break down in the vending machine, the vender shall rectified the same within 6 Hours.
9. The Vender will be responsible for providing coffee & tea powder as per the quantity and as per the purchaser order terms.
10. BEE reserves the right to accept or reject any/all offer without assigning any reason.
11. BEE has right to extend contract after completion of one year.
12. Validity of quotations will be for 90 working days from the date of opening of sealed quotations.
13. The vender has to mention their rates and taxes separately in the quotations as per the format attached at Annexure-A.
14. In case the bidder desire to have any clarification regarding the terms and conditions of the bid document or any interpretation thereof, they are advised to contact Manager (Coord.) between 3:00 P.M. to 4:00 P.M. on all working days.
15. The bidder shall furnish, as part of this bid, Earnest Money Deposit of `2,000/- in the form of Demand Draft/Banker's Cheque, drawn in favour of Bureau of Energy Efficiency, New Delhi. The EMD of the vender will be kept as performance guarantee and the same will be released after expiry of the contract and adjustment of dues against the firm, if any. The earnest money/security shall bear no interest.
16. The EMD of the unsuccessful bidder will be discharged/returned as promptly as possible, but not later than 30 days after the expiry of the period of the bid validity prescribed by the BEE and no interest would be paid thereon.

Yours faithfully,

(Ashok Ajmani)
Manager (Coord.)

Encl.: Annexure-A

Copy to: Consultant (IT) – with a request to kindly upload the notice on our official website & CPP Portal.

Annexure-A

Price Quoting Format

(To be submitted Vendor's Letter Head)

The Secretary,
Bureau of Energy Efficiency
Govt. of India, Ministry of Power
4th Floor, Sewa Bhawan, R.K. Puram
New Delhi – 110066.

Sir,

I/We are glad to offer our best rates for the premixes as under:

No.	Variants	Cost/Kg in `	Special rate for BEE Kg in `
01.	Tea Premix (Nestle/Lipton/Tata)		
02.	Coffee Premix (Nestle/Lipton/Tata)		
03.	Dairy whitener Premix (Nestle/Lipton/Tata)		
04.	Dairy whitener (Nestle/Lipton/Tata)		
05.	Lemon & Ice Tea Premix (Nestle/Lipton/Tata)		
06.	Tomato Soup (Nestle/Lipton/Tata)		
07.	Tea Bag (in 100 pakcks) (Taj Mahal/ Tattley)		
09.	Sugar Cube		
10.	Paper Cup Plain (100 Pcs.)		

Taxes, if any applicable.

I/We agree to keep the above price valid for acceptance for a period of 90 days from the date of submission of our quotation. I/We also agree to all the terms and conditions mentioned in this quotation enquiry.

[Authorized Signatory]
[Company Seal]

Date:_____

Place:_____