

E-Tender for Supplying Garbage Bins/ Dustbins

E-Tender No. IIM Ranchi/E-Tender/Garbage Bins/2023/12 dt. 03.03.2023



INDIAN INSTITUTE OF MANAGEMENT RANCHI

(Under Ministry of Education, Govt. of India)

Prabandhan Nagar, Vill-Mudma, Nayasarai Road,
Ranchi, Jharkhand, PIN - 835303

URL: www.iimranchi.ac.in

Email: purchase@iimranchi.ac.in

Issued by:
Administrative Officer - Purchase & Stores
Indian Institute of Management Ranchi
(for & on behalf of the Director, IIM Ranchi)

E-Tender for Supplying Garbage Bins/ Dustbins

E-Tender No. IIM Ranchi/E-Tender/Garbage Bins/2023/12 dt. 03.03.2023

Indian Institute of Management (IIM) Ranchi invites e-tender under two bid system from the OEM and its Authorized Dealer/ Distributor/ Reseller for supplying Garbage Bins/ Dust Bins of different capacity as per the terms and conditions specified in the tender document, which is available on Institute's website/ CPP portal.

The subject tender is proposed to be taken up through electronic mode (e-tendering) and the bidding agencies are requested to note the following instructions for submission of e-bids.

Registration with M/s ITI Ltd. (A Govt. of India Undertaking), the PSU through which IIM Ranchi has taken up the e-tendering process:

Intending bidders are requested to register themselves with M/s ITI Ltd., (if not registered earlier) through <https://iimranchi.euniwizarde.com> for obtaining User ID & PW, by following the instructions, terms and conditions stipulated by M/s ITI Ltd., for this purpose.

For participating in the e-Tendering process of IIM Ranchi:

After registration with M/s ITI Ltd., using the assigned User ID and Password, they can access the URL <https://iimranchi.euniwizarde.com> and with the help of the digital signature they can participate in the e-tender of Indian Institute of Management IIM Ranchi. The bidder may contact following e-wizard helpdesk contact details:

E-Wizard Technial Helpdesk
301-302, 3rd Floor,
The Cloverleaf, Plot No. 37,
Sector-11, Dwarka,
New Delhi - 110075
Tel: 011-49606060, 8448288984
Eamil: ewizardabhishek@gmail.com / ewizardhelpdesk@gmail.com

Note:

- i) The indenting bidders must have valid Class 3 (Signing + Encryption) Digital Signature Certificate to submit the bids online.
- ii) Bidders are requested to read 'Instruction to Bidders for Participating in E-Tendering' carefully, which link has also been given separately on www.iimranchi.ac.in → Tender.




TENDER SCHEDULE

Name of the Procurement	Supplying of Garbage Bins/ Dust Bins of different capacity as per the scope of supply, technical specifications, terms and conditions specified in the tender document.
Cost of Tender Document	Nil
Website from where Bid Documents can be downloaded <i>free of cost</i>	www.iimranchi.ac.in (under 'Tender' section) & https://eprocure.gov.in/epublish/app
Bid Security/ EMD	Rs.70,000/- (Rupees Seventy Thousand Only) in the form of DD/ Banker's Cheque (BC)/ FDR from any scheduled commercial bank in favor of Indian Institute of Management Ranchi payable at Ranchi. EMD exemption to MSEs as per the extant rules of the Government. Hard copy of DD/ BC/ FDR should be submitted by hand or through post/ courier before the end date and time of online e-bid submission. Hard copy of DD/ BC/ FDR may be sent to the: <i>Administrative Officer - Purchase & Stores Indian Institute of Management Ranchi Suchana Bhawan, Audrey House Campus, Meur's Road, Ranchi-834008, Jharkhand</i>
Bid validity	The validity of bids shall be 90 (ninety) days from the date of opening of bids or any extension thereof.
Pre-bid Queries	The prospective bidders are requested to submit their pre-bid queries, if any, through email id purchase@iimranchi.ac.in by 12.03.2023. Any query received after this date will not be entertained further. Reply of valid pre-bid queries will be given through email.
Online Portal to participate in the E-Tender	https://iimranchi.euniwizarde.com
Last date of submission of E-Tender	24.03.2023 up to 03.00 PM
Opening of E-Tender	24.03.2023 at 04:00 PM
Contact Person (for any clarification during the tendering process)	Administrative Officer - Purchase & Stores Indian Institute of Management Ranchi Prabandhan Nagar, Vill-Mudma, Nayasarai Road, Ranchi, Jharkhand, PIN - 835303 Email: purchase@iimranchi.ac.in

IIM Ranchi reserves the right to modify the conditions of the tender/ accept/ reject any tender without assigning any reasons, whatsoever and at any moment of time. No correspondence shall be entertained in this regard.

Any addendum/ corrigendum in respect of this tender shall be issued on the above websites. No separate notification shall be issued in the print/ electronic media. Bidders are therefore requested to visit the above websites regularly to keep themselves updated.

1. Scope of Supply & Technical Specifications: The bidders are requested to submit/ upload the image and leaflet of offered items along with their technical documents.

Sl. No.	Item	Specification	Qty. Required	Image for Ref.
i)	Supply and placing of 3 Compartment Dustbins (Wet, Dry & Recycled) with 60 Litres Capacity	<ul style="list-style-type: none"> ▪ Capacity of each bin should be 60 ltr. ▪ Outer material of the Dustbin should be stainless steel Grade 304 ▪ Inside durable plastic lids with handle inside and responsible 3-way segregation; all 3 inner buckets should be removable. ▪ The opening mechanism of the floor mounted dustbin should be openable top. It should have colour coding to segregate the bins. ▪ Designed to handle Wet, Dry and Recycling waste. 	160 No.	
ii)	Supply of Cartoon Character 'Use Me' Dustbin with Front Opening	<ul style="list-style-type: none"> ▪ Design of bin should be of any Cartoon Character type. ▪ Capacity of each bin should be at least 50 Litres. ▪ Material of container should be FRP (Fiber Reinforced Plastic) dustbins of 5 mm Thickness. ▪ The dustbin should be leak proof. ▪ The dustbin has a large opening at the front to throw the garbage into the bin. 	25 No.	
iii)	Supply of Stainless-Steel Dustbin	<ul style="list-style-type: none"> ▪ Shape of bin should be Cylindrical. ▪ Capacity of each bin should be at least 40-45 Litres. ▪ Dustbin should be Floor mounted without pedal. ▪ Material of container should be stainless steel. ▪ The Metal dustbin should come with a lid to ensure hygiene. The metal garbage can with a lid should also have a bucket for easy removal of the trash. 	100 No.	

2. Minimum Eligibility Criteria: The intending bidders must satisfy all the following requirements for qualifying in the technical bid. Self-attested copy of the related documents in support of the below eligibility criteria should be submitted by the bidder:

- i. Bidder should be a Manufacturer/ an Authorized Dealer/ Distributor/ Reseller of the OEM. In case the bid is submitted by the authorized dealer/ distributor/ reseller, a 'Letter of Authorization' from the OEM specific to this tender should be enclosed.
- ii. Copy of GST Registration Certificate
- iii. Copy of PAN.

3. Mandatory documents to be uploaded online in support of Technical Bid:

- i) Scan copy of valid authorization certificate issued by the OEM.
- ii) Scan copy of GST and PAN.
- iii) Scan copy of Bid Forwarding Letter as per Annexure - II.
- iv) Scan copy of undertaking towards Non-Blacklisting as per Annexure - III.
- v) Scan copy of DD/ BC/ FDR as the proof of remittance of EMD or MSEs certificate towards EMD exemption.
- vi) Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the agency (on the letter head of the bidder).
- vii) Duly signed and stamped of the entire bid document along with its Addendum/ Corrigendum, if any.
- viii) Item brochure and image of the offered items/ goods.
- ix) Any other documents, as required in terms of the tender, to claim eligibility.

[NOTE: Bidders must affix its seal and sign on all pages of above supporting documents and upload accordingly]

4. BOQ/ Financial Bid: The rates should be quoted in INR only as per the BoQ in excel sheet (Format as per Annexure - IV). Taxes/ GST, if any, should be indicated separately. The bidders are advised to download this BoQ.xls as it is and quote their rates and upload the same as the Financial Bid. The Bidder shall not tamper/ modify downloaded financial bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD, if any, would be forfeited.

The rates in e-financial bid should be expressed both in words and figures. If any discrepancy is found between the figure and in words in the financial bid, the value in words shall prevail.

5. Opening and Evaluation of bids: Both technical and financial bids will be opened simultaneously. The Institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/ document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/ document(s) within the prescribed time, the proposal shall be liable to be rejected.

6. Selection of Successful Bidder: The order may be awarded on the basis of lowest lump-sum rate and/ or lowest item wise rate as decided by the competent committee. In the event of receiving more than one financial bid quoting the same lowest rates, the final selection of successful bidder shall be made in the following manner.

- a) The one with the highest turnover during the last 3 financial years put together;
- b) If more than one bid having the same total turnover, then by "Draw of Lots".

7. EMD/ Bid Security:

- The bidder should deposit Rs.70,000/- (Rupees Seventy Thousand Only) in the form of DD/ BC/ FDR from any scheduled commercial bank in favor of Indian Institute of Management Ranchi payable at Ranchi.
- EMD exemption to MSEs as per the extant rules of the Government on the submission of valid documents.
- The bidder should upload the scan copy of the DD/ BC/ FDR and mention its reference number while filling the TECHNICAL BID online. Hard copy of DD/ BC/ FDR should be submitted by hand or through post/ courier before the end date and time of online e-bid submission.
- Hard copy of DD/ BC/ FDR may be sent to the:

Administrative Officer - Purchase & Stores
Indian Institute of Management Ranchi
Suchana Bhawan, Audrey House Campus,
Meur's Road, Ranchi-834008, Jharkhand

- The EMD of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity period and latest by the 30th day after the award of contract.
- The EMD shall be forfeited in the following conditions: -
 - a) If a bidder withdraws its bid during the period of bid validity specified in the tender.
 - b) In case of final selection of bidder, if the successful bidder fails to enter into the contract in accordance with the terms and conditions of the tender within the given time frame in the tender document.

8. Performance Security (PS):

- The successful bidder shall deposit Performance Security @ 3% of total contract value in the form of DD/ BG/ FDR/ TDR in favour of the Indian Institute of Management Ranchi payable at Ranchi from any scheduled commercial bank within seven days from the date of issue of 'Letter of Award'.
- The contract will be signed only after furnishing the Performance Security.
- Performance Security shall remain valid for a period of 60 (sixty) days beyond the date of completion of all the contract obligations.
- No interest will be payable on this amount.
- In case of breach of contract by the service provider, the Performance Security shall be forfeited by the institute and the firm shall be blacklisted in addition to the termination of the contract.

9. Award of Contract: After selection of the successful bidder, the institute will issue the Purchase Order (PO) in duplicate to the supplier to supply the items/goods as per the terms and conditions of the contract.

10. Delivery Period: The entire contract/ goods should be delivered by the supplier within 15 (fifteen) days from the date of the purchase order. Unless otherwise agreed, the Institute is not bound to extend the delivery period and/ or accept the delivery in instalment.

11. Terms of Delivery: "Free on Road (F.O.R.)" at IIM Ranchi, Prabandhan Nagar, Vill-Mudma, Nayasarai Road, Ranchi, Jharkhand, PIN - 835303. No extra charges on and above the quoted rates shall be paid to the supplier.

12. **Inspection of Goods:** At the time of delivery, the supplier should submit a self-certification on its letter head towards supply of genuine and original items to the institute. Post-delivery inspection will be carried out on receipt of items before accepting them to check the authenticity and genuineness. The Institute has the right to reject the items/ goods on receipt during the final inspection on delivery even though the items/ goods have already been inspected and cleared by the supplier/OEM.
13. **Payment:** The payment will be made to the supplier after successful delivery of goods complying the terms and conditions of the contract/ PO. After delivery, the supplier will submit undisputed detailed tax invoice in triplicate in name of the Administrative Officer – Purchase & Stores, IIM Ranchi. The payment will be released through wire transfer only after adjusting TDS as applicable, Penalty/ LD, if any. There will be no advance payment for supply of the goods.
14. **Sub-contract:** The bidder shall not sublet the contract or transfer the contract to any other person/ agency/ supplier in any manner.
15. **Liquidated Damages:** The supplier shall be required to adhere to the delivery schedule as specified in the Contract/ PO. If there is delay in supplies, the institute may recover from the supplier, the Liquidated Damages (LD), a sum equivalent to 0.5% of the prices of any portion of stores delivered late, for each week or part thereof of delay. The total LD shall not exceed 10% of the value of the delayed goods.
16. **Breach of contract:** The contract may be terminated in whole or in part:
- i) If the supplier fails to deliver all or any of the stores within the time period specified in the contract, or any extension thereof granted; and
 - ii) If the supplier fails to perform any other obligation under the contract.
- If the contract is terminated in whole or in part, recourse may be taken to any one or more of the following actions:
- i) Forfeiture of the performance security; and
 - ii) As it deems appropriate, those undelivered goods may be procured from other sources and the supplier shall be liable for all available actions against the supplier in terms of the contract (risk purchase); and
 - iii) Necessary action for blacklisting the firm may also be taken.
17. **Force Majeure (FM):** A force majeure means extraordinary events or circumstances beyond human control such as an event described as an act of God or events such as war, strike, riots, crimes, etc. FM clause in the contract frees both parties from contractual liability and obligations when prevented by such events from fulfilling their obligations under the contract. However, an FM clause does not excuse a party's non-performance entirely, but only suspends it for the duration of the FM. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (ninety) days, either party may at its opinion terminate the contract without any financial repercussion on either side.
18. **Dispute Resolution:** In the event of any dispute or differences arising under the contract agreement, the decision of the Director, Indian Institute of Management Ranchi will be final and binding on both parties

19. **Jurisdiction:** The court of jurisdiction shall be Ranchi for all such purposes.
20. The bidder is expected to examine all instructions, forms, terms and conditions mentioned in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
21. Bids not in the prescribed format/ conditional bids/ bids without EMD shall be rejected straightway.
22. No tender by any other mode except e-bidding process will be accepted.
23. No alterations should be made in any of the contents of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions of the tender are liable to be rejected.
24. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language.
25. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.
26. Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of its tender.

TECHNICAL BID CHECKLIST
(To be submitted online in .xlsx File)

Subject: E-Tender for Supplying Garbage Bins/ Dustbins; E-Tender No. IIM Ranchi/ E-Tender/ Garbage Bins/ 2023/12 dt. 03.03.2023

(Self-attested photocopies of all supporting documents in support of below particulars must be uploaded)

Date of submission:			
Name of the Bidder: Correspondence Address: Tel/ Mob No.: Fax No.: Email Id:			
Sl. No.	Particulars	Supporting Documents Submitted (Y/N)	Remarks, if any
1.	Status of the Firm (Proprietary/ Partnership/ Pvt. Ltd. etc.)		
2.	EMD of Rs.70,000/- in the form of DD/ BC/ FDR from any scheduled commercial bank in favour of Indian Institute of Management Ranchi payable at Ranchi. DD No.: Date: Bank:		
3.	Bidder should be a Manufacturer/ an Authorized Dealer/ Distributor/ Reseller of the OEM. In case the bid is submitted by the authorized dealer/ distributor/ reseller, a 'Letter of Authorization' from the OEM specific to this tender should be enclosed.		
4.	Copy of PAN of the Bidder		
5.	Copy GST of the Bidder		
6.	Bid Forwarding Letter as per Annexure - II		
7.	The bidder should not have been debarred/ black listed/ terminated by IIM Ranchi or by any dept. of Govt., PSU, Academic Institutions, Autonomous Bodies etc. in past three years from the last date of submission of bid. The bidder should submit a self-declaration on its letter head as per Annexure-III.		
8.	Annual financial turnover of related services during the last three years ending on 31 st March 2022. The bidder should submit ITR and statement of accounts (i.e. P&L Account and Balance Sheet) for the above financial years in support of this.	2019-20: 2020-21: 2021-22:	
9.	Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the bidder (on the Letterhead of the bidder).		
10.	Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any		

Declaration

I/We..... (Name of Proprietor/ Partners/ Authorized Representative of Bidder) of (Name of the Bidder) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:
Date:

Signature with stamp of the bidder:
Name, Address of the bidder:
Tel/ Mob No.:

BID FORWARDING LETTER

(On the Letter head of the Bidder and to be uploaded online)

Date: _____

To
Administrative Officer - Purchase & Stores
Indian Institute of Management Ranchi
Prabandhan Nagar, Vill-Mudma,
Nayasarai Road, Ranchi,
Jharkhand, PIN - 835303

Sub: Bid Forwarding Letter.

Ref: Subject: E-Tender for Supplying Garbage Bins/ Dustbins; E-Tender No. IIM Ranchi/
E-Tender/ Garbage Bins/ 2023/12 dt. 03.03.2023.

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

The EMD of Rs.50,000/- (Rupees Fifty Thousand Only) in the form of DD/ BC/ FDR in favour of Indian Institute of Management Ranchi/ EMD exemption certificate under MSME is enclosed herewith.

I/ We also keep the offer open for 90 (Ninety) days from the date of opening of bids.

Yours faithfully,

(Name & signature with stamp of the bidder)

SELF-DECLARATION ABOUT NON-BLACKLISTING

(On the Letter head of the Bidder and to be uploaded online)

Date: _____

To
Administrative Officer - Purchase & Stores
Indian Institute of Management Ranchi
Prabandhan Nagar, Vill-Mudma,
Nayasarai Road, Ranchi,
Jharkhand, PIN - 835303

Sub: Self-declaration about Non-Blacklisting.

Ref: Subject: E-Tender for Supplying Garbage Bins/ Dustbins; E-Tender No. IIM Ranchi/
E-Tender/ Garbage Bins/ 2023/12 dt. 03.03.2023.

Sir,

In response to tender under reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past three years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

ANNEXURE - IV**FINANCIAL BID**

(To be submitted online in .xlsx File)

Date: _____

To
 Administrative Officer - Purchase & Stores
 Indian Institute of Management Ranchi
 Prabandhan Nagar, Vill-Mudma,
 Nayasarai Road, Ranchi,
 Jharkhand, PIN – 835303

Sub: Submission of Financial Bid.

Ref: Subject: E-Tender for Supplying Garbage Bins/ Dustbins; E-Tender No. IIM Ranchi/ E-Tender/ Garbage Bins/ 2023/12 dt. 03.03.2023.

Sir,

I/ We quote the under mentioned rates for the E-Tender under reference.

S. N.	Items	Specifica-tions	Qty. (No.)	Make	Unit Rate (Rs.)	Amount (Rs.)
1	Supply and placing of 3 Compartment Dustbins (Wet, Dry & Recycled) with 60 Litres Capacity	As per the Para 1 of the tender document	160			
2	Supply of Cartoon Character 'Use Me' Dustbin with Front Opening		25			
3	Supply of Stainless-Steel Dustbin		100			
	Total Amount:					_____
	In Words:					
	GST is Extra, as applicable					_____%

DECLARATION

I/We (Name of the Authorized Representative of Bidder) of (Name of the Bidder) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in the tender document.

Place: _____ (Name & signature with stamp of the bidder)

Date: _____