



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थं सत्यमिच्छा
Dedicated to Truth in Public Interest

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I),
TAMIL NADU, 361, ANNA SALAI, TEYNAMPET, CHENNAI – 600018.**

**कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I), तमिलनाडु
361 अण्णा सालै, तेनामपेट, चेन्नई- 600 018.**

PAG (Audit-I)/OM-II/I/2025-26/23

Date: 10.03.2026

Office : 044 24316493

Email: om.tmn1.au@cag.gov.in

Website: <https://cag.gov.in/ag1/tamil-nadu/>

NOTICE INVITING BID (GeM)

E-BID NOTICE (THROUGH GEM PORTAL) FOR SUPPLY OF PACKAGED DRINKING WATER IN 20 LITRES CANS TO OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT –I), TAMIL NADU SITUATED IN CHENNAI.

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I), TAMIL NADU (CHENNAI) invites bids **through GeM portal** for supply of packaged drinking water in 20 litres cans from eligible packaged drinking water suppliers (**with registered office or branch office in Chennai only**) for the period of one year from **01.04.2026 to 31.03.2027** with mutual consent of both parties. Requirement/eligibility criteria, Terms and Conditions of the contract have been clarified in the additional terms and conditions (ATC) attached in GeM bid. Bid document (including ATC) is available online at GeM portal as well as on the website of **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)**, i.e. <https://cag.gov.in/ag1/tamil-nadu/>. However, for any clarification, bidders may mail to **om.tmn1.au@cag.gov.in** Bidders are advised to read bid document (uploaded on website and on GeM portal) and check their eligibility before participating in the bid.

BID SCHEDULE

Name of the Work/Service	E-Bid (GeM) for Supply of Packaged Drinking Water in 20 Litre Cans to the Office of Principal Accountant General (Audit-I), situated in Chennai
Estimated Cost for contract (One year)	Refer GEM Bid Document
Last Date & submission of E-Bid	As per Bid specification uploaded on GeM
Date & Time of opening of online Bid	As per Bid specification uploaded on GeM
Earnest Money Deposit (EMD) in required form to be sent by Post / Delivered in hand on or before the last date of submission of E Bid (Technical)	5 % of the contract value
Performance Security Deposit / Security Deposit (PSD / SD) to be deposited by successful bidder	3% of the Contract Value

Scope of Work including place of supply and timings

Location	Number of cans required daily	Estimated monthly requirement	Capacity (in litres)	Timing	Estimated annual requirement
PAG (Audit I) Audit Bhawan, 361, Anna Salai, Teynampet, Chennai -600018	25 cans (approx.)	550 cans (approx.)	20 litre can	Supply on a daily basis during office hours 9:00 AM to 6.00 PM	6600 cans approx.

Availability of Bid Document and Corrigendum

Detailed information regarding specifications, EMD, and terms and conditions may be downloaded from: <https://cag.gov.in/ag1/tamil-nadu/> and www.gem.gov.in

Any corrigendum or amendment to this bid shall be notified only through the above-mentioned websites.

Contract Period

- The contract shall be valid for one year from the date of award of contract.
- This Office reserves the right to extend the contract for a further period of one year on mutual agreement, without increase in service charges, subject to satisfactory performance.

Instructions to Bidders:

- Bids are invited through the GeM for supply of packaged drinking water in 20-litre cans of prescribed quality on rate contract basis to O/o. Principal Accountant General (Audit-I).
- The bids shall be submitted only through the GeM portal. Bids received in physical mode or any other means shall not be considered.
- Bids received without Earnest Money Deposit (EMD) or valid EMD exemption declaration with supporting documents shall be summarily rejected (details in EMD clause).
- All required documents, including Annexure in ATC, shall be uploaded through GeM. Conditional, incomplete, ambiguous, or partially filled bids shall not be considered.
- Mere submission of a bid shall not create any contractual obligation on this Office.
- The Office reserves the right to accept or reject any bid, in whole or in part, at any stage of the procurement process, without assigning any reason
- The bidder is expected to carefully examine all instructions, eligibility criteria, annexures, specifications, and terms & conditions before submission. The Office shall not be responsible for any errors, omissions, or oversights on the part of the bidder.
- Bidders intending to participate must ensure that they fulfil all eligibility criteria prescribed in the bid document, failing which the bid shall be summarily rejected.
- All instructions issued under GeM bidding guidelines and the Additional Terms & Conditions (ATC) shall be applicable.
- Any clarification regarding eligibility or bid conditions may be sought through email at: om.tmn1.au@cag.gov.in
- The bidder shall observe the highest standards of integrity during the bid submission, evaluation and execution of the contract. Any attempt to influence the bid process, directly or indirectly, shall result in disqualification.

Eligibility and Evaluation Criteria:

Bidders shall fulfil the following eligibility requirements. Only those bidders who meet the prescribed criteria and submit required documents shall be considered for further evaluation.

1. Experience: The bidder should have satisfactorily carried out supply of packaged drinking water in 20-litre cans to Government Offices, Banks, Public Sector Undertakings (PSUs), Multi-National Companies. Copies of relevant Work Orders/Completion Certificate shall be enclosed.

2. License / Certification: The bidder must possess a valid **BIS IS 14543 licence, FSSAI licence, NABL lab water quality report, Food-grade 20L cans conforming to BIS container standard IS 15410** for manufacture and supply of packaged drinking water. Copy of the valid license/certificate shall be submitted. In case the bidder is an **authorised dealer/distributor of a specified brand of packaged drinking water**, the bidder shall submit a **valid authorisation letter issued by the manufacturer and** enclose **copies of all relevant licences and quality certifications of the manufacturer,**

3. Local Presence: The bidder must have a registered corporate office or branch office in Chennai. Valid documentary proof such as GST registration, Electricity Bill (EB), Telephone Bill, or Government-issued document shall be enclosed. Rental agreement alone shall not be accepted as valid proof.

4. Statutory Registrations: The bidder must be registered with statutory authorities and shall submit copies of relevant documents, - PAN, GST, Company Registration / MSME Certificate

5. Turnover Criteria: The bidder must satisfy the turnover criteria as prescribed under GeM. Relevant documents - financial statements / turnover certificates/IT returns shall be submitted.

6. Submission of Annexure: The bidder shall submit duly filled and signed Annexure (declaration) in the Additional Terms & Conditions (ATC).

7. Earnest Money Deposit (EMD): The bidder must submit Earnest Money Deposit (EMD) equivalent to 5% of the contract value of the bid. Bidders claiming EMD exemption (MSME / Start-up) shall submit valid supporting documents for exemption.

8. Single Packet Bid Evaluation: This shall be a Single Packet Bid. The technical documents and other supporting documents submitted by the bidders shall be scrutinized to assess compliance with the eligibility criteria. Only those bidders who qualify the eligibility requirements shall have their financial bids considered for evaluation.

Supply of packaged drinking water cans - 20 litres - Terms and Conditions for Supply:

1. Supply and Delivery Schedule: The supplier shall ensure uninterrupted supply of packaged drinking water in 20-litre cans on a daily basis as per the requirement of this office. The water cans shall be delivered during office hours 9:00 AM to 6:00 PM or as instructed by this office.

2. Delivery Location: The water cans shall be delivered to:

Office of the Principal Accountant General (Audit-I), Tamil Nadu,
361, Audit Bhawan, Anna Salai, Teynampet, Chennai – 600018.

3. Quantity Requirement and Stock Maintenance: The quantity of packaged drinking water required may vary depending upon the actual consumption and requirement of the office. The supplier shall supply the required quantity as and when orders are placed by this office. The supplier shall also maintain sufficient stock to meet atleast two days' requirement to ensure uninterrupted supply. This office does not guarantee any minimum quantity or value of purchase during contract period and orders will be placed strictly based on actual requirement.

4. Quality Standards: The packaged drinking water supplied shall be safe for consumption and of good quality, and shall be manufactured, processed, and packed under hygienic conditions in accordance with the standards prescribed by the Bureau of Indian Standards under IS 14543 and the regulations of the Food Safety and Standards Authority of India. The water supplied must be supported by a valid water quality test report issued by a National Accreditation Board for Testing and Calibration Laboratories (NABL) accredited laboratory covering microbiological, chemical, and physical parameters. The supplier shall maintain quality, purity and taste of water consistently throughout the contract period.

5. Packaging and Labelling Standards: The 20-litre water cans/cans used for supply shall be clean, hygienic, leak-proof, and made of food-grade material conforming to applicable BIS standards IS 15410. The cans shall be properly sealed and suitable for safe storage of drinking water. Water cans must clearly display Batch Number, Date of Packaging/Manufacture, Expiry/Best-Before details, and other mandatory labelling information as prescribed under applicable BIS and FSSAI standards
6. Replacement of Defective Cans: Any can found leaking, damaged, contaminated or unfit for consumption shall be replaced immediately by the supplier at no additional cost to this office.
7. Transportation, Handling and Labour: The supplier shall make all necessary arrangements for transportation, loading, unloading, handling, and delivery of water cans to the office premises at their own cost. No separate charges towards transportation, labour, or handling shall be payable by this office. The supplier shall comply with all applicable statutory regulations relating to labour and service delivery.
8. Quality Testing: The water supplied may be randomly sampled and tested by this office at any Government-approved or NABL-accredited laboratory. In case the sample fails to meet prescribed standards, this office reserves the right to take appropriate action including imposition of penalty or termination of the contract.
9. Failure to Supply: If the supplier fails to supply the water cans within the stipulated time or if the quality is found unsatisfactory, this office reserves the right to procure the same from alternate sources at the risk and cost of the supplier, and the additional expenditure incurred shall be recovered from the supplier's pending bills or security deposit.
10. Variation in Requirement: The requirement of packaged drinking water cans may increase or decrease depending on the requirement of the office, including additional demand during meetings, events, or other official purposes. The supplier shall supply the same at the agreed contract rates and terms.

Earnest Money Deposit (EMD)

- Bidders shall submit EMD @ 5% of the contract value in favour of PAO/IAD, Chennai (DD/Banker's Cheque/Bank Guarantee) along with the Technical Bid.
- Exemption from EMD is applicable only to MSMEs, CPO-registered bidders, and recognized Startups as per GFR 2017 Rule 170(i). Bidders seeking exemption shall submit the requisite documents in support of their claim.
- Bids received without EMD or valid EMD exemption declaration (Annexure) with supporting documents will not be considered and shall be summarily rejected.

Performance Bank Guarantee (PBG)

- The successful bidder shall furnish a Bank Guarantee for 3% of the total contract value within one month from the date of award.
- The guarantee shall remain valid during the contract period and for sixty days beyond the completion of the contract (01.04.2026 to 31.05.2027).

- In case of deficiency of service or loss due to negligence, this guarantee shall be invoked in addition to other actions including termination.

Rates, Taxes and Payment Terms

1. Rate Contract: The rates quoted by the bidder shall be firm and final for the entire contract period of 12 months from the date of award of the contract. The accepted rates shall constitute the Rate Contract for supply of packaged drinking water cans under this bid. No request for escalation or revision of rates on any account shall be entertained during the contract period.
2. Inclusive Rates: The quoted rates shall be inclusive of all applicable taxes, duties, Government levies, packing, transportation, loading, unloading, delivery charges, and any other incidental expenses required for supply of packaged drinking water cans to the office premises. No additional charges shall be payable by this office.
3. GST and Taxes: The bidder shall clearly indicate the applicable GST rate in the bid. In case GST details are not specifically mentioned, it shall be presumed that the quoted rates are inclusive of all applicable taxes, duties, and levies.
4. Government Deductions: Statutory deductions such as TDS under Income Tax and TDS under GST, or any other deductions as applicable under the relevant Government rules, shall be deducted from the supplier's bills at source.
5. Payment Terms: No advance payment shall be made. Payment shall be released monthly through electronic transfer to the supplier's bank account, after verification and confirmation of satisfactory supply of water cans for the respective month and submission of the original tax invoice. Payment shall be made not earlier than 30 days from the date of submission of complete and correct bills.
6. GeM Charges: Any transaction charges or service charges payable to the GeM portal or other Government authorities, if applicable, shall be borne by the supplier.

Penalty and Administrative Provisions:

- The Office reserves the right to seek clarification, verify documents, inspect manufacturing/supply facilities, and test water quality at any time during the contract.
- Complaints regarding non-performance, delays, substandard water, statutory non-compliance, or deviations may attract penalties as deemed appropriate by this office.
- If the supplier fails to supply the required quantity of drinking water cans within the stipulated time, or if the quality of the water is found unsatisfactory, this Office reserves the right to procure the same from alternate sources at the risk and cost of supplier, and the additional expenditure incurred shall be recovered from the supplier's pending bills or security deposit
- Repeated instances of non-compliance or poor performance may lead to termination, forfeiture of PBG, and blacklisting/debarment.
- Imposition of penalty shall not prejudice the rights of this Office to initiate further contractual or legal action, including termination of the contract, recovery of losses, forfeiture of Performance Security, or any other action as deemed necessary

- The contractor shall not assign, transfer, pledge, or subcontract the contract.
- The Office reserves the right to introduce or modify clauses, terms and conditions during the contract period in the interest of administration, with prior intimation to the contractor.

Indemnity Clause:

The supplier shall indemnify and keep indemnified the Office of the Principal Accountant General (Audit-I), Tamil Nadu, its officers and employees from and against any loss, damage, liability, claim, penalty, cost, or expense arising out of or in connection with:

1. Supply of contaminated, adulterated, or substandard packaged drinking water, resulting in health hazards or any other adverse consequences.
2. Non-compliance with statutory regulations, including those prescribed by the FSSAI and BIS for packaged drinking water.
3. Any act, omission, negligence, or misconduct on the part of the supplier, its employees, delivery personnel, or agents during transportation and supply of water cans.
4. Any third-party claims, damages, or liabilities arising out of improper handling, delivery, or supply of the packaged drinking water under the contract.
5. The supplier shall be solely responsible for compliance with all applicable laws, rules, and regulations, and shall bear all consequences arising from any violation thereof.

Dispute Resolution, Governing Law & Jurisdiction:

- Any dispute or difference arising out of or in connection with this contract or interpretation of its terms shall initially be referred to the Sr. Deputy Accountant General (Admn) or an officer authorized by him for amicable settlement.
- Pending resolution of any dispute, the contractor shall continue to perform its contractual obligations without interruption.
- If the dispute is not resolved amicably within a reasonable period, the matter shall be governed by the applicable laws of India. This contract shall be governed by and construed in accordance with the laws of India and applicable Central and State laws in force.
- Jurisdiction: The courts at Chennai, Tamil Nadu, shall have exclusive jurisdiction over all disputes arising out of or in connection with this contract.

Force Majeure:

Neither party shall be liable for any failure or delay in fulfilling its obligations under this contract due to causes beyond its reasonable control, including but not limited to natural disasters, fire, pandemic, transport restrictions, or government actions. The affected party shall provide written notice within seven (7) days of the occurrence of such an event and make reasonable efforts to resume performance at the earliest possible time. If the event continues beyond thirty (30) days, either party may terminate the contract without financial liability except for services already rendered.

Termination Of Contract:

- For unethical practices or material breach: The Office may terminate the contract immediately under the GeM Incident Management Policy. Such termination may be effected by the Competent Authority without assigning any reason.
- By notice: The contract may be terminated by the Office by giving one month's notice.
- Recovery of losses: Termination shall be without prejudice to the recovery of any losses, including forfeiture of the Performance Bank Guarantee (PBG).

Encl: Annexure

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Sr. Deputy Accountant General/Admn.
Office of the Principal Accountant General (Audit-I)
Tamil Nadu, Chennai 600018.

ANNEXURE (To be submitted with Technical Bid)

DECLARATION FOR ACCEPTING ALL TERMS AND CONDITIONS

- 1) I / We have read and understood the contents of the Bid document and agree to abide by all the terms and conditions stipulated therein.
- 2) I / We confirm that, in the event of our bid being accepted, we shall undertake to supply the items/services strictly in accordance with the terms and conditions prescribed in this Bid.
- 3) I/We hereby accept that we are submitting the EMD for 5% of contract value of contract as per terms and conditions or I/We hereby are eligible for exemption of EMD as a MSME/startup Service Provider and are submitting necessary documents for exemption.
- 4) I / We confirm that we are duly registered with the competent Government authorities for statutory requirements including GST Registration, PAN, and Registration Certificate.
- 5) I / We confirm that we have a registered corporate office or branch office in Chennai.
- 6) I / We declare that our firm has not been blacklisted or debarred by any Government Department / Public Sector Undertaking / Private Organization in the past.
- 7) I / We undertake to submit Performance Security equivalent to 3% of the contract value within the stipulated time specified in the bid, in the event of award of the contract.
- 8) I / We undertake to ensure regular supply of packaged drinking water in 20-litre capacity cans on a daily basis / as and when required by the Office, and to maintain a minimum stock equivalent to two days' requirement at all times.
- 9) I / We declare that rates quoted are inclusive of GST, taxes, transportation and delivery cost.
- 10) I / We undertake to supply packaged drinking water strictly as per the brand quoted and/or of the prescribed quality standards throughout the contract period.
- 11) I / We undertake to submit, whenever required by the Office, certificates confirming compliance with BIS standards applicable to both drinking water and the packaging material.
- 12) I / We undertake that we shall not indulge in any unethical practices. Any non-compliance with the above undertaking shall be treated as breach of contract, and the Buyer/GeM shall be at liberty to take appropriate action, including termination of contract and action as per GeM.
- 13) I / We confirm that we have carefully read and fully understood all the Terms and Conditions of the Bid, including those stipulated in the GeM Bid document and the Additional Terms and Conditions (ATC) attached thereto, and we hereby unconditionally agree to abide by them.
- 14) I / We accept that the evaluation of bids shall be carried out strictly in accordance with the eligibility criteria and evaluation methodology prescribed in the ATC, and we shall have no objection if our bid is rejected on this basis.
- 15) I / We declare that the information and documents furnished along with the bid are true and authentic to the best of my/our knowledge and belief. I / We understand that furnishing false information or fabricated documents shall lead to rejection of the bid at any stage and may also attract legal action under the applicable law.
- 16) I / We accept all the above conditions. In the event of failure to comply with any of the said conditions, the Office of the Principal Accountant General (Audit-I), Tamil Nadu, Chennai shall be at liberty to terminate the contract and suspend us from participating in bids / proposals for contracts with the Offices of the Indian Audit and Accounts Department.

**Signature of Authorized Signatory
Name and Seal of Service Provider**