

Notice Inviting Quotation (E-Procurement mode)

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI-110016

Dated:24/06/2015

Open Tender Notice No. IITD/BMCH(SP-209)/2015

Indian Institute of Technology Delhi is in the process of purchasing following item(s) as per details as given as under.

Details of the item	Conducting a survey of 1800 establishments in Delhi
Earnest Money Deposit to be submitted	NIL

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

Schedule

Name of Organization	Indian Institute of Technology Delhi
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell)	Service
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Other
Is Multi Currency Allowed	No (INR)
Date of Issue/Publishing	24/06/2015 (16:30Hrs)
Document Download/Sale Start Date	24/06/2015 (16:30Hrs)
Document Download/Sale End Date	08/07/2015 (17:00Hrs)
Date for Pre-Bid Conference	XX/XX/XX (XX:XXHrs)
Venue of Pre-Bid Conference	---
Last Date and Time for Uploading of Bids	08/07/2015 (17:00Hrs)
Date and Time of Opening of Technical Bids	10/07/2015 (12:00Hrs)
Tender Fee	NIL
EMD	NIL
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	60 days (From last date of opening of tender)
Address for Communication	Dr. Nomesh B.Bolia, Associate Professor, Department of Mechanical Engineering, Room No. 276, Block III, IIT Delhi, Hauz Khas, 110016, New Delhi
Contact No.	011-26591141
Fax No.	
Email Address	nomesh@mech.iitd.ac.in

**Chairman Purchase Committee
(Buyer Member)**

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Applicant then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The Applicant should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Applicant should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the

bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Applicant should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Applicant will be responsible for any delay due to other issues.
- 2) The Applicant has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Applicant has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD/Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.2).
- 4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the Applicant should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app> . Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.
- 3) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

Mechanical Engineering Department

Indian Institute of Technology

HauzKhas, New Delhi-110 016

NOTICE INVITING QUOTATIONS

Dated: 24/06/2015

Subject: **Establishment Surveys (1800 samples) for Select Study of Urban Freight in Delhi**

Invitation for Tender Offers

Indian Institute of Technology Delhi invites online Bids (Technical bid and Commercial bid) from eligible and experienced OEM (Original Equipment Manufacturer) OR OEM Authorized Dealer for conducting a survey of 1800 establishments in Delhi for a VREF (Volvo Research & Educational Foundations) sponsored project titled **“Select Study of Urban Freight in Delhi”** as per terms & conditions specified in the tender document, which is available on CPP Portal <http://eprocure.gov.in/eprocure/app>

TECHNICAL SPECIFICATION:

Sl. No.	<u>Scope of the Study</u>
1	The Assignment is for conducting surveys of establishments that include shops, offices, hotels/restaurants, manufacturing centres, display, warehouses, packaging and distribution hubs, courier offices, tea/pan shops, informal sector units, construction sites, kiosks and mobile vans/ thelas. i.e entities that are receivers and generators of goods, services and waste (garbage disposal) trips.
2	The survey should be based on a sample stratified on the basis of floor area, number of employees and also according to Industry categories as per National Industries Classification 2008 (http://mospi.nic.in/Mospi_New/upload/nic_2008_17apr09.pdf).
3	The questionnaire for the survey and the methodology for selection of establishments will be provided by IIT. A minimum of 25 samples are to be collected from each location.
4	The expected output: Ms Excel files of the data entered of the establishment surveys conducted in soft format along with the filled questionnaires.
5	The progress of the survey will be monitored by the team lead of the Consultant and updated to IIT Delhi on a day to day basis. IIT Delhi will verify the accuracy of the survey through phone calls, joint visit to the establishments etc.

Qualifying Criteria

1. Bidders will be assigned points according to the following table:

Parameters	Points
1. Organisation must have experience of 3 or more years in conducting Market research surveys.	10
2. Turn over of the firm must be more than 50 crores	10
3. Experience in conducting establishment surveys in the last 3 years – upto 5 surveys	10
4. Study Approach for conducting the surveys and quality checks	10
5. The firm should have offices in at least one metro city other than Delhi NCR	5

Total	45
Qualifying Marks	41

Evaluation of the Proposals

1. Stage1: Technical evaluation: more than 40 (greater than or equal to 41) points are the qualifying marks necessary for the opening of the financial proposal.
2. Stage2: the financial evaluation will be carried out as cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services.
 - a. The final quote should be inclusive of expenses including (travel, logistics, stationery and taxes); terms and conditions should be clearly mentioned.
 - b. Payment terms and conditions should be clearly mentioned. No advance payment is encouraged by IIT Delhi.
3. The Selected Applicant shall be the Applicant with the lowest financial quotation.
4. The Payment will be made through an RTGS/NEFT transfer. The selected entity will need to provide the TIN, service tax registration detail and all requirements of annexure C.

A complete set of tender documents* may be Download by prospective Applicant free of cost from the website <http://eprocure.gov.in/eprocure/app>. Applicant has to make payment of requisite fees (i.e. Tender fees (if any) and EMD) by demand draft in favour of Registrar, IIT Delhi payable at New Delhi.

Terms & Conditions Details

Sl. No.	Specification
1.	Due date: The tender has to be submitted before the due date. The offers received after the due date and time will not be considered.
2.	Preparation of Bids: The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid in the given format. Financial Bids to be submitted in PDF format. The Technical bid and the financial bid should be submitted Online.
3.	Opening of the tender: The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received will be opened as mentioned at “Annexure: Schedule” in presence of bidders representative if available, Only one representative will be allowed to participate in the tender opening. The technical bid will be opened online first and it will be examined by a technical committee which will decide the suitability as per our specification and requirement. The financial offer/bid will be opened only for the offer/bid which technically meets all our requirements as per the specification, and will be opened in the presence of the vendor’s representatives subsequently for further evaluation. The bidders if interested may participate on the tender opening Date and Time. The Applicant should produce authorization letter from their company to participate in the tender opening.
4.	Acceptance/ Rejection of bids: The Committee reserves the right to reject any or all offers without assigning any reason.
5.	Pre-qualification criteria: (i) The Applicant should be an internationally reputed Company. (ii) The Bidders meeting minimum qualifying criteria set out in the Bid shall be declared as the Responsive Bidders. The Bidders not meeting the criteria set out in Bid shall be declared as Non

	<p>Responsive Bidders.</p> <p>(iii) the Applicant, its consortium member (the “Member”) or Associates (or any constituent thereof) and any other Applicant, its consortium member or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest will stand to be disqualified.</p>
6.	<p>Risk Purchase Clause: In event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from the other source on the total risk of the Applicant under risk purchase clause.</p>
7.	<p>Delivery and Documents:</p> <ol style="list-style-type: none"> 1. The Survey will be completed within 45 days from the date of commencement of the study. 2. An interim data entry and preliminary progress review will be held on a periodic basis. 3. The data entry in Ms Excel for the 1800 establishments in soft format will be provided with the final submission along with the filled questionnaires. 4. IIT Delhi will also provide letter of authority for conducting the survey <ol style="list-style-type: none"> 1. The Survey Partner shall employ and provide qualified and experienced personnel to carry out the services as per terms of reference. The Survey partner should deploy preapproved team after providing them training and in consultation with IIT Delhi. 2. The Survey Partner will monitor the overall progress of the surveys on a day to day basis, including but not limited to the following: <ol style="list-style-type: none"> a) Guiding the field supervisor and enumerators on a location and need basis. b) Facilitating and providing for the field surveys, travel, logistics, stationery and all other expenses. c) Will not hold the client responsible for any injury or accident of personnel, which may arise at the site while conducting the survey. d) Will not hold the client responsible or liable for any theft, loss, damage or destruction due to any cause whatsoever of any property of the Survey Partner or its personnel, except where such loss/damage is directly attributable to the client or its employees or their gross negligence or acts of willful misconduct. <p>Any other technical inputs related to the captioned assignment and as per the scheme guidelines required to complete the assignment as per the satisfaction of the client.</p>
8.	<p>Prices: The price should be quoted in net per unit (after breakup). The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However the percentage of taxes shall be clearly indicated.</p>
9.	<p>Notices: For the purpose of all notices, the following shall be the address of the Purchaser and Applicant.</p> <p>Purchaser: Dr. Nomesh B. Bolia, Department of Mechanical Engineering Indian Institute of Technology HauzKhas, New Delhi - 110016.</p>

	<p>Applicant: (To be filled in by the Applicant) (All Applicant's should submit its supplies information as per Annexure-II).</p> <p>_____</p> <p>_____</p>
10.	<p>Resolution of Disputes: The dispute resolution mechanism to be applied pursuant shall be as follows:</p> <ul style="list-style-type: none"> • In case of Dispute or difference arising between the Client and a domestic Applicant relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Indian Institute of Technology (IIT) Delhi and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order. • In the case of a dispute between the purchaser and a Foreign Applicant, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the Applicant then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules. • The venue of the arbitration shall be the place from where the order is issued.
11.	<p>Applicable Law: The place of jurisdiction would be New Delhi (Delhi) INDIA.</p>
12.	<p>Applicant Integrity The Applicant is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.</p>
13.	<p>Governing Language The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.</p>
14.	<p>Applicable Law The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.</p>
15.	<p>Notices</p> <ul style="list-style-type: none"> • Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e mail and confirmed in writing to the other party's address. • A notice shall be effective when delivered or on the notice's effective date, whichever is later.
16.	<p>Taxes Applicants shall be entirely responsible for all taxes, duties etc., incurred until delivery of the contracted Goods to the Purchaser.</p>
17.	<p>Payment: The payment in respect of your professional fees is subject to satisfactory submission of outputs/deliverables to the client.. Atleast 15 working days must be provided to process all invoices.</p>
18.	<p>Termination for Default The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Applicant, terminate the Contract in whole or part:</p> <ol style="list-style-type: none"> i. If the Applicant fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or ii If the Applicant fails to perform any other obligation(s) under the Contract.

	<p>iii If the Applicant, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.</p> <ul style="list-style-type: none"> ● For the purpose of this Clause: <ul style="list-style-type: none"> i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. ii. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;” ● In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Applicant shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Applicant shall continue the performance of the Contract to the extent not terminated.
19.	<p>Disputes and Jurisdiction: Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within New Delhi.</p>
20.	<p>Acknowledgement: It is hereby acknowledged that we have gone through all the conditions mentioned above and we agree to abide by them.</p>

COMPLIANCE SHEET

TECHNICAL SPECIFICATION

Sl. No.	Technical Specifications	Compliance Y/N
1	About the Firm/ Agency (Name, Address of Registered Office, Registration/ Accreditation, Constitution of Firm/Agency, Nos. of years in consultancy, Organisation Structure etc.)	
2	Key Persons/ Professionals with their details	
3	Experienceinsurveysingeneralandinestablishmentsurveysinparticular.	
4	Brief of Study Approach and Methodology for conducting the surveys and quality checks.	
5	Work Plan and schedule for submission of deliverables	
6	Contact Persons, Phone nos., email-id and other details	
7	Copy of Income Tax PAN, Financial Status, any other information, which Party feels relevant in support of its proposal	
8	The assigned authorized representative who has signed the Document/Proposal shall submit a Certificate of Authority.	
9	Financial Performance during last five years (Audited balance sheets and profit/ loss account to be attached) duly signed by a registered CA.	
10	Turnoverinthelast3years	
11	Net worth in the last 3years	

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder

Name : _____

Designation : _____

Organization Name : _____

Contact No. : _____

**<< Organization Letter Head >>
DECLARATION SHEET**

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We, further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 TIN Number	
7 PAN Number	
(In case of on-line payment of Tender Fees)	
8 UTR No. (For Tender Fee)	
(In case of on-line payment of EMD)	
9 UTR No. (For EMD)	

(Signature of the Tenderer)

Name :

Seal of the Company

List of Govt. Organization/Deptt.

List of Government Organizations for whom the Applicant has undertaken such work during last three years (must be supported with work orders)

Name of the organization	Name of Contact Person	Contact No.

Signature of Bidder

Name : _____

Designation : _____

Organization Name : _____

Contact No. : _____

Bid Submission

i. Online Bid Submission :

The Online bids (complete in all respect) must be uploaded online in **Two** Envelops as explained below :-

Envelope – 1			
(Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Compliance Sheet as per Annexure – I	.PDF
2.		Organization Declaration Sheet as per Annexure - II	.PDF
3.		List of organizations/ clients where the same products have been supplied (in last two years) along with their contact number(s). (Annexure-III)	.PDF
4.		Technical supporting documents in support of all claims made at Annexure-I (Annexure-IV)	.PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted in PDF format.	.PDF

<Department/Centre Name>
Indian Institute of Technology Delhi
HauzKhas, New Delhi-110016

Date :XX/XX/XXXX

Subject :Purchase of <Item>

S. No.	Currency	Description of Item & Specification	Qty. in Units	Unit Price (a)	Agency Commission (b)	Discount (c)	Ex-works price (d=a+b-c)	Packing + Handling + DOC + Inland Frieght (e)	FOB Price (f=d+e)	Insurance + Frieght (g)	CIF Price (f+g)
1											

For indigenous items please quote as per following format.

S. No.	Description of Item & Specification	Qty. in Units	Unit Price in Rs.	Excise Duty %	CST/VAT%	Octroi%	Total Price in Rs.
1.							
2.							