

TENDER DOCUMENT

(Tender Notice No. Dean(infra)/T/2018-19/01)

Notice Inviting Tender (NIT)

for

**TECHNICAL SUPPORT AND SUPERVISION OF ORGANIC
VEGETABLE WASTE THROUGH DRUM DECOMPOSTING in IIT
(ISM) DHANBAD CAMPUS**

Pre bid conference with the tenderers	: 7.9.2018 at 4.00 PM
Submission of Tender Document	: 18.9.2018 at 1:00 PM
Opening of Technical Bid	: 18.9.2018 at 4:00 PM



**INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES),
DHANBAD – 826 004**

**INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES)
Dhanbad-826004
Notice Inviting Tender (NIT)**

NIT No.- Dean(infra)/I/2018-19/01

Date: 24.8.2018

Subject :-Tender for hiring Technical support and Supervision of Organic Vegetable waste through Drum Decomposting in IIT Campus Dhanbad

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) Dhanbad (IIT(ISM)), a fully residential premier technical institute under Ministry of Human Resource Development, Govt. of India invites sealed tenders from the interested parties/NGO/Companies, having experience of minimum seven years in relevant area, for taking up the **“TECHNICAL SUPPORT AND SUPERVISION OF ORGANIC VEGETABLE WASTE THROUGH DRUM DECOMPOSTING”** in IIT (ISM) Dhanbad.

S. No.	Name of Work	Expected Value (Rs.) Yearly	Tender Document Fee	Total EMD - 2% of Tender Value (Rs.)	Date to download Tender Document	Online Tender submission Date & Time	Date to open Technical Bid
1	Technical support and supervision of organic vegetable waste through drum decomposting in IIT (ISM) Dhanbad campus, Jharkhand	Operational Cost- Rs.750000 .00 (Excluding GST & Other Tax)	Nil	Rs.15,000/-	From 24.8.2018 To 18.9.2018	18.9.2018 at 1 pm	18.9.2018 at 4 pm

The tender document is available on IIT (ISM) website and CPPP Portal. Tender documents may be downloaded from the institute's website www.iitism.ac.in or www.eprocure.gov.in and can be submitted along with request documents and EMD in the form of bank draft in favour of "Registrar, IIT (ISM), Dhanbad and payable at Dhanbad.

Pre-Bid Conference

A Pre-bid conference will be held on **7.9.2018 at 4 PM** in the Conference Room, Admin Block, IIT(ISM), Dhanbad. Interested bidders must attend the Pre-bid conference at their own cost before submitting the Tender.

Contract Period

The contract will initially be for a period of Two years and it may be extended for a further period of two years after reviewing the performance of the firm and on mutual consent with agreed upon terms and conditions.

Price bid of only technically qualified bidders shall be opened. In this regard, decision of IIT (ISM) Dhanbad will be final and binding. The Institute reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Instructions / Guidelines for Submitting the Offer

The Notice Inviting Tender for offering **TECHNICAL SUPPORT AND SUPERVISION OF ORGANIC VEGETABLE WASTE THROUGH DRUM DECOMPOSTING** in IIT(ISM) Campus, Dhanbad shall be submitted as per the **following formats duly filled up and each page of the formats shall be duly signed by the Bidder or his representative with seal of the company.**

Format I: TECHNICAL BID FOR OFFERING TECHNICAL SUPPORT AND SUPERVISION OF ORGANIC VEGETABLE WASTE THROUGH DRUM DECOMPOSTING AT INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

Enclosures to Format I:

1. EMD of Rs. 15,000 (Rupees Fifteen thousand only)
2. Duly signed (Scope of Work)
3. Duly signed Annexures with all necessary enclosures

(All pages of Technical Bid document must be signed by the bidder or his representative with seal of the Company)

Format II: 'PRICE BID'

Enclosure to Format II

- Duly signed Annexure - II

(All pages of Price Bid document must be signed by the bidder or his representative with seal of the Company)

Duly filled up **Format I** together with its enclosures, should be enclosed in a separate sealed cover marked as **"COVER 1 (Technical Bid)"**.

Duly filled up **Format II** should be enclosed in a separate sealed cover marked as **"COVER 2 (Price Bid)"**.

IN CASE THE PRICE BID DOCUMENT IS NOT SEALED IN A SEPARATE ENVELOPE AND FOUND ATTACHED WITH THE TECHNICAL BID DOCUMENT, THE BID SHALL STAND REJECTED.

The **COVER 1 & COVER 2** should then be enclosed in a separate cover marked as **"TECHNICAL SUPPORT AND SUPERVISION OF ORGANIC VEGETABLE WASTE THROUGH DRUM DECOMPOSTING"** and shall be sent to:

**Associate Dean (Campus Management)
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD
Dhanbad – 826004 (Jharkhand)**

The tender documents, completed in all respect, should reach IIT(ISM) Dhanbad **on or before 18.9.2018 at 1:00 PM**. IIT(ISM) reserves the right to accept or reject any tender document without assigning any reason and any liability or any obligation to inform the affected bidders the reasons for IIT(ISM)'s action, is not binding. The Technical Bid will be opened on **18.9.2018 at 4:00 PM** in presence of respective bidders or their representatives who prefer themselves to be present on the date and time specified for the purpose.

IIT(ISM) shall open the **COVER 1 (TECHNICAL BID)** and technically evaluate the offers with respect to the requirement of IIT(ISM) as mentioned in Annexure - I. **COVER 1 (Technical Bid)** will be opened on **18.09.2018 at 4:00 PM** in the **Conference Room, Admin Block, INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), Dhanbad**. The bidder or his authorized representative may remain present during opening of the Technical Bid.

The bidders, who will be successful in Technical evaluation, will have to give a presentation before the committee constituted for this purpose on in the **Conference Room Admin Block, IIT(ISM), Dhanbad** at their own cost. The date will be communicated later. The presentation may include a brief description of the firm, its achievements, present functioning in any organization of repute and the methodology the firm intends to adopt for offering **TECHNICAL SUPPORT AND SUPERVISION OF ORGANIC VEGETABLE WASTE THROUGH DRUM DECOMPOSTING** in IIT(ISM) Campus, Dhanbad.

COVER 2 (PRICE BID) of only such offers that meet the requirement (as detailed in Annexure – I) of IIT(ISM) and makes successful presentation will be opened. The date and timing of opening of **COVER 2** will be notified to the bidders successful in Technical Evaluation.

The Director, IIT(ISM) Dhanbad reserves the right to reject any or all the tenders without assigning any reason thereof. Any attempt on the part of tenderer to influence, negotiate directly or indirectly with the Institute will lead to exclusion from consideration.

Phone: 0326-2235214

E-mail: adean_cm@ismdhanbad.ac.in

**Associate Dean (Campus Management)
IIT(ISM) Dhanbad**

Tender Schedule:

Issue of Tender document	: 24.8.2018
Releases in the Website	: 24.8.2018
Per-bid Conference with the bidders	: 7.9.2018 at 4.00 PM
Submission of Tender Documents	: 18.9.2018 at 1:00 PM
Opening of Technical Bid	: 18.9.2018 at 4:00 PM
Presentations by qualified Bidders	: To be announced later
Opening of Price bids of successful bidders	: To be announced later
Award of contract	: To be announced later

DOCUMENTS TO BE SUBMITTED

Scope of Work	: (to be attached with proper manpower planning and detailed methodology)
Technical bid	: Annexure – I (Attach all documents, declarations, details etc.) (All pages of Bid document must be numbered and signed by the bidder or his representative with seal of the Company)
Price bid	: Annexure – II (Attach documents, details/bill of quantities etc.) (All pages of Bid document must be numbered and signed by the bidder or his representative with seal of the Company)

FEE TO BE DEPOSITED

(ATTACH DEMAND DRAFTS WITH THE TECHNICAL BID DOCUMENT ONLY)

- | | |
|---------------------------------|----------------|
| 1. Tender Fee | : Nil |
| 2. Earnest Money Deposit (EMD). | : Rs. 15,000/- |

Eligibility:

1. Labor contractor licensed.
2. PAN registration is must.
2. The average turnover of last three financial years should be at least Rs.80 Lakhs annually.
3. Waste Management Composting working experience of at least 7 years.
4. Goods and service tax (GST) registered.
6. Registered in Employee State Insurance; Enrollment and Provident Fund.

Terms & Conditions:-

1. Terms:

- 1.1 Completion period for the work is twelve (12) months.
- 1.2 Contractor should follow the Solid Waste Management handling rules 2000 & 2016.
- 1.3 Tender fee is not refundable.
- 1.4 All expenses for the submission of the tender should be borne by the bidder.
- 1.5 Contact Associate Dean (Infrastructure)-Campus Management IIT (ISM) Dhanbad for any kind of information.
- 1.6 Please note that the Application, which does not include the EMD, would be rejected as non-responsive.

2. Amendment:

- 2.1. IIT (ISM) Dhanbad can modify the tender for administrative, technical or any other reason till the last date of submission of the tender, which will be uploaded on the website (www.iitism.ac.in) of the IIT (ISM) Dhanbad.
- 2.2. Amendment will be considered as part of the tender form.

3. Validity of tender:

- 3.1. The validity of the tender will be 90 days from the date of opening of the tender.

4. Tender submission:

- 4.1. According to the tender, Bid will be accepted till 18.9.2018 at 1:00 pm, with the proposal, the following letters / papers will be submitted by the bidder.
- 4.2.
 - (a) Scanned copy of certificate of labor license
 - (b) Pan card
 - (c) Certificate of GST
 - (d) Registration certificate of the EPF
 - (e) Work Experience Certificate
 - (f) CA Certified Balance Sheet
 - (g) Last three years income tax returns

The applicant's signature and seal on each page of the tender form is required.

5. Opening of tender:

- 5.1. The tender will be opened on 18.9.2018 at 4:00 pm.
- 5.2. The tender will not be opened for the bidder, if the EMD is not submitted along with the tender documents.
- 5.3. Information about the date and time of opening of financial proposals to qualified bidders will be given on the website.

6. Right to accept or reject any or all Applications:

Notwithstanding anything contained in this tenders, the IIT(ISM) Dhanbad reserves the right to accept or reject any or all Application and to annul the Application Process at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

7. Confidentiality:

Information relating to the examination, clarification, evaluation and recommendation for the short-listed Applicants shall not be disclosed to any

person who is not officially concerned with the process or is not a retained professional advisor advising the IIT (ISM) Dhanbad in relation to, or matters arising out of, or concerning the Application Process. The IIT (ISM) Dhanbad will treat all information, submitted as part of the Application, in confidence and will require all those who have access to such material to treat the same in confidence. The IIT (ISM) Dhanbad may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the IIT (ISM) Dhanbad or as may be required by law or in connection with any legal process.

8. Cancellation of contract:

- 8.1. Not submitting the required documents with technical proposal, the bidder will not be declared technically qualified and their financial proposal will not be opened.

9. Tender acceptance:

- 9.1 The date of opening of financial proposals of technically qualified bidder will be decided separately and will be informed through the mail.
- 9.2 Financial proposals of technically inefficient bidders will not be opened.
- 9.3 Completion of all formalities in the time will be given to the successful bidder.
- 9.4 Work should be started within 15 days of issuing the Award to the bidder.
- 9.5 In case of lapse of services/carelessness, deduction shall be made Rs. 500/- per day etc., from the bill of contractor.
- 9.6 In the event of any dispute arising out of the contract the same shall be referred to the Director, INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), Dhanbad for his decision. His decision shall be final and binding on all concerned.
- 9.7 The civil court of competent jurisdiction at Dhanbad will have exclusive territorial jurisdiction. No suit or proceeding in relation to the contract would lie in any other court.

10. Payment:

- 10.1. The contractor will submit the bill by 2nd of every month, which will be paid before 10th of each month.

Associate Dean (Infrastructure)-CM
Indian Institute of Technology (ISM), Dhanbad

ANNEXURE – I (TECHNICAL BID)

TENDER NOTICE NO: Dean(infra)/T/2018-19/01

TECHNICAL BID

FORMAT TO BE FILLED BY THE AGENCY SUBMITTING TENDER FOR TECHNICAL SUPPORT AND SUPERVISION OF ORGANIC VEGETABLE WASTE THROUGH DRUM DECOMPOSTING IN IIT(ISM) CAMPUS, DHANBAD

Sl. No.		Complied (Yes/No)	Page No. of Technical Bid Document
1.	Name of the Tenderer		
2.	Status of the Tenderer : (attach documents, if registered company/partnership/proprietary firm/NGO)		
3.	Whether registered with Dept. of Labour (attach copy of certificate)		
5.	Income Tax returns/clearance of last three assessment year (attach copy)		
6.	Service Tax returns/clearance of last three assessment year (attach copy)		
7.	Financial status of bidder and/or his associates. Including Annual Report & Balance Sheet/Statement of Account of past three financial years duly authenticated by Chartered Accountant		
9.	Name of Contractor's three largest clients, to whom similar services are extended and average amount of monthly bills to such clients		
10.	Name and address of Contractor's bankers and attach a Solvency Certificate from the Bank for minimum amount of Rs. 2 lakhs.		
11.	ESI Reg. No. (attach copy of the registration certificate/letter)		
12.	PF registration No. (attach copy of the PF Registration letter)		
13.	Income Tax Permanent A/c No. (attach copy)		
14.	GSTIN No.		
15.	Details of EMD/Bank Draft No. & date		
16.	Certificate regarding validity of Bid:		

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated signature & seal of the Contractor

Note: This is to be submitted in a separate sealed envelope super scribing "TECHNICAL BID". Notice inviting Tender No. _____ dated _____ and name of the bidder. All technical documents like literature, catalogues etc., are to be put in the same envelope. Price bid of that agency/firm only will be opened which do technically qualify, for further consideration. Attach all relevant documents duly signed and sealed.

- **Scope of work with detailed methodology and manpower planning need to be attached.**

DECLARATION

- I,-----Son/daughter of Shri_____
_____Proprietor/Partner/Director/Authorised signatory of
M/s. _____ am competent to sign this declaration and execute this
tender document.
- I have carefully read and understood all the terms and conditions of the tender and hereby
convey my acceptance of the same.
- The information/documents furnished along with the above application are true and
authentic to the best of my knowledge and belief.
- I/we am/are well aware of the fact that furnishing of any false information/fabricated
document would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.

Signature of the Authorized Person

Date: -----

Full Name: -----

Place: -----

Company Seal: -----

Note: The above declaration, duly signed and sealed by the authorized signatory of the firm/company, should be enclosed with the Technical Bid document.

ANNEXURE – I (TECHNICAL BID)

DETAILS OF EXISTING CONTRACTS

Sl. No.	Name and address of the Organizations/ Institution, Name, designation and contact phone/fax numbers of the officer concerned	Details regarding the contract, including manpower deployed	Value of contract (in Rs.)	Duration of contract		Additional information/remarks, if any
				From	To	
				dd/mm/yy	dd/mm/yy	
1.						
2.						
3.						
4.						
5.						

Signature of the Authorized Person

Date: -----

Full Name: -----

Place: -----

Company Seal: -----

Note: The above details be duly signed and sealed by the authorized signatory of the firm/company, and be enclosed with the Technical Bid document.

(TO BE SUBMITTED IN SEPARATELY SEALED ENVELOPE)

ANNEXURE – II (PRICE BID)

PRICE BID

**FORMAT TO BE FILLED BY THE AGENCY SUBMITTING TENDER FOR TECHNICAL SUPPORT
AND SUPERVISION OF ORGANIC VEGETABLE WASTE THROUGH DRUM
DECOMPOSTING IN IIT(ISM) CAMPUS, DHANBAD**

1. Tender No.:_____ Dated_____
2. Name of work: **TECHNICAL SUPPORT AND SUPERVISION OF ORGANIC
VEGETABLE WASTE THROUGH DRUM DECOMPOSTING**
3. Name of the Firm/Bidder: _____
4. Address: _____
5. Phone/Fax/Mobile /E-Mail: _____

Financial Proposal

S. No.	Work	Rate
1	TECHNICAL SUPPORT AND SUPERVISION OF ORGANIC VEGETABLE WASTE THROUGH DRUM DECOMPOSTING in IIT (ISM) Dhanbad (inclusive of all taxes)	Operational Cost: Monthly operational cost: In figure: Rs: In Word: Rs:

Bidder Signature
With Seal

Name of Bidder:.....

Address:.....

**Note: IN CASE THE PRICE BID DOCUMENT IS NOT SEALED IN A SEPARATE ENVELOPE
AND FOUND ATTACHED WITH THE TECHNICAL BID DOCUMENT, THE BID SHALL
STAND REJECTED.**