

INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD

Kandi, Sangareddy - 502 285

TENDER DOCUMENT

From: The Director,
IIT Hyderabad
Kandi, Sangareddy - 502 285.

Phone No: 040 23016132
FAX No: 040 - 2301 6032

To: M/s.

Tender Document No : IITH/160/Admin/WM/2016
Tender Document Date : 28-05-2018
Tender Fee (Non Refundable): Rs.500/-
Tender Opening Date : 06-06-2018
Last Date & Time to Submit : 06-06-2018 by 3:00 PM
To be opened at time : 3:00 PM

The collection and disposal of garbage and collection of recyclable material mentioned in this tender Document are required by the IITH for its campus at Kandi, Sangareddy. If you meet the eligibility, please fill in the rates in the Rate Schedule given below. Return the tender form duly signed on each page after carefully reading the Important Instructions, scope of work and General Terms and conditions available in Annexures.

IMPORTANT: 1) IN CASE YOU ARE NOT IN A POSITION TO QUOTE, KINDLY RETURN THE

DESCRIPTION OF WORK

Collection and disposal of approximate Garbage Waste generated every alternate day is 35 bags (240 ltrs each) and collection of certain recyclable material from designated places within the campus at Kandi as per the enclosed Scope of Work and Terms & Conditions of Tender.

Signature of the tenderer
(Seal of the Firm)

Signature of the issuing authority

Place :

Date :

ANNEXURE - I

IIT Hyderabad invites sealed tenders from registered contractors/firms/agencies providing: i) garbage collection & disposal and ii) collection of certain recyclable material, being generated from the campus. IITH aspires to have an eco-friendly garbage disposal system / zero waste management system at Kandi. The campus has 5 designated places where bins have been placed for garbage accumulation namely Near Dining Hall, Behind Boys Hostel Blocks, Behind Boys Hostel Blocks, Behind Academic Building 'A' and Near Research Lab sheds at main gate.

INSTRUCTIONS TO THE TENDERERS:

1. The Tender document is also being made available on IITH Website and can be downloaded free of cost.
2. The tender should be submitted in a sealed envelope with Tender Reference Number, Name of the Work and Date of Opening of the Tender.
3. **Tender Fee and Earnest Money Deposit (EMD)** : The tenders should be accompanied by a processing fee (non refundable) of Rs.500/- (Rupees Five hundred only) and also EMD of Rs.5,000 (Rupees Five Thousand Only) both by way of DD / Bankers Cheque drawn in favour of Director, IIT Hyderabad payable at SBI, IITH Kandi - IFSC Code SBIN0014182. No other form of fee will be accepted.
 - a) The Tender Fee shall be placed in a separate envelope marked as “**Tender Fee for Garbage Collection and Disposal Services and Recycling of waste materials in IIT Hyderabad**”
 - b) EMD Fee shall be placed in a separate envelope marked as “**EMD Fee for Garbage Collection and Disposal Services and Recycling of waste materials in IIT Hyderabad**”
 - c) Put both the covers within the main sealed cover.

Tenders received without tender processing fee and EMD shall be summarily rejected. Once submitted, withdrawal of tenders is not permitted and shall result in forfeiture of the EMD submitted by the tenderer.

4. The tender should contain duly filled in tender document signed on each page, Earnest Money Deposit and other supporting documents sought under Clause 13 of the Scope of Work and Terms and Conditions.
5. Garbage should be collected on alternate days, and recyclable material should be collected on monthly basis. Please give your rate schedule in Annexure - II
6. The tender quoting ‘lowest effective amount’ AND fulfilling all the terms and conditions of IITH Tender, shall be awarded the contract. Please note that, the ‘lowest effective amount’ has two components: lowest quote for garbage collection per month PLUS the highest quote for recyclable material collection calculated per

month. Note that, due weightage based on the approximate amount generated per month will be included in calculating the 'lowest effective amount'.

7. The rates should be valid for 90 days at least, from the date of submission of the tender.
8. The tenders shall be opened on 06 June 2018 at 03:00 PM in Administration Office at Academic Block A, IITH Kandi Campus, in the presence of authorized representatives of the tenderers, who would like to participate in the opening of the tenders.
9. Late/Delayed Tenders shall not be accepted, IITH shall not be responsible for any Postal/ Courier Delay.
10. Any conditional/incomplete tender shall be rejected.
11. Contractors registered with any Govt. / Public sector under takings and other Govt. departments are eligible to participate.
12. Only firms with NSIC registration for supplying skilled/un-skilled manpower are exempted from payment of Tender Fee & EMD. No firm can be exempted from payment of Tender Fee & EMD.
13. **Last date and time for receipt of filled tenders is 06 June 2018 before 03:00 PM and tenders will be opened on same day i.e. 06 June 2018 at 03:00 PM.**
14. Filled-in Tenders along with the quotation in the Rate Schedule and proof in support of experience and supporting documents can be submitted along with EMD in the form of banker's cheque / draft in favour of Director, IITH in a sealed envelope duly super scribing the name of the work and last date and time for submission of the tender.
15. Tenders not accompanied with the Earnest Money Deposit as prescribed above are liable to be rejected.
16. The Earnest Money shall be refunded to the unsuccessful tenderer after acceptance of Tender.
17. The rates quoted by the qualified tenderer shall remain fixed throughout the contractual period and no price escalation will be made for whatsoever reason.
18. The submission of tender by a tenderer implies that (s)he has read the tender and its conditions and has made him/her self aware of the scope of work.
19. For any queries/clarifications regarding the above you can contact at nos. 040-2301 6132, 040-2301 6033 and also send your queries at admin.facilities@iith.ac.in
20. The Director, IITH reserves the right to accept or reject any application without assigning any reason.

SCOPE OF WORK AND TERMS AND CONDITIONS:

1. The contractor has to ensure a clean atmosphere by removing all sorts of garbage from the designated areas of the IITH campus and ensure proper disposal of waste on alternative days and also certain recyclable materials like Paper, Cardboard, Packing Wood, Plastic, Scrap Metal (Steel) on monthly basis as per the terms and conditions mentioned below:
2. IITH will pay to the contractor for the garbage collection, and the contractor has to pay for the recyclable material collection. The net amount (garbage amount minus recyclable material amount) will be paid by IITH to the contractor on monthly basis.

i) GARBAGE COLLECTION

Garbage includes food waste generated from mess, and other bio-degradable and non bio-degradable material generated from the campus.

ii) RECYCLABLE MATERIAL COLLECTION

Type of recyclable material generated from the campus including approximate quantities is given below

(a) PAPER WASTE:

- The Paper waste will consist of white paper, worked out sheets, envelopes with plastic labels, newspapers, magazines etc.
- Paper waste is estimated to be around 100 Kgs per month
- The minimum rate to be paid to the Institute towards purchase of Paper waste is Rs. 5/- per Kg.

(b) SHREDDED PAPER WASTE:

- The shredded paper waste will consist of white/colored paper which has been shredded in the Institute shredder and is allowed for collection.
- Shredded Paper Waste is estimated to be around 20 kgs per month
- The minimum rate to be paid to the Institute towards purchase of shredded paper waste @ Rs. 2/-per kg.

(c) CARDBOARD WASTE:

- The card board waste will consist of Cardboard removed from Packaging Material.
- Cardboard waste is estimated to be around 100 kgs per month
- The minimum rate to be paid to the Institute is Rs. 5/-per kg.

(d) PACKING WOOD WASTE:

- The Packing Wood waste will consist of Wood removed from Packaging Material for Equipment, Furnitures, etc.
- Packing Wood waste is estimated to be around 200 kgs per month

- The minimum rate to be paid to the Institute towards purchase of packing wood waste is Rs. 4/-per kg.

(e) PLASTIC WOOD WASTE:

- The Plastic Waste will consist of low and high grade plastic, clean PET Bottles etc.
- Plastic waste is estimated to be around 30 kgs per month
- The minimum rate to be paid to the Institute towards purchase of plastic waste is Rs. 3/-per kg.

(f) SCRAP METAL (STEEL) WASTE:

- The scrap metal (steel) waste will consist of steel metal items left over after use by vendors on the campus.
- Scrap Metal waste is estimated to be around 40 kgs per month
- The minimum rate to be paid to the Institute towards purchase of scrap metal (steel) waste is Rs. 10/-per kg.

(g) SCRAP METAL (ALUMINIUM) WASTE:

- The Scrap Metal (Aluminium) waste will consist of Aluminium metals left over after use by vendors on the campus.
- Scrap Metal Waste is estimated to be around 10 kg per month
- The minimum rate to be paid to the Institute towards purchase of scrap metal (aluminium) waste is Rs.20/-per kg.

iii) The activities involved are as under:

- i) Collection of waste from the designated places by engaging auto trolleys / tractor-trolleys / dump trucks etc suitably designed for collection.
- ii) The Contractor / Agency should arrange collection of garbage in co-ordination with the timings suggested by Green Office, IITH. The vendor should also provide sufficient number of Garbage bags with a capacity of 240 ltrs (for preserving the garbage)
- iii) The following designated garbage pick-up points/areas have been identified for garbage pick-up which may increase or decrease as per requirement during the course of the contract:-
 - a) Near Dining Hall
 - b) Behind Boys Hostel blocks
 - c) Behind Girls Hostel blocks
 - d) Behind Academic Building A
 - e) Near Research Lab sheds near main gate
- iv) The garbage/waste collected should be transported by the contractor to his segregation yard outside the campus and segregated as organic and inorganic waste and used by the contractor for recycling / disposal.
- v) Removal of dead animals from the IITH campus when reported by the officer-in-charge shall also be carried out by the contractor and disposed off suitably.

Nowhere the garbage/waste should be burnt or disposed in the Campus.

- iv) The period of Contract will be for One year subject to further extension on mutually agreed terms and conditions on satisfactory performance by the contractor.
- v) The work will be executed/progressed continuously as per the directions of the officer-in-charge, IITH.
- vi) The contractor is required to make mechanism or engage sufficient manpower to collect garbage on daily or alternate days.
- vii) Number of auto trolleys / tractor-trolleys / dump trucks engaged are required to be certified by the officer-in-charge. If on any day or alternate day, required auto trolleys are not engaged or garbage is not collected on any week, payment will be deducted proportionally from the bills claimed by contractor / agency.
- viii) The contractor shall be required to ensure a zero waste management system complying with environmental laws and EMS 14001-2004 guidelines.
- ix) The contractor has to bring the necessary equipment, transport vehicles i.e. auto trolleys / tractor-trolleys / dump trucks etc. and personnel to carry out the above work.
- x) If any damage is caused to the IITH property directly or indirectly during execution of this work, the contractor has to make good for the damage immediately, free of cost, failing which recovery will be made from the contractor's bill to that extent.
- xi) IITH reserves the right to short close or cancel the work at any time / stage and the decision will be final and binding.
- xii) The tenderer / contractor is deemed to have studied the geography of the area and understood the scope of work clearly. He can visit the site during working hours and meet the officer-in-charge to familiarize himself with the area and scope of work.
- xiii) The Tenderers/Firms may furnish the details in the following table. Those not meeting the mandatory conditions mentioned in the table will not be eligible to participate in the tender enquiry and if they still submit the tender, the tenders of such ineligible firms/tenderers will not be considered:-

<i>S.No.</i>	<i>Description</i>	<i>Details to be furnished by the Tenderer</i>	<i>Documentary evidence required to be attached</i>	<i>Compliance by the Tenderer (Yes/No)</i>
1	Name of the company with registered address		N/A	
2	Proof of Registration of the firm (MANDATORY)		Attested copy of the Registration Certificate	
3	Phone, Fax, Email, Mobile and name of Contract Person		N/A	
4	EPF Registration Number of the firm (MANDATORY, if applicable to the firm)		Attested copies of EPF Registration Certificate	
5	ESIC Registration Number of the firm (MANDATORY, if applicable to the firm)		Attested copies of ESIC Registration Certificate	
6	Service Tax Registration Number of the firm, if applicable		Attested copies of Service Tax Registration	
7	PAN No. in the name of Firm or in the name of proprietor of the firm, in case of Proprietary firm (MANDATORY)		Attested copy of PAN Card.	
8	Experience in relevant field in Central/State Govt. Academic Institution/Offices / private organizations (Minimum 2 years MANDATORY)		Copies of Work Orders/ Contract Agreements/ Experience Certificates	

9	Acceptance of the All Terms and Condition of Tender (MANDATORY)		Endorsed	
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- xiv) Only registered firms / agencies / service providers can participate in the tender enquiry.
- xv) The Tenderer/Firm should have sufficient experience of collection and disposal of garbage.
- xvi) **Security Deposit:** The successful tenderer shall have to pay a sum of **Rs. 30,000/-** (Rupees Thirty Thousand Only) as Security Deposit by way of a **Bank guarantee in favor of Director IIT Hyderabad**, from a Nationalized Bank, which will be refunded, at the end of the contract after adjusting the amount of any damage caused to the premises by any omission or discrepancy on the part of the Contractor or his employee. However if the contractor fails to serve in the tenure the entire amount of security deposit will be forfeited.
- xvii) The contractor shall ensure the compliance to various legal obligations under the Factory Act, Minimum Wages Act, EPF Ac, Employment Liability Act 1938, Workmen Compensation Act 1923, Industrial Dispute Act 1947, Maternity Benefit Act 1961, Contract Labor (R&A) Act 1970 and modifications thereon and other laws relating thereto and the rules made thereunder from time to time.
- xviii) The Contractor will strictly abide with all Govt. rules/orders/regulations regarding employment of staff on contract basis. In particular, Minimum Wages standards will be ensured and the salary/wages shall be paid in the Bank Account of the employee and every month.
- xix) Payment of necessary Provident Fund / ESI Contributions of the employed personnel will be made by the Contractor.
- xx) Contractor will be required to execute an agreement in the prescribed format before awarding the contract.
- xxi) IITH reserves right to terminate contract in case services rendered are not satisfactory and up to the expectation.
- xxii) IITH reserves the right to cancel the Tender, at any stage without assigning any reasons.
- xxiii) Subletting of Contract is not permissible.
- xxiv) The contractor shall have to issue appropriate photo ID card to all his staff working in the said contract
- xxv) The contractor shall not employ any child worker.

xxvi) The tender document shall form part of the contract and on acceptance these tender documents shall be treated as part of original contract Agreement.

xxvii) IIT Hyderabad will not be responsible for payment of compensation for any accident occurring during execution of work.

TERMS OF PAYMENT

Payment will be made for the actual executed work on monthly basis after receipt of the following along with contractor bills:

1. Submission of bills duly certified by the officer-in-charge, IITH for satisfactory performance for the bill period.
2. Such payment shall be made by the 07th day of the month on the basis of the bills raised by the contractor and duly certified by the officer designated by IITH in this regard, provided the bills are raised by the contractor on or before the 3rd day of each month.
3. That the aforesaid amount has been agreed to be paid by IIT Hyderabad to the contractor after deducting statutory deductions, taxes, cess etc as applicable.
4. IITH will pay to the collection agency for garbage collection on monthly basis after deducting the cost of recycling material, for which, the vendor has to pay to IITH.
5. Payment to the Contractor shall be made by way of RTGS/crossed cheque drawn on State Bank of India, IIT Hyderabad Kandi Branch, Sanga Reddy 502 285 for the service rendered.

DECLARATION:

I have read the tender document and accept the terms and conditions of the tender.

Signature of the Tenderer

ANNEXURE - II

Tender Notice: IITH/160/Admin/WM/2016

Dated: 22-01-2016

RATE SCHEDULE (for Garbage)

Description of Work	Rate per month (Alternate Days pick-up)
(1)	(2)
Collection and disposal of garbage from designated locations within IITH Kandi campus	

RATE SCHEDULE (for Recyclable Material)

Description of Work	Rate per kg (Monthly pick-up)
(1)	(2)
Paper Waste	
Shredded Paper Waste	
Card board waste	
Packing wood waste	
Plastic Waste	
Scrap Metal (Steel)	
Scrap Metal (Aluminum)	

Signature of the tenderer
(Seal of the Firm)

Address:

Place :

Date :