

**Notice Inviting Tender  
(E-Procurement Mode)**

**INDIAN INSTITUTE OF TECHNOLOGY (IIT) DELHI  
HAUZ KHAS, NEW DELHI - 110016**

**Date: - 15/12/2023**

**Open Tender Notice No. IITD/WORKS (SP-4454) / 2023**

Indian Institute of Technology Delhi is inviting tender for procurement of the following item as per the details given hereunder.

<b>Details of Item</b>	<b>End to End Solid Waste and Horticulture Waste Management Service (Sanitation) Including Door to Door Collection from Residential Buildings, Hostels, Hospital, SAC, Academic Blocks, Schools, Guest Houses and Other Buildings and Specified Locations at IIT Delhi Composting of Waste and Disposal of Segregated Waste.</b>
<b>Estimated Cost</b>	<b>Rs.2,04,40,857/-</b>
<b>Earnest Money Deposit (EMD)</b>	<b>Rs. 4,08,818/- (No relaxation for anybody)</b>
<b>Bank Guarantee for Performance Security</b>	<b>5 % of Tender Cost</b>

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

Tenderers can access tender documents from the website. For searching on 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 in with all relevant information before submitting the duly completed tender document through online mode on the website (<http://eprocure.gov.in/eprocure/app>) as per the schedule given in the tender.

No manual bids will be accepted. All quotations, including Technical and Financial, should be submitted to the E-procurement portal.

## Schedule

Name of Organization		Indian Institute of Technology (IIT) Delhi
Tender Type (Open/Limited/EOI/Auction/Single)		Open
Tender Category (Services/Goods/Works)		Services/Works
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/ Sell)		Service
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)		Solid Waste Management
Source of Fund (Institute/Project)		31.06.30
Is Multi Currency Allowed		No (Rs. ONLY)
Date of Issue/Publishing		15/12/2023 (15:00 Hours)
Document Download/Sale Start Date		15/12/2023 (15:00 Hours)
Document Download/Sale End Date		15/01/2024 (15:00 Hours)
Date for Pre-Bid Conference		08/01/2024 (15:00 Hours)
Venue of Pre-Bid Conference		Senate Room, IIT Delhi Campus, Hauz Khas, New Delhi – 110016
Last Date and Time for Uploading of Bids		15/01/2024 (15:00 Hours)
Date and Time of Opening of Technical Bids		16/01/2024 (15:00 Hours)
<b>EMD</b>	<b>Rs. 4,08,818/-</b>	EMD is to be paid through RTGS/NEFT. Bank details of IIT Delhi are given below. Name of Bank A/C : IITD Revenue Account A/C No. : 10773572622 Name & Address of Bank : State Bank of India (SBI) IIT Delhi Hauz Khas New Delhi-110016 IFSC Code : SBIN0001077 MICR Code : 110002156 Swift No. : SBININBB547 (It is mandatory that UTR Number is provided in the on-line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-D.)
No. of Covers (1/2/3/4)		02
Bid Validity days (180/120/90/60/30)		120 days (from the last date of submission of bid)
Address for Communication		Office of Executive Engineer (Civil Division-II), Room No.: MZ-140, Main Building, IIT Delhi Campus, Hauz Khas, New Delhi - 110016
Contact No.		011-26591450, 011-26597339
Email Address		<a href="mailto:a26791@admin.iitd.ac.in">a26791@admin.iitd.ac.in</a> <a href="mailto:a26926@admin.iitd.ac.in">a26926@admin.iitd.ac.in</a>

**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 submit 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) The bidders are required to enroll on the e-Procurement module of the Central Public Procurement (URL: <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 a part of the enrolment process, the bidders will be required to choose a unique userID and assign a password for their accounts.
- 3) The bidders are advised to register their valid email addresses and mobile numbers as a 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 Certificates (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (For example, Sify/TCS/nCode/eMudhra, etc.), with their profiles.
- 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) The bidder then log 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 in order to facilitate the bidders to search active tenders by several parameters. These parameters include Tender ID, Name of organization, Location of organization, Tender date, Tender value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tender in which they are interested in, they may download the required documents/tender schedules. These tenders can be moved to 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 bidders 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) The bidders should take into account of 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 for submission as a part of the bid. Please note the number of covers in which the bid documents must 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) The bidder, in advance, should get ready with 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.*, copy of PAN card, annual reports, auditor certificates, etc.) has been provided to the bidders. The bidders can use the “My Space” area available to them to upload such documents. These documents may be directly submitted from “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 the bid submission process.

## **SUBMISSION OF BIDS**

- 1) The bidders should log in to the site well in advance for bid submission so that he/she uploads the bid in time, i.e., on or before the bid submission time. The bidders will be responsible for any delay due to any issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) The bidder has to select the payment option as “on-line” to pay the EMD as applicable and enter the details of the instrument. Whenever EMD is sought, the bidders need to pay the EMD 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 in by all the bidders. The bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The bidders are required to download the BoQ file, open it and complete the white colored (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 bidders 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 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 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>.

**End to End Solid Waste and Horticulture Waste Management Service (Sanitation) Including Door to Door Collection from Residential Buildings, Hostels, Hospital, SAC, Academic blocks, Schools, Guest Houses and Other Buildings and Specified Locations at IIT Delhi, Composting of Waste and Disposal of Segregated Waste.**

1	<b><u>NOTICE INVITING TENDERS</u></b>
1.1	Indian Institute of Technology (IIT) Delhi is an autonomous institution of national importance under the Ministry of Education of Government of India. The institute is located at Hauz Khas, New Delhi in a sprawling area of 312 acres. It is inviting on-line bids under two bid system for <b>End to end solid waste and horticulture waste management service (Sanitation) including door to door collection from residential building, hostels, hospital, SAC, academic blocks, schools, guest houses and other buildings and specified locations at IIT Delhi; composting of waste and disposal of segregated waste</b> from the specialized agencies who have experience in this field of Solid Waste Management of Residential Area/Institutional Campus for an estimated cost of Rs. <b>2,04,40,857/- per annum</b> for a period of one year, extendable up to two years subject to obtaining a satisfactory performance report on yearly basis.
2.	<b><u>GENERAL INSTRUCTIONS TO BIDDERS</u></b>
2.1	The bidder should inspect the site before submitting the tenders in order to get fully acquainted with the scope of the work as no claim whatsoever will be entertained for any alleged ignorance thereof.
2.2	Tender documents may be downloaded from Central Public Procurement Portal <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> . Aspiring Bidders who have not enrolled / registered in e-procurement should enroll/register before participating through the website <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> . The interested bidders who have not enrolled in e-procurement should enroll/register before participating through the website <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> . The portal enrolment is free of cost. The bidders are advised to go through the instructions provided at “Instructions for online Bid Submission” before participating in the tender. Tenderers can access tender documents from the website. For searching on 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, fill in with all relevant information and submit the duly completed tender document through online mode on the website ( <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> ).
2.3	Bidding documents (Technical Bid and Financial Bid) need to be submitted online via e-procurement website. No manual bids will be accepted.
2.4	The technical bids will be opened by a duly constituted committee of IIT Delhi as per the schedule given on page number 2.
2.5	The financial bids of those bidders, whose technical bids are accepted, will be opened by the same committee stated above.
2.6	Bidder must submit specified tender document along with Earnest Money Deposit (EMD).
2.7	Scanned copies of all required documents as mentioned in the NIT should be submitted online.
2.8	A scanned copy of an authorization letter by the Proprietor/Partner/Executive Director (as the case may be) in case the bid documents are signed and sealed by a person authorized by all the owners of the tenderer.
2.9	An undertaking on the letter head of the firm/company to the effect that “The bidder has gone through all the terms and conditions of the tender document and the same are acceptable to the tenderer.” A scanned copy of the undertaking needs to be signed and stamped by the authorized signatory before uploading.

2.10	Each document in the technical bid should be signed by the proprietor /duly authorized partner or all the partners in case of a partnership firm or the authorized Director in case of a company. These documents also need to be stamped by the seal of the agency before scanning and uploading on the e-procurement portal.
2.11	No rates should be mentioned in technical bid otherwise the bid is liable to be rejected.
2.12	If required, a team of officers from IIT Delhi may visit the office / ongoing work / completed work of the bidders for establishing their credibility and verification of the submitted documents.
2.13	The Institute reserves the right to reject any or all the bids without assigning any reasons in the interest of the work. No bidder shall have any course of action or claim against IIT Delhi for rejection of his/her bid.
2.14	The Institute reserves the right to add or delete any other building mentioned in the scope of the work, if required.
2.15	Rates quoted by the Agency shall be valid and constant during fulfilling of the contract, and this will not be subjected to any variation on any account.
<b>3</b>	<b>INITIAL ELIGIBILITY CRITERIA</b>
3.1	The Tender form without remitting earnest money through RTGS/NEFT will not be considered.
3.2	The bidder should have a minimum of three consecutive years of relevant experience. The bidder should have provided or have been providing similar services of subjected work in reputed Organizations / Institutions / Universities / PSU's (Central or State) / Govt. Deptt. / Private organization. Here, the term "similar services" means waste collection from door to door, composting of waste and disposal of segregated waste. <b>Note:</b> The Bidder must upload valid proof of work experience issued from Government / Autonomous / Non-Government organization or PSU, etc. The work completion certificates should have been issued by an officer not below the rank of an Executive Engineer. Also, the Bidder should upload valid proof of the turnover for the last three accounting years. If the work was done in a non-government organization, the Bidder should also submit "Tax Deduction at Source Certificate" or other relevant documents in support of claim for having experience of a stipulated value of work.
3.3	The bidder should have an average annual turnover of Rs. 1 Crore per annum during the last three accounting years are eligible to submit their bids.
3.4	The bidder shall necessarily be a legally valid entity either in the form of a Public Limited / Private Limited company established under the Companies Act or a Partnership Firm registered under the Partnership Act and should submit documentary evidence in respect of the above. Bids from Proprietorship / Unregistered Partnership firm / JV Consortium are not permitted. <b>Note:</b> A copy of Memorandum & Articles of Association of the company/Certificate of Registration/Partnership Deed/Valid registration certificate to be uploaded.
3.5	A bidder should have a Banker's Certificate/Solvency Certificate from a commercial Bank for Rs. 82 Lakhs. Solvency certificate to be uploaded.
3.6	The bidder should have a certificate of Registration for GST and Acknowledgement of up to date filed return of GST.
3.7	The bidder should have EPF and ESI Registration Number.
3.8	The bidder should have on roll manpower of more than 30 persons and payment of wages to manpower should have been made through Bank Debit/Cheque. The bidder must upload the payment receipts / ECR sheets of ESIC and EPF in support of his claim of manpower on roll.
<b>Proposal of the bidder, who does not fulfill the criteria mentioned at S. No. 3.1 to 3.8 or who fails to submit the documentary proofs, shall not be considered for further technical and financial evaluation.</b>	

4	<b>TECHNICAL EVALUATION CRITERIA</b>	
S. No.	Criteria	Maximum Marks
1	<p><b>Work Experience:</b> The bidder must have sufficiently long years of relevant work experience in similar services.</p> <p>a. 10 marks for having 3 consecutive years of experience.</p> <p>b. 02 additional marks for having each additional year of experience</p>	20 marks (Maximum)
2	<p><b>Annual Turnover:</b> The bidder is required to have a high annual turnover for the last three accounting years.</p> <p>a. 10 marks for an average annual turnover of Rs. 1 Crore for the last three accounting years</p> <p>b. 02 additional marks for every additional average annual turnover of Rs. 20 Lakh for the last three accounting years</p>	20 marks (Maximum)
3	<p><b>Mechanized Operations:</b> The bidder should mostly follow mechanized (motorized) operations at IIT Delhi.</p> <p>a. Marks for mechanized collection and segregation of waste 05 Marks</p> <p>b. Marks for mechanized composting of organic waste (kitchen and horticulture waste) 10 Marks</p> <p>c. Marks for mechanized disposal, recycling and packaging of waste and byproducts 05 Marks</p> <p><b>Notes:</b></p> <p>1. Out of the aforesaid three items (a, b and c), item no. b is must. The bidder will be technically disqualified if item no. b is not complied with.</p> <p>2. The bidder must upload the undertaking as per Annexure-M. Details of machines and their technical specifications to be deployed by the bidder at IIT Delhi for this work. The capacity and the number of machines proposed by the bidder should be able to cater the complete waste as defined in the scope of work of this NIT.</p>	20 marks (Maximum)
4	<p><b>Required Area:</b> The bidder should use minimum area of IIT Delhi for management of solid and horticulture wastes for the whole campus, including receipt of daily collected waste, sorting/segregation of waste, composting of waste (organic waste), stacking of inherit waste for disposal to landfill, packaging of compost, etc.</p> <p>a. 20 marks for using 2000 sq.m. area for all solid and horticulture waste management operations.</p> <p>b. -1 mark to be added for each additional requirement of 100 sq.m. area.</p> <p>(It means, if a bidder undertakes to use an area of 2000 sq.m. then 20 marks will be awarded. But if a bidder undertakes to use an area of 2100 sq.m then 20 + (-1) = 19 marks will be awarded, and so on.)</p> <p><b>Notes:</b></p> <p>1. The bidder is strongly encouraged to visit the existing facility at IIT Delhi campus before submitting the bid.</p> <p>2. The bidder is required to upload the following declaration on his letter head:</p> <p>I/We ..... hereby declare that, I/We shall need an area of..... sq.m. on IIT Delhi campus for carrying out various solid and horticulture waste management operations, including receipt of daily collected waste, sorting/segregation of waste, composting of waste (organic waste), stacking of inherit waste for disposal to landfill,</p>	20 marks (Maximum)

	packaging of compost, etc.	
5	<p><b>Presentation:</b> The bidder is required to make a presentation before a duly constituted committee of the institute.</p> <p>a. The presentation should include a detailed plan on solid and horticulture waste management for IIT Delhi.</p> <p>b. The presentation should also include the detail of operation of solid waste management in previous assignments with an emphasis of mechanization of various operations like lifting, transportation, segregation, composting, packaging, etc.</p>	20 marks (Maximum)

**The minimum qualifying marks in each criterion shall be 50 %.**

**The minimum qualifying overall marks for opening of financial bid is 60 %.**

<b>4</b>	<b>SCOPE OF WORK</b>		
	<p>1. The approximate amount of daily waste generated in the campus is as under: -</p> <ul style="list-style-type: none"> <li>➤ Organic Waste/Garbage: 2 ton - 2.5 ton</li> <li>➤ Recyclable Waste: 0.8 ton - 1 ton</li> <li>➤ Horticulture Waste: 4 ton - 5 ton</li> </ul> <p>2. The area under the scope of waste collection from designated places is spread as follows:</p> <ul style="list-style-type: none"> <li>➤ Total length of the roads: 13 km</li> <li>➤ Total length of the footpaths: 10 km</li> <li>➤ Total built up area of buildings 9,15,000 sqm approx..</li> </ul>		

S. No.	Building/ Blocks/ Departments (Academic & Hostels)	Description	Approximate Built up Area (sqm)
1.	MS Building	Floors - Ground + 7 floor	17681
2.	Administrative Block	Floors – Ground + 6 floors	5317
3.	Textile & Polymer Science & Engg.	Floors - Ground + 2 floors	3801
4.	IDDC + Central Workshop + MDES	Floor – Grounds + 2 floors	5784
5.	Synergy Building + MDES	Floors – Ground + 2 floors	1860
6.	Block - I	Floors – Ground + 2 floors	4871
7.	Block - II	Floors – Ground + 4 floors	15316
8.	Block - III	Floors – Ground + 3 floors	13865
9.	Block - IV	Floors – Ground + 3 Floors	11054
10.	Block - V	Floors – Ground + 3 floors	8556
11.	Block - VI	Floors – Ground + 3 floors	6058
12.	LHC building	Floors – Basement + Ground + 5 floors	30885
13.	Bharti Building	Floors – Ground + 4 Floors + 1 basement	10462
14.	Library	Floors – Ground + 2 Floors	6867
15.	IIT Hospital	Floors – Ground floor only	870
16.	Faculty Guest House (Gulmohar)	Floors – Ground + 1 floor	1541
17.	Main Guest House (Amaltas)	Floors – Ground + 1 floor	2200
18.	Research & Innovation Park	Double Basement + Ground + 6	29127.96
19.	Mittal Sports Complex	Ground + 2 Floor	3429.54
20.	Vishwakarma Bhawan	Floors – Basement, Ground + floors	9410.00



21.	Nursery & KV School	Floors – Ground floor only	4020.00
22.	IT School	Floors – Basement, Ground + 4 floors	3658.14
23.	Sahyadri Hostel	Floors – Ground + 7 floors	11717.65
24.	Dronagiri & Sapthagiri Hostels	Floors – Ground + 7 floors	23154.00
25.	Nalanda House	Floors – Ground + 7 floors	7415
26.	I.P 1, I.P2 &	Floors – Ground + 2 floors	7104
27.	Himadri Hostel	Floors – Basement + Ground + 6 floors	13541
28.	Kailash Hostel (Old and New Building)	Floors – Ground + 3 floors	2639
29.	Aravali Hostel	Floors – Ground + 3 floors	10582.50
30.	Jwalamukhi Hostel	Floors – Ground + 3 Floors	10582.50
31.	Karakoram Hostel	Floors – Ground + 3 Floors	10582.50
32.	Nilgiri Hostel	Floors – Ground + 3 Floors	10582.50
33.	Kumaon Hostel	Floors – Ground + 3 floors	8426
34.	Satpura Hostel	Floor – Basement, Ground + 6 floors	11280
35.	Shivalik Hostel	Floors – Ground + 3 floors	5649
36.	New Vindhyachal & Transport	Floor – Ground + 7 floors	5649
37.	Girnar Hostel	Floors – Basement, Ground + 6 floors	17770
38.	Udagiri Hostel	Floors – Basement, Ground + 6 floors	17780
39.	Vindhyachal Hostel	Floors – Ground + 3 floors	6050
40.	Zanskar Hostel	Floors – Basement, Ground + 3 floors	8694.56
41.	Academic area and main building surrounded area	Scope: -Waste collection from dustbins kept at designated locations in entire campus	
42.	Horticulture, Nursery, Academic Area and West Campus	Floors – Ground floor only	
43.	Horticulture waste from all outer area like roads, footpaths, visitor parking, etc.	All around the campus	
44.	<b>Residential Area</b> There are approximately 1516 nos. of houses in IIT Delhi campus having occupancy rate of 75%. Occupancy rate may vary plus or minus 10%. The details of residential area are given hereunder.		
<b>S. No.</b>	<b>Type of House</b>	<b>No. of Units</b>	<b>Approx Built up Area of Each Unit (sqm)</b>
a.	IA Type	01	203.18
b.	IIA Type		
	East Campus (Duplex)	17	150.80
	West Campus (Vikramshila)	96	160.89
c.	IIB Type		
	East Campus	18	108.10 - 135.12
	West Campus	8	
d.	IIIA Type		
	East Campus (Duplex)	32	114.69 – 121.62
	West Campus		
Taxila Apartments	44		

	New Campus Multistorey	48	
e.	IIIB Type East Campus (Duplex) West Campus (Duplex) Avanti Apartments	70 20 154	97.31 – 105.58
f.	IVA Type (West Campus)	18	85.57
g.	IVB Type (Vaishali Apartments)	72	78.34
h.	IVC Type (East Campus)	40	77.30
i.	D Type	32	66.70
j.	C Type	49	50.20
k.	B Type	401	31.25-38.84
l.	A Type	336	22.06 – 30.00
m.	Solar Houses	12	38.92
n.	Karmchari Quarters	48	30.00
<b>5</b>	<b>TENDER DOCUMENTS CONSISTS OF:</b>		
<b>5.1</b>	<b>Contents of Tender Documents</b>		
i.	Notice of Invitation of Tender		
ii.	General Terms and Conditions	Annexure A	
iii.	Method of Composting	Annexure B	
iv.	Acceptance Certificate	Annexure C	
v.	Declaration Form	Annexure D	
vi.	Work Experience	Annexure E	
vii.	Bid Submission	Annexure F	
viii.	List of Vehicles, T&P Deployment and Manpower Deployment	Annexure G	
ix.	Performa for agreement	Annexure H	
x.	Form of Bank Guarantee for Performance Security	Annexure I	
xi.	Penalty Clauses	Annexure J	
xii.	Checklist for Technical Evaluation	Annexure K	
xiii.	Undertaking by Bidder	Annexure L	
xiv.	Undertaking by Bidder related to point no. 3 of technical evaluation criteria.	Annexure M	
xv.	Financial Bid	As per BOQ (Annexure N)	
5.2	The bidder is expected to examine all instructions, forms, terms and conditions, annexures of the tender document. Failure to furnish any information required in the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at bidder's risk and may result in rejection of the bid.		
5.3	The bidder shall not make or cause to be made any alteration, erasure, or obliteration to the text of the tender document.		
<b>6</b>	<b>CLARIFICATION OF TENDER DOCUMENT</b>		
6.1	The bidder shall check the pages of all documents against page number given in index and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the Executive Engineer (CD-II), IIT Delhi, Hauz Khas, New Delhi through e-mail to (a26791@admin.iitd.ac.in).		
6.2	In case the bidder has any doubt about the meaning of anything contained in the tender document, he/she shall seek clarification from the Executive Engineer (CD-II), IIT Delhi, Hauz Khas, New Delhi through email to (a26791@admin.iitd.ac.in) no later than two weeks before submitting their bid. Any such clarification, together with all details on which clarification is sought, needs to be copied to all bidders without disclosing the identity of the bidder seeking clarification. All communication between the bidder and the Institute		

	shall be carried out in writing.
6.3	Except for any such written clarification by the Institute, which is expressly stated to be an addendum to the tender document issued by the Executive Engineer (CD-II), IIT Delhi, Hauz Khas, New Delhi, no written or oral communication, presentation or explanation by any other employee of the Institute shall be taken to bind the Institute under the contract.
6.4	<b>Pre-Bid Conference</b> will be held on 08/01/2024 at 03:00 p.m. in Senate Room, IIT Delhi. All prospective bidders are requested to kindly submit their queries to the address indicated at schedule or e-mail to <a href="mailto:a26791@admin.iitd.ac.in">a26791@admin.iitd.ac.in</a> , so as to reach latest by XX/XX/2023. During pre-bid meeting, the answers/clarifications to the queries will be made available. No query will be entertained after the pre-bid meeting.
<b>7</b>	<b>PREPARATION OF BIDS</b>
	The bids all accompanying document shall be in English. In case any accompanying documents are in other than English, it shall be accompanied by an English translation duly authenticated and certified by the applicant. The English version shall prevail in matters of interpretation. The interpretation of any kind in respect of any of the matters relating to the document of bid shall be done by the Institute and the same shall be accepted to be final by the tenderer.
<b>8</b>	<b>DOCUMENTS COMPRISING THE BID</b>
8.1	Earnest Money Deposit (EMD) of Rs. 4,08,818/- must be paid online as per Schedule.
8.2	Technical Bid (online only): The following documents as scanned images (in pdf) signed by the authorized signatory to be uploaded as online Technical Bid. (i) All documents required as per Qualifying Criteria. (ii) Complete bid document as a token of acceptance of Terms & Conditions, Scope of Services, etc.
8.3	<b>Financial Bid (Online mode only)</b> Financial Bid as per BOQ (Annexure N)
8.4	The e-bids will be received up to 3.00 p.m. on the last date of receipt of bids, technical bids of the bidders who have submitted the valid documents and requisite EMD will be opened as per Schedule.
<b>9</b>	<b>BIDS PRICES</b>
9.1	The bidder shall quote the rates in the Performa of Financial Bid in Indian Rupees for the entire contract. The rates quoted in financial bids would cover all the liabilities of the Agency such as cost of uniform, Bonus and identity cards of personnel deployed by the contractor and all other statutory liabilities (like Minimum wages; Service charges, if any; all kinds of taxes; GST; etc.). The quoted rates should not include the employer share of ESIC & EPF. They will be reimbursed as per the norms on production of original receipts of ESI & EPF from the contractor specific to this work.
9.2	Conditional bids/offers will be summarily rejected.
<b>10</b>	<b>FORM OF BID</b> The Form of Bid shall be completed in all respects duly signed and stamped by an authorized/empowered representative of the Bidder. If the Bidder comprises a registered partnership firm/company, Registered Companies, the Form of bid shall be signed by a duly authorized representative of such tenderer. Copies of relevant power of attorney, authorization, resolution, etc., as the case may be, shall be attached.
<b>11</b>	<b>CURRENCIES OF BID AND PAYMENT</b> The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees only.
<b>12</b>	<b>DURATION OF CONTRACT</b> The contract shall be valid initially for one year, however the Institute reserves the right to curtail or to extend the validity period of the contract for a further period of 02 years (on yearly basis) subject to satisfactory performance. The Institute also reserves the right to curtail the validity period of the contract, if any without assigning any reason in respect

	thereof.
<b>13</b>	<b>BID SECURITY (Earnest Money Deposit)</b>
13.1	The contractor shall deposit Bid Security (EMD) as mentioned in the Schedule of this NIT.
13.2	Any tender not accompanied by Bid Security shall be rejected.
13.3	Bid securities of the unsuccessful bidders will be returned to them on or before the 30 <sup>th</sup> day after the award of the contract.
13.4	Bid security of the successful bidder shall be returned on receipt of Bank Guarantee for Performance Security by the Department and after signing the agreement
13.5	Bid security shall be forfeited if the bidder withdraws his bid during the period of tender validity.
13.6	Bid security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Bank Guarantee for Performance Security within the time frame specified by the Department.
<b>14</b>	<b>SUBMISSION OF BIDS</b>
	The Technical Bid should consist of the following documents:
a.	Bid Security (EMD) for an amount of Rs.4,08,818/- and the proof of the same
b.	Self-attested copies of proof of office address and telephone/mobile numbers, whether the bidder is a sole proprietor/registered partnership firm/company and if partnership firm, names, addresses and telephone numbers of Directors Partners also
c.	Copy of PAN Card.
d.	Certificate of Registration for GST and an acknowledgement of up to date filed return of GST
e.	Self-attested copy of valid Registration No. of the agency / Firm
f.	Self-attested copy of valid Provident Fund Registration Number
g.	Self-attested copy of valid ESI Registration Number
h.	Proof of Average annual turnover as stated in clause 3.3 of this document supported by duly certified Audited Balance Sheet for last 3 financial years.
i.	Proof of experience as stated in 3.2 supported by documents from the concerned organizations
j.	Duly filled and signed Annexures.
k.	Each page of tender document duly signed by the tenderer.
l.	Affidavit to the effect that firms/bidder is not black-listed by any Govt./PSU undertakings on a non-judicial stamp paper of Rs. 10/-. <ul style="list-style-type: none"> <li>• Affidavits shall be purchased/notarized on or after NIT published date but on or before the last date of submission of NIT.</li> <li>• Affidavit must have “NIT/Quotation Reference Number” and “Title of Work” and shall be used once for each fresh e tender.</li> <li>• No back dated affidavit shall be entertained, and non-compliance of above points shall lead to rejection of the e tender.</li> </ul>
m.	Financial Bid as per BOQ (Annexure N)
n.	The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender.
<b>15</b>	<b>TECHNICAL BID OPENING &amp; EVALUATION</b>
15.1	The technical bids will be opened as mentioned in the schedule. The bids received without EMD will be rejected straight way. The bids will be opened online first and then examined by a committee constituted for this purpose. The committee will evaluate the suitability of the bidders as per the criteria specified in the NIT. The technical qualified tenderers would be intimated about the date and time of opening of their financial bids.
<b>16</b>	<b>FINANCIAL BID OPENING &amp; EVALUATION</b>
16.1	The financial bids of only those bidders, who will technically meet all the requirements as per the NIT, will be opened in the presence of the vendor’s representative subsequently for further evaluation. The bidders, if interested, may participate in the opening of financial

	bids. The bidder should produce authorization letter from their organizations in order to participate in opening of financial bids.
16.2	The Bidder with the lowest bid price (L1) shall be assigned the work.
<b>17</b>	<b>AWARD CONTRACT</b>
17.1	The successful bidder will be informed of the acceptance of his tender. Necessary instruction about the amount, time of depositing the performance security will be specified in the Letter of Offer.
17.2	The successful bidder will be required to execute a contract agreement in the form specified in this NIT within a period of 30 days from the date of issue of the Letter of Offer.
17.3	The successful bidder shall be required to furnish Bank Guarantee for Bank Guarantee for Performance Security within 15 days of receipt of ‘Letter of offer’ for an amount of 5% of the contract value in the form of an account Payee DD/Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a Commercial Bank in an acceptable form in favour of “The Registrar, Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016”. The Bank Guarantee for Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations. In case the contract period is extended further validity of Bank Guarantee for Performance Security shall also be required to be extended by the agency accordingly.
17.4	Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the-annulment of the award and forfeiture of Bid Security.
<b>18</b>	<b>DISQUALIFICATION</b>
18.1	<p>Institute may disqualify the application(s) for the following reasons:</p> <ul style="list-style-type: none"> <li>➤ If any one of the parameters listed in the “NIT” are not complied with</li> <li>➤ If any of the documents sought to support the information given by tenderer is not enclosed/submitted</li> <li>➤ If the bid security is not enclosed.</li> <li>➤ Furnish wrong/false information in the NIT document(s)</li> <li>➤ If tender is received after the due date and time indicated therein</li> <li>➤ If any firm(s) attempts to influence the tender process</li> </ul>

## TERMS AND CONDITIONS FOR SOLID WASTE MANAGEMENT

### **A) Requirement of work of door-to-door collection from residential buildings, hostels, hospital, SAC, academic blocks, schools, guest houses and other buildings and specified locations at IIT Delhi; composting of waste and disposal of segregated waste along with supervisory services**

1. There are approximately 1516 houses, 16 hostels, one hospital, one students' activity centre, quite a few academic blocks, two schools, two guest houses, and other buildings on the campus of IIT Delhi located at Hauz Khas, New Delhi.
2. Door to door collection of garbage generated by the aforesaid buildings including collection of waste from all dustbins placed at specified locations as defined from time to time has to be done on a daily basis as well as on gazetted holidays.
3. The above waste should be segregated as recyclable waste and bio waste. Both the recyclable waste and the bio waste should be transported to Micromodel Complex near Katwaria Sarai on a cycle rickshaw/tempo/tractor (preferably covered).
4. The contractor should be able to compost the entire bio waste as per the procedures laid down. The compost area will be designated at the Micromodel Complex.
5. The waste containing recoverable recyclable material will be stored and should not be exposed to open atmosphere and shall be aesthetically acceptable, user-friendly and disposed of from the campus on weekly basis. No extra charge on account of disposal shall be borne by IIT Delhi and the credit for taking out recyclable waste needs to be quoted in the price bid.
6. The contractor will not be allowed to dump the collected waste at any place on the campus.
7. The waste material that can neither be composted nor recycled will be sent to an authorized MCD dumping ground outside the Campus. The contractor shall make all arrangements for the same. All necessary permission in this regard from local bodies shall be obtained by the contractor. Nothing extra is payable on this account from the Institute.
8. The contractor will ensure the cleanliness of the bins in the drop sites and the area around it.
9. From time to time, the contractor will also campaign amongst the residents to ensure that the segregation of waste is done appropriately at the households. Campaign means that the agency shall inform the IIT Delhi residents about the segregation of waste during door-to-door collection, if found violated by the user. No additional cost shall be paid for this by IIT Delhi.
10. The Material Recovery Facility site should be kept clean and in proper condition. The site has regular local and international visitors, and the contractor and his staff will take them around.
11. The biodegradable waste, invariably segregated waste and waste not containing any toxic contaminants shall be processed by composting, vermi composting, anaerobic digestion or any other approximate biological processing for stabilization of waste. It shall be ensured that the compost shall be free from contamination due to heavy metals, pesticides or any other contaminant. The various indicative methods of composting are laid down in Annexure – B. The agency can choose any method of composting while mechanizing the composting process. However, as per SWM Rules-2017 mechanical composting of waste is mandatory.
12. The contractor should also ensure that there is no smell or flies in the compost area. The contractor will also not use any chemicals for composting.

13. Any other duties to the contractor, which may be assigned from time to time apart from the duties mentioned above, need to be followed. This means, the agency will collect the waste created during the institute functions held in IIT Delhi Campus for which nothing extra shall be paid.
14. The contractor has to deploy all tools and plants including Truck/Tempo/Tractor with trolley along with driver for carrying out job, and nothing extra shall be admissible on this account and the rates quoted should be all inclusive.
15. The contractor must provide its workers with heavy leather gloves for handling items like broken glass, nails, etc. and light cotton gloves for handling garbage where minor injury is not even anticipated.
16. Vehicles used for transportation of waste shall be covered. Waste should not be visible to the public, nor exposed to an open environment preventing their scattering.
17. It would be the responsibility of the contractor to arrange all permissions / approvals from all local bodies/statutory bodies, and nothing extra shall be paid on account of this by the Institute.
18. Wet waste, which mainly includes food leftover's, vegetables and fruit peels will be composted. The compost will be given to IIT Resident for free to use in the premises. However excess material shall be taken out from IIT Delhi as per direction of Engineer-in-Charge for which no extra transportation charges shall be given to agency.
19. Compost pit if required, shall be made by Agency at the space provided by IIT Delhi.
20. Provide experienced supervisors to monitor the project.
21. To operate material recovery facility (MRF) where waste will be brought as per segregation and will be sent for recycling.
22. A helpline to be provided to all residents for any complaints and suggestions which is functional from Monday to Saturday 10:00 a.m. to 6:00 p. m.
23. Agency will keep recyclable waste collected from houses, Hostels, Canteen, Academic, shops/Market and can sell to authorized recyclers.
24. Agency will also be responsible for collecting waste from the bins in the academic area.
25. Waste collectors will also collect any paper or plastic waste lying on the unpaved areas during their rounds.
26. Horticulture waste generated in the premises to be transported to Material Recovery Faculty Center.
27. Ensuring recycling of waste as per the latest Waste Management Rules.
28. The Institute will spread awareness as well as frame policy that would promote segregation of waste at the source of generation. facilitate collection of segregated waste in separate streams, hand over recyclable material to either the authorized waste pickers or the authorized recyclers. The Bio-degradable waste shall be processed as treated and disposed off through composting or bio methanation within the premises as far as possible. The residual waste shall be given to the waste collectors or appropriate agency as directed by the local body.
29. To prevent wet waste from being sent to land fill, thus preventing air pollution and greenhouse gas emissions.

30. The agency shall ensure the screening/segregation of dry and wet garbage in the earmarked area.
31. The agency shall ensure segregation of biodegradable garbage and prepare compost for Horticulture use.
32. The agency will lift the garbage apart from wet leftover food from the commercial shops in the campus. The lifting of wet food is the responsibility of the commercial establishments.
33. The agency shall implement the Municipal solid waste management bye laws 2017 and ensure segregation of waste at source by the generators as prescribed in these rules, facilitate collection of segregated waste in separate streams, handover recyclable material to either the authorized waste pickers or the authorized recyclers. The bio-degradable waste shall be processed, treated and disposed of through composting or bio-mechanization within the premises as far as possible. The residual waste shall be given to the waste collectors or agency as directed by the local body.
34. The compost required by the horticulture unit from time to time shall be provided free of cost by the agency. The excess compost would be at the disposal of the agency and the Institute would not bear any expenses in its disposal.

**B) Requirement of work of lifting and disposal of horticulture waste heaped at designated points by horticulture workers from all over the campus.**

1. The contractor has to lift horticulture waste every day as well as on gazetted holidays from specified points and in front of houses as defined from time to time.
2. The horticulture waste is to be disposed of as per the direction of Engineer-in-charge or his authorized representative or Sanitary Inspector to the designated dumping yard and decomposed using eco-friendly methods as per environmental norms, if required.
3. All kinds of horticulture waste except big branches of trees heaped at designated points by horticulture workers are to be disposed of as per the direction of Engineer-in-charge or his authorized representative or Sanitary Inspector.
4. Horticulture waste should not be burnt.
5. Heaps of horticulture waste made by horticulture unit / sanitation unit should be lifted by the solid waste management agency within 24 hours. Any horticulture waste (heap of horticulture waste) should not accumulate at a place for more than 24 hours. The supervisor of the agency should be vigilant for checking the heaps of horticulture waste and their collection from all around the campus.
6. No waste is to be swept away behind any blind corner.
7. The contractor has to provide sufficient hessian cloths, etc. to lift the horticulture waste on a daily basis.

**C) Frequency of Waste Collection:**

1. Waste from houses is to be collected once in a day, preferably during morning hours.
2. Kitchen waste from hostels is to be collected twice in a day.
3. General waste from hostels is to be collected once in a day.
4. Waste from academic area is to be collected once in a day.
5. Besides the above, the agency will collect the waste from all the areas as & when desired by the Engineer-In-Charge and as per the directions of the Engineer-In-Charge.



**Sample Check List-1**

**(to be submitted by the contractor along with monthly bills)**

<b>Date</b>	<b>Whether Door to door collection has been done or not.</b>	<b>Whether Segregation of Waste done or not</b>	<b>Whether Dustbins kept all around the campus emptied or not.</b>	<b>Whether Mechanical composting of biodegradable waste done or not</b>	<b>Whether workers are wearing proper uniform or not.</b>	<b>Whether vehicles as per agg. Deployed or not.</b>	<b>Sign. Of contractor</b>	<b>Sign. Of sanitary Inspector, IIT Delhi.</b>

**Sample Check List-2**

**Details of Segregated Waste**

**(to be submitted by the contractor along with monthly bills)**

<b>Date</b>	<b>Plastic</b>	<b>Paper</b>	<b>Glass</b>	<b>Cardboard</b>	<b>Pet Bottle</b>	<b>Tetra pack</b>	<b>MLP</b>	<b>Polythene</b>	<b>Sign. of contractor</b>	<b>Sign. of sanitary Inspector, IIT Delhi.</b>

**Sample Check List-3**

**Details of Segregated Waste**

**(to be submitted by the contractor along with monthly bills)**

<b>Date</b>	<b>Kitchen Waste Collected</b>	<b>Horticulture Waste collected</b>	<b>Compost Generated</b>	<b>Non-recyclable waste</b>	<b>Sign. of contractor</b>	<b>Sign. of sanitary Inspector, IIT Delhi.</b>

## GENERAL TERMS & CONDITIONS

### TERMINATION OF CONTRACT

1. The duration of the contract shall be one year and further extended to 2 more years on year-to-year basis on satisfactory performance and can be terminated even earlier by giving notice in writing on account of any of the following reasons:
  - a. On account of unsatisfactory performance
  - b. Breach of contract clauses
  - c. Persistently neglected to carry out his obligations under the contract.

When the contractor has made himself liable for action under any of the cases aforesaid, the Engineer-in-Charge on behalf of BOG, IIT Delhi shall determine the contract as aforesaid (of which termination notice in writing to the contractor under the hand of the Engineer-in-Charge shall be conclusive evidence) upon such determination, the earnest money deposit shall be liable to be forfeited and shall be absolutely at the disposal of the BOG, IIT Delhi. In the event of the above courses being adopted by Engineer-in-Charge, the contractor shall have no claim to compensation for any loss sustained by him by reasons of having employed personnel or purchased T&P for the work.

### SECURITY DEPOSIT

1. The contractor shall deposit an amount equivalent to one-month total charges as Security Deposit (in the shape of Bank Guarantee or FDR of a Scheduled Bank) with the Institute for the entire duration of the Contract.

### DISPUTE

1. Any dispute arising out of and in relation to this agreement shall be referred to the arbitration by the sole arbitrator to be appointed by Director of the Institute. The arbitration would be conducted and governed by and under the provisions of the Arbitration Act, 1996. Any legal dispute will be subject to the jurisdiction of Delhi Courts only and no other court shall have the jurisdiction.

### DISQUALIFICATION

1. The bidder should not have any conflict of interest. The bidder found to have conflict interest shall be disqualified.
2. No joint ventures are allowed.
3. No rebate on account of small-scale industries or any other ground or on any other ground or documents shall be granted in this tender.

### MANPOWER

1. The contractor shall be responsible for all injuries and accidents to persons employed by him while on duty. It is desirable that all employees are covered under insurance cover.
2. The Agency/Contractor shall provide two sets of uniforms to its employees and ensure that they always wear them and keep them clean. The firm's name on the pocket should be inscribed.
3. All employees of the Agency/Contractor shall be issued Identity Cards bearing their photographs. Photographs for identity cards shall be provided by the Agency/Contractor at their own cost. The ID Cards will be issued by the Contractor.
4. The Contractor will provide the Name, Address, Telephone No. & Photographs of its employees posted at IIT Delhi.
5. The Agency/Contractor shall be responsible for the good conduct and behavior of its employees. If any employee of the Agency/Contractor is found misbehaving with the supervisory staff or other staff members of the Institute the Agency/Contractor shall terminate the services of such employees forthwith at their own risk and responsibility. The Agency/Contractor shall issue necessary instructions to its employees to act upon the

- instructions given by the supervisory staff of the Institute.
6. The Agency/Contractor will be responsible for all the staff supplied, verification of their antecedents through Special Branch, Delhi police and a certificate to this effect be furnished by the Agency/Contractor to the Institute. The Agency/Contractor should maintain proper record / document of the same. These documents are required to be produced to the Institute whenever required.
  7. In the event of any loss being occasioned to the Institute on account of the negligence of the duty by the Agency/Contractor's employees, the Agency/Contractor shall make good the loss sustained to the Institute either by replacement or on payment of the adequate compensation.
  8. That no right, much less a legal right shall vest in the contractor workers to claim /have employment or otherwise seek absorption in the Institute nor the contractor workers shall have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the Institute. The workers will remain the employees of the Agency / Contractors and this should be the sole responsibility of the Agency to make it clear to their workers before deputing on work at the Institute.
  9. The contractor will take day-to-day instructions from the supervisory staff of the institute and shall maintain a diary for the same.
  10. The Agency / Contractor shall give the services on all days of the month including gazetted holidays i.e., round the period of contract as work specified in tender. There will be no separate payment for three National Holidays i.e., Republic Day, Independence Day and Gandhi Jayanti and the same is to be included in the daily/monthly charge claim in tender by the contractor.
  4. None of the employees of the Agency /Contractor shall enter into any kind of private work at the different campuses of the Institute during working hrs.
  5. The employees of the contractor shall be of good character and of sound health and shall be below the age of 50 years but not below the age of 18 years and no worker will be allowed to stay in the Institute Campus. The Supervisor engaged should be at least with 10+2 qualification with sufficient experience. The contractor shall be required to furnish the particulars of supervisors immediately after award of the work to Engineer-In-Charge.
  6. The Contractor shall maintain an Inspection Book as prescribed which will be made available to supervisory staff of the Institute. Fault / observation recorded there on shall be attended to immediately.
  7. Minimum wages shall be paid by the Agency /Contractor at the rate fixed by Central Govt. from time to time. Arrears, if due as a result of increase in minimum wages would be reimbursed to the Contractor on submission of proof of actual payment to the worker. In case of half yearly increase in Minimum wages/VDA by the Central Govt., the contractor will submit copy of gazette notification / order to the Institute and the same will be revised.
  8. The Agency/Contractor shall abide by all laws of the land including Labour Laws, Company Act, tax deduction liabilities, Welfare measure of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein. Though any such onus shall be the exclusive responsibility of the contractor, and it shall not involve the Institute in any way whatsoever.
  9. The Institute reserves the right to ask and require the contractor to remove any person deployed by him without assigning any reason /notice.
  10. The contractor shall in no case pay his employees less than the minimum mandatory rates per day / month as announced by the Central Govt. as applicable from time to time.
  11. No employees of the contractor shall work for more than 27 days in a month. Contractor may be asked to change/replace the workers after every six months.
  12. The employees of the contractor shall be bound to perform the assigned jobs by Engineer-in- Charge even though the same may not have been included in the Schedule of Services.
  13. The contractor will apply to the Labour Commissioner to obtain a Labour License as applicable and will submit a copy of license to officer-In-charge.
  14. A separate challan must be submitted for the payments of ESI & EPF of its employees

- deployed only at the Institute.
15. For ESI/EPF/GST shall be reimbursed only on the production of documentary proof of payment to the concerned authorities/departments.
  16. The Contractor shall be required to work as per SOP (Standard Operating Procedure) approved by the Institute after award of work which shall require to be strictly followed.
  17. No labour hut shall be allowed to be constructed and no labour shall be allowed to stay in IIT Delhi campus and nothing shall be paid on this account.
  18. The contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having any jurisdiction or authority, which in any manner may affect their engaged or employed and anything related to carry out the work. All the rules & regulations & byelaws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.
  19. The agency shall claim an increase in the contract cost only on account of an increase in the minimum wages as and when increased by the Central Government. The actual amount shall be reimbursed on the production of proof of payment.
  20. Education qualification for supervisor must be minimum 12<sup>th</sup> pass.
  21. The agency shall not employ any person below the age of 18 years. The Manpower so engaged shall be trained for providing services.
  22. The rates quoted in the financial bids would cover all the liabilities of the agency such as the cost of uniform, bonus, and identity cards of personnel deployed by the contractor and all other statutory liabilities.
  23. Before deputing the manpower, the Engineer-in-charge or the authorized representative of the Engineer-in-charge or the Sanitary Inspector shall take the interview of the workers. If the workers are found suitable then only the Agency/ Firm can depute the workers on site.
  24. The Agency/Firm shall in no case pay his employees less than the minimum mandatory rates per day/month as announced by Central Government from time as per minimum wages act and wages. The payment should be made by cheque in the presence of authorized Institute representative or through RTGS and a record of that should be kept in a Registrar which may be examined by the Institute at any time. In case the Agency/ Firm fails to make timely payments to its employees or at the minimum rates, the Institute shall pay the employees of the Agency/ Firm directly and suitable deductions shall be made from the amount to be paid to the Agency/Firms. The Agency/Firms shall make payments to his employees with details on pay slips which should be given to his employees at the time of payment and copy of the PAYSLIPS to be submitted to IIT Delhi every month for records.
  25. The Institute can increase or decrease the manpower in case there is a requirement of further increase or decrease in the areas to be maintained. The increase/decrease in manpower would accordingly affect the billing on pro-rata basis.
  26. IIT Delhi is a "No smoking zone." The Agency/Firm should ensure that his employees do not smoke while working in IIT campus. They will also not indulge in drinking alcohol or any other intoxicants. They will not consume drugs and eat pan/khaini/tobacco etc. they will not play cards or indulge in gambling on campus.
  27. The Agency/Firm must provide salary slips, EPF numbers and ESI cards, duly activated, to all deployed manpower at client's office. The agency / Firm should also ensure that EPF statements to the deployed manpower are provided immediately after the financial year closing, any delay in submission of these records will force client to deduct a proportionate amount from the bills, as decided by the competent authority of client.
  28. The agency/firm shall deal with and settle the matters related with unions and shall make sure that no labour disputes/ problems are referred to Client. It shall totally indemnify the client in this regard.
  29. The agency/firm should at all times indemnify client against all claims, damages or compensation under the provision of payment of wages Act, 1936; minimum Wages Act 1948; Employer's Liability Act, 1938; the workmen compensation Act 1932; Industrial Disputes Act, 1947; Maternity Benefit Act 1961; Delhi Shops and Essential Act or any

modification thereof or any other law relating thereto, and rules made hereunder from time. Client will not own any responsibility in this regard.

30. Agency/ Firm staff shall always be disciplined, properly dressed and be presentable all the time during duty. The person deployed by the Agency/ Firm shall be properly trained, have requisite experience and skills for carrying out a wide variety of work. The Agency/ Firm shall be solely responsible to tackle the matters in case any of its staff deployed under this contract falls sick or is injured or goes on strike/ unfair activities etc. during performance of his/her duty. It shall indemnify the client in all respects under this contract.
31. All statutory & mandatory deductions as per Government of India & Delhi State Government norms shall be deducted from each running bill & final bill of agency/firm.
32. No escalation clause i.e., clause 10CC of IITD GCC form 7/8 is applicable in this NIQ/Contract.
33. Before quoting rates and NIQ shall be deemed to be accepted by bidder if he participates in the e-quotation.

#### **SUBCONTRACT**

1. The Agency / Contractor shall not appoint a sub-Contractor to carry out any obligation under the contract except in case absolutely essential without the written permission of the Engineer in charge.

#### **PENALTY**

1. If the Agency / Contractor fails to implement the schedule of services to the satisfaction of the Engineer-in-Charge of the Institute on any day in any part of the said campuses, shall be penalized by imposing a fine as mentioned in NIT for breach of contract. The penalty shall continue for successive days till the Agency/Contractor gets a certificate from the officer-in-charge (Sanitation) and such penalty shall be recovered from the bill of the contractor. The decision of Engineer-in-Charge shall be final and binding of the contractor/Agency.
2. In case of any dereliction of duty, gross neglect an unintended damage caused by the contractor or its staff or otherwise any harm done to the Institute its properties its designated officials or other employees, the contractor shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceedings as well as pay penalty which the Director may deem fit.

**Different methods of composting to be adopted by the contractor and the methods for disposal are given below.**

**1. Bangalore method**

This is an anaerobic method conventionally carried out in pits. Formerly the waste was aerobically stabilized in pits where alternate layers of refuse and fresh cow dung were laid. The pit is completely filled, and a final soil layer is laid to prevent fly breeding entry of rainwater into the pit and for conservation of the released energy. The material is allowed to decompose for 4 to 6 months after which the established material is taken out and used as compost.

**2. Indore method.**

This method of composting in pits involves filling alternate layers of similar thickness as in Bangalore method. However, to ensure aerobic condition the material is turned at specific interval for which a 60 cm strip on the longitudinal side of the pit is kept vacant. For starting the turning operation, the first turn is manually given using long handled rakes 4 to 7 days after filling. The second turn is given after 5 to 10 days. Further turning is normally not required and the composted is ready in 2 to 4 weeks.

**3. Window composting**

In this method, refuse is delivered on a paved/unpaved open space but leveled and well drained land in about 20 windows with each window 3m long x 2m wide x 1.5m high with a total volume not exceeding 9.0 m<sup>3</sup>. Each window would be turned on the 6<sup>th</sup> & 11<sup>th</sup> day outside to the center to destroy insect's larvae and to provide aeration on 16<sup>th</sup> day. The window would be broken down and passed through manually operated rotary screen of about 25mm square mesh to remove the oversize contrary material. The screened compost is stored for about 30 days in heaps about 2m wide x 1.5m high and up to 3m long to ensure stabilization before use.

**4. Vermi composting**

For Vermi composting pre-digested organic matter is essential (15- 30 days predigested) as earth warm cannot withstand high temperature generated during pre-digestion. Earth worms require low temperature (20- 28°) humid and shady place to work. Therefore, vermin compost unit should always be made under shade and kept moist. The vermin bed should not be more than 1.5 ft in height.

**5. Mechanized composting.**

As per specification for waste management Rules of MCD/NGT

**ACCEPTANCE CERTIFICATE**

I \_\_\_\_\_(Name of the Person) working as  
\_\_\_\_\_ (Designation) in \_\_\_\_\_  
(Name of the Company) hereby accept all the terms and conditions stated in this NIT.

For M/s \_\_\_\_\_

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. :** \_\_\_\_\_

## &lt;&lt; Organization Letter Head &gt;&gt;

## DECLARATION

I, \_\_\_\_\_(Name of the Person), on behalf of our organization \_\_\_\_\_ (name of the Organization) 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 detail and agree to comply with the requirements and intent of specification.

I also certify that our organization has been authorized (Copy attached) by the OEM to participate in this tender. It is further certified that our organization meets all the eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support us with technology / product updates on regular basis and extend support for the warranty.

I further certify that our organization has not been placed on any ban or suspension or debarment or blacklist or holiday list by any Institutional Agencies / Govt. Departments / Public Sector Undertakings in the last three years.

I furthermore certify that the prices quoted in the financial bids are subsidized due to the academic discount given to IIT Delhi.

1.	Name and Address of Bidder	
2.	Telephone	
3.	Fax	
4.	E-mail	
5.	GST No.	
6.	PAN No.	
7.	(In case of on-line payment of EMD) UTR No. (For EMD)	
8	Name of Contact Person	
9	Mobile Number	
10.	Bank Details of the Bidder	



10a.	Name of the Bank	
10b.	Address of the Bank	
10c.	IFSC Code	
10d.	Branch Code	
10e	MICR code	
10f	Account Number	
10g	Account Type	
<p>N.B.: Kindly attach a scanned copy of a cheque leaf to this document so as to enable us to return the EMD to the unsuccessful bidder.</p>		

**(Signature of the Tenderer)**

**Seal of the Company**

**WORK EXPERIENCE**  
**List of Govt. Organization/Dept.**

<b>List of Government Organizations for whom the Bidder has undertaken such work during last three years</b>		
<b>Name of the Organization</b>	<b>Name of Contact Person</b>	<b>Contact No.</b>

**Note:** Scan & upload the Work Completion Certificates issued by an officer not below the rank of Executive Engineer with this file.

**Signature of Bidder**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Contact No. :** \_\_\_\_\_

**Online Bid Submission**

The Online bids (complete in all respects) must be uploaded in **two** Envelopes as explained below.

<b>Envelope – 1</b> (Following documents to be provided as PDF files)			
<b>S. No.</b>	<b>Bid</b>	<b>Document</b>	<b>File Type</b>
1.	Technical Bid	Proofs of Payment of EMD.	.pdf
2.		Copy of Memorandum & Articles of Association of the company / Certificate of Registration / Partnership Deed / Valid registration certificate	.pdf
3.		Work Experience as per Annexure - E	.pdf
4.		Certificate of Registration for GST and Acknowledgement of Up-to-date Filed Return of GST	.pdf
5.		Certificate of EPF and ESIC	.pdf
6.		In case of Partnership firm, if all the papers of NIT not signed by all the partners, then a power of attorney authorizing the person who has signed the NIT must be uploaded with the tender documents.	.pdf
7.		Average Annual Financial Turnover Certificate from CA with Unique Document Identification Number (UDIN) to be uploaded. (There is no need to upload entire voluminous balance sheet.)	.pdf
8.		Banker's Certificate / Solvency Certificate from a commercial Bank for Rs.82 Lakhs	.pdf
9.		Acceptance Certificate as per Annexure – C	.pdf
10.		Declaration Form as per Annexure – D	.pdf
11.		Undertaking on Stamp Paper of Rs.10/- as per Annexure - L	.pdf
12.		Undertaking on bidder's letter head for the list and details of machines to be deployed by the bidder at IIT Delhi. Annexure-M	.pdf
13.		Proof of manpower on roll. The bidder must upload the payment receipts / ECR sheets of ESIC and EPF in support of his claim of manpower on roll.	.pdf
14.		Undertaking on the letter head as per S. No. 4 of Technical Evaluation Criteria	.pdf
15.		Any other document as specified in NIT	.pdf

**Envelope – 2**

<b>S. No.</b>	<b>Bid</b>	<b>Document</b>	<b>File Type</b>
1.	Financial Bid	Price bid should be uploaded online	.xls

**(A) Manpower Requirement**

<b>S. No.</b>	<b>Designation</b>	<b>Qty (Nos)</b>
1	Facility Manager (Minimum Qualification: Graduate in any discipline)	1
2	Supervisor (Minimum Qualification: 12th Class Passed)	2
3	Machine Operator	2
4	Door-to-door Waste Collectors / H.K. Staff / Horticulture Waste Collector	26
5	H.K Staff for Shredding of Horticulture Waste	4

**(B) Vehicle / Equipment / Consumables**

<b>S. No.</b>	<b>Designation</b>	<b>Qty (Nos)</b>
1	Garbage Rickshaw / E- Rickshaw (Double chambered covered)	12
2	Tempo / Tata 407 with driver having proper license.	1
3	Tractor with trolley with driver having proper license	2
4	Gloves and Face Masks	As per site requirement
5	Tools, i.e., Kassi, Pungi and Compost Screener	As per site requirement
6	Plastic bags of different capacities	As per site requirement

**PROFORMA FOR AGREEMENT**

This agreement made at New Delhi this \_\_\_\_\_ of, 2023 between Indian Institute of Technology Delhi, Hauz Khas, New Delhi – 110 016 on the one part represented by its Registrar hereinafter called as the Institute.

**AND**

M/s \_\_\_\_\_, hereinafter called as the "Tenderer" on the other part which expression shall wherever the context so admits, including its Directors, Partners, Successors, Legal representatives and permitted assignees.

And whereas the Institute is desirous of contracting out the Waste Management Services, which is of highly specialized nature at the Institute's premises at Hauz Khas through M/s \_\_\_\_\_ submitted its offer for the aforesaid work, whereby it represented to the Institute that it had the requisite professional skills and in the said proposal agreed to provide the Waste management Services to the Institute on the terms and conditions set forth in this agreement. The Institute, on acceptance, has agreed to the offer of M/s \_\_\_\_\_ and has awarded above said works in favour of M/s \_\_\_\_\_ for a consolidated amount of Rs.

\_\_\_\_\_ (Rupees \_\_\_\_\_ only) for a period of 01 year including GST, which includes T&P, equipment, rental, etc., as per company's letter number \_\_\_\_\_ dated \_\_\_\_\_ for a maximum period of one year, with assignment at each time being for three months only, on the terms and conditions set forth hereunder. Now, in pursuance of the Letter of Award No. \_\_\_\_\_ dated \_\_\_\_\_, the parties have entered into this Agreement.

**General Terms and Conditions of the Contract:**

1. Awarding of the work of Waste management Services shall not be construed' or interpreted' as creation of any agency or partnership between the Institute and M/s \_\_\_\_\_ or relationship being or deemed, as created between the Institute and any employee/staff of M/s \_\_\_\_\_. The relationship between M/s \_\_\_\_\_ and the Institute shall be expressly and completely as per the terms and conditions and is not open to any further or other construction or interpretation.
2. Any action required or permitted to be taken and any document required or permitted to be executed under this agreement by the Institute or M/s \_\_\_\_\_, as the case may be, may be taken or executed by the officials specified in this agreement.
3. If the Officer-in-charge finds that the performance of M/s \_\_\_\_\_ is unsatisfactory, a notice shall be given to improve the performance and If Officer-in-charge is not satisfied with the clarification/reply of tenderer, a penalty for the first default @ 2% of the monthly bill and for second default @ 4%. of the monthly bill and lastly for third default @ 8% of the monthly bill shall be leviable and recovered. After the third default, if the tenderer commits further default, the INSTITUTE will have the right to terminate the contract without any further notice. However, the tenderer shall continue to provide the services as required in the contract for a further 90 days or till a new tender is awarded, whichever is later.
4. The Institute may from time to time designate one of its officials as the Institute representative. Unless otherwise notified the Institute Representative shall be:
  - a. Shri \_\_\_\_\_
  - b. Indian Institute of Technology Delhi
  - c. Hauz Khas, New Delhi-110016
  - d. Telephone: \_\_\_\_\_
  - e. Fax: \_\_\_\_\_
5. M/s \_\_\_\_\_ may designate one of its employees as Representative. Unless otherwise notified the M/s Representative shall be:
  - a. Shri \_\_\_\_\_

- b. M/s \_\_\_\_\_
- c. Address \_\_\_\_\_
- d. Telephone \_\_\_\_\_
- e. Fax \_\_\_\_\_

6. It will be the sole duty of M/s \_\_\_\_\_ to deploy its own personnel of its own choice for the performance of this contract. The personnel engaged by M/s \_\_\_\_\_ for Waste management Services will work under its control, supervision and administration. M/s \_\_\_\_\_ shall provide all items and equipment, proper uniform including Identity Cards etc. ensure their physical hygiene at its own cost.
7. M/s \_\_\_\_\_ shall be employer of all its employees/staff deputed by it for
8. the purpose of Waste management Services and shall be liable entirely of the exclusion of anyone else, for the payment of wages as also the observance of all statutory requirements including the deposit of EPF, ESI contribution and GST / Service Tax, etc. and/or filing of return. M/s \_\_\_\_\_ shall indemnify the Institute for all or any liability, proceedings, action etc. which it may arise on this account. M/s \_\_\_\_\_ shall also indemnify the Institute against any compensation/claim and damages etc. due to accident or injury to its manpower or death due to accident or otherwise, which may occur during the discharge of their duties within the premises or any other place outside the premises. The Institute would not be liable to pay any damages or compensation to such manpower or to third party.
9. That deployed manpower will contribute towards any exigencies as required by the Institute, irrespective of the scope defined.
10. That M/s Representative shall be available at all time to attend to any complaint received or as pointed out by the Institute. The Waste management Services Manpower shall not directly or indirectly, conduct, indulge in or undertake any other work for reward or otherwise in the premises of the Institute. Any person, staff or personnel of M/s \_\_\_\_\_ found to be absent from his duty, neglecting the duty assigned, displaying improper demeanor" found indulging in behavior or conduct which is not appropriate, unruly or improper or is found not in proper uniform, the such incident, behavior, conduct of such person shall be termed as breach of contract.
11. M/s \_\_\_\_\_ is responsible to maintain the discipline amongst its own personnel. In case of any misbehavior or misconduct by the personnel engaged, M/s shall take adequate action against such personnel including forthwith replacing such personnel upon oral or written request.
12. M/s shall deposit Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) by way of security deposit bank guarantee, in the name of Registrar, INSTITUTE, New Delhi as Security for the due performance of the agreement as per **Annexure- I** hereto. The Institute shall have a right to forfeit the security deposit or encash the bank guarantee as the case may be in the event of any breach or default of any of the terms and conditions of the contract and if at any time during the period of contract, the services of M/s with regard to men and material are found unsatisfactory, the contract shall be liable to be terminated without giving any notice and the conservancy/housekeeping service/security service will be carried on through any other agency at the risk and cost of M/s.....till regular alternative arrangements are made.
13. M/s \_\_\_\_\_ is responsible to maintain the discipline amongst its own personnel. In case of any misbehavior or misconduct M/s shall raise the bill as per the Institute's Award letter no. \_\_\_\_\_ dated \_\_\_\_\_. This amount may be revised whenever there is change in wages according to the applicable Minimum Wages, Law/Act. (Any increase in this account will be supported by relevant notification / documents). M/s \_\_\_\_\_ will raise its bill along with the copies of EPF, ESI and GST / Service tax challan of the previous month remitted to the appropriate authorities, in the first week of every month for the payment of previous month and the Institute will make the payment within a reasonable time. No advance payment will be made. Payment will be made on monthly basis after satisfactory completion of work. If bill is not supported by the copies of challan, payment will not be made and M/s \_\_\_\_\_ will be liable for the consequences thereof.
14. The Income-tax as applicable shall be deducted from the bills and necessary TDS Certificate will be issued for such tax deducted.  
Any terms and conditions of the contract may be amended/revoked with the mutual consent of both the

parties at any time during the period of this contract.

15. The contract can be terminated by the Institute on any of the following conditions:

- a) On expiry of the contract period.
- b) By giving one-month advance notice by Institute on account of:
  - i. Losses suffered due to lapse of security.
  - ii. For committing breach by M/s of any of the terms and conditions of the contract.
  - iii. On assigning the contract or any part thereof or any benefit or interest therein or there underby the tenderer for submitting whole or part of the contract to any third person.
  - iv. Violations of any provision of applicable law.
  - v. The tenderer is declared insolvent by the competent court of law.
  - vi. If the Institute feels that continuation of contract personnel engaged by the tenderer is detrimental to the Institute's interest.
  - vii. In the event of closing down / winding up of Institute.

16. This Agreement along with annexures constitutes a complete and exclusive statement of the terms and conditions of this Agreement between the parties on the subject hereof, and no amendment or Page \_\_\_\_\_ of \_\_\_\_\_ modification hereto shall be valid and effective unless such modification or amendment is agreed to in writing by the parties and duly executed by the persons especially empowered in this behalf of the respective parties.

17. All matters related to the interpretation of the contract, the decision of the Registrar, Indian Institute of Technology, Hauz Khas, New Delhi and M/s \_\_\_\_\_ shall be final.

18. This contract shall come into force with effect from and shall be valid up to subject to successful completion of the period as mentioned and after it will automatically expire unless and until the same is renewed for a further period as required by the Institute. In Witness whereof the parties hereto have set and subscribe their respective names signatures and seal to the terms and conditions of the Agreement written hereinabove on the date and year as mentioned hereinabove.

For Indian Institute of Technology Delhi

For \_\_\_\_\_

Authorized Signatory

Authorized Signatory

1. Witness

2. Witness

**PERFORMA FOR BANK GUARANTEE FOR PERFORMANCE SECURITY**

Ref. \_\_\_\_\_ No. \_\_\_\_\_

Bank Guarantee No. \_\_\_\_\_

Dated: \_\_\_\_\_

To

The Registrar  
Indian Institute of Technology Delhi  
Hauz Khas, New Delhi – 110 016

Dear Sir,

- 1) In consideration of Indian Institute of Technology Delhi, New Delhi – 110 016 having entered into a contract No. \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter called the contract which expression shall include all the amendments thereto) with M/S \_\_\_\_\_ having its registered/head office at \_\_\_\_\_ (hereinafter referred to as the BIDDER) which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and INSTITUTE a performance guarantee for Indian Rupee \_\_\_\_\_ for the faithful performance of the entire Contract.
- 2) We, \_\_\_\_\_ (name of the Bank) registered under the laws of \_\_\_\_\_ having head/registered office at \_\_\_\_\_ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any/all moneys to the extent of India Rs. \_\_\_\_\_ (in figures) \_\_\_\_\_ (in words) without any demur reservation, contest or protest and/or without any reference to the Bidder. Any such demand made by INSTITUTE New Delhi on the Bank by serving a written notice shall be conclusive and binding without any proof, on the bank as regards the amount due and payable; notwithstanding any dispute(s) pending before any court, Tribunal, Arbitrator or any other authority and/or other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by INSTITUTE in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding, up, dissolution or insolvency of the Bidder and shall be remain valid, binding and operative against the bank.
- 3) The bank also agrees that INSTITUTE at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Bidder and notwithstanding any security or other guarantee that INSTITUTE may have in relation to the Bidder's liabilities.
- 4) The Bank further agrees that INSTITUTE shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract or to extend time of performance by the said Bidder from time to time or to postpone for any time or from time to time exercise of any of the powers vested in INSTITUTE against the said bidder and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not



be relieved from our liability by reason of any such variation, or extension being granted to the said Bidder's or for any forbearance, act or omission on the part of INSTITUTE or any indulgence by INSTITUTE to the said Bidder or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

- 5) This Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of INSTITUTE under or by virtue of this Contract have been fully paid and its claim satisfied or discharged or till INSTITUTE discharges this guarantee in writing, whichever is earlier.
- 6) The guarantee shall not be discharged by any change in our constitution, in the constitution of INSTITUTE or that of the Bidder.
- 7) We, \_\_\_\_\_ (Name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of INSTITUTE in writing.
- 8) The bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
- 9) The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase Contract has been placed.
- 10) Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Indian Rs. \_\_\_\_\_ (In figures) Indian Rupee \_\_\_\_\_ (in words) and our guarantee shall remain in force until (indicate the date of expiry of bank guarantee).
- 11) Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us said date, the rights of INSTITUTE, under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the right of INSTITUTE under his Guarantee shall be valid and shall not cease until we have satisfied that Claim.
- 12) In witness whereof, the Bank through its authorized officer has set its hand and stamp on this \_\_\_\_\_ day of \_\_\_\_\_ (Month) in \_\_\_\_\_ (Year) at \_\_\_\_\_ (Place).

(Signature)

Full Name:

Designation:

Name & Address of Bank (in legible letters):

Stamps of Attorney as per Power of Attorney No. :

Dated: \_\_\_\_\_

Witness: 1

Witness: 2

Signature

Signature

Full Name and Address

Full Name and Address

**Note: Date of validity should be scheduled date of Completion plus six months.**

**Penalty / Compensation for Breach of Contract**

<b>S. No.</b>	<b>Fault</b>	<b>Fine</b>
1.	Dustbin (not emptied or left over outside)	Rs.100 per dustbin
2.	Non-provision of vehicles like Tempo 407, Tractor with trolley	Rs.2500 (per vehicle) / day
3.	If segregation of waste is not done	Rs.500 per day
4.	Non-provision of wheelbarrow, rickshaw and hand carts or other T&P	Rs.200 per day for each equipment.
5.	Non provision of mechanical composting	Rs. 1000 per day
6.	Non collection of waste from door to door	Rs 15 per day per house
7.	Not wearing proper uniform by the workers	Rs 50 per person per day
8.	Less manpower deployment/absence of manpower (all categories)	Rs. 100 per person per day (This is an additional penalty to the actual payment for manpower.)
9.	Penalty for not removing the collected waste / recycled waste / the compost after processing of biodegradable waste / non-recycled waste from IIT campus within three weeks from the date of collection	Rs.2000/- per day

**INDIAN INSTITUTE OF TECHNOLOGY DELHI**

Checklist for Technical Evaluation:

<b>S. No.</b>	<b>Information to be provide</b>	<b>To be filled by the Bidder</b>	<b>For Office use</b>
1.	Annual Turnover (in lakhs)		
2.	Manpower on roll		
3.	Experience of running waste management services (in year)		
4.	Volume of work done during last three financial years as specified in clause 3.1 of NIT (in years)		
5.	Value of work done during last three financial years as specified in clause 3.1 & 3.2 of the NIT		
6.	No. of Trained supervisory staff in the field of Hygiene/ Waste Management Services		

**Note :** Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided.

(ON A STAMP PAPER OF Rs.10/-)  
UNDERTAKING

To

The Registrar

Indian Institute of Technology Delhi  
Hauz Khas, New Delhi – 110 016

Name of the Firm/Agency: \_\_\_\_\_

Title of the Tender: \_\_\_\_\_

Due Date: \_\_\_\_\_

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in the tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We shall provide trained Waste management Service workers.
5. I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back-to-back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for e-quotation in IITD in future forever. Also, if such a violation comes to the notice of the Department before the date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

Yours faithfully,

(Signature)

Full Name:

Designation:

**Notes:**

- Affidavits shall be purchased/notarized on or after NIT published date but on or before last date of submission of NIT.
- Affidavit must have “NIT/Quotation reference number” and “Title of work” and shall be used once for each fresh e tender.
- No back dated affidavit shall be entertained, and non-compliance of above points shall lead to rejection of the e tender

**Undertaking on bidder letter Head**

Reference to point no. 3 of the Technical Evaluation Criteria, I/We hereby undertake to install the following machines/equipment's at IIT Delhi for the subjected work. The rates quoted by me/us in item no. 1 of BoQ include the supply, installation, testing, commissioning, and maintenance of the following machines/equipment's at IIT Delhi for the subjected work.

<b>Name of the equipment / machine</b>	<b>Qty to be deployed at IIT Delhi.</b>	<b>Wt. handling capacity of the machine.</b>	<b>Age and condition of the machine.</b>

**Sign. & Seal of the Bidder.**

**Financial Bid  
BOQ**

S. No.	Description	Quantity	Unit	Rate (Rs)	Amount (Rs)
1	<p>Consolidated rate for collection of waste from door to door from approximately 1516 Nos. houses and other buildings and from all dustbins kept at different locations across the campus including required T&amp;P, safety and protective gears.</p> <p>The minimum manpower, equipment/vehicle and scope of work are as per Annexure 'G'.</p> <p>The rates also include the cost of segregation of waste, composting of biodegradable waste and disposal of waste.</p> <p>All kinds of waste, i/c the recyclable material, compost / manure after processing biodegradable waste and residual waste, should be taken away by the agency within three weeks from the date of collection (except biohazard and E-waste).</p> <p>The quoted rates will also include the cost of supply and installation of shredding machine, composter / digester machine including all operations i.e., installation, commissioning, operation, maintenance taking out the manure etc. and excavation of pits / holes for decomposition of horticulture waste and food waste if required. Nothing to be paid extra on this account.</p> <p>Note: 01 job means the agency will execute the complete work for a period of 01 month.</p>	12	Jobs		
2	<p>Providing trucks with driver for disposal of Garbage (minimum capacity of 400 cft) from IIT campus to MCD sanitary land fill dumping ground including all T&amp;P required for loading and unloading of garbage (Dumping to be done at all heights in sanitary land fill at his/her own cost, and nothing extra shall be paid by IIT Delhi). (12 Trips in a month)</p>	504	Metric Ton		
	<b>Total Amount</b>				

**Special Conditions: -**

1. Engineer-in-charge may foreclose the work whenever desired, in such eventually, payment of gross work done up to foreclosure date, PG of the contractor shall be refunded, but no payment on account of interest, loss of profit of damages etc. or any other claim shall be payable at all.
2. No labour huts shall be allowed in IIT campus, and nothing shall be paid extra on this account.
3. The contractor should visit the site of work before quoting the rates.
4. No labour to stay in IIT Campus, and nothing shall be paid extra on this account.
5. Site shall be given for work as and when it is available.
6. The rates for different items of work shall apply for all Heights & Depths, Leads & Lifts and nothing extra shall be paid on these accounts.
7. Quoted rates of agency shall be inclusive of GST & exclusive of employer share of ESI & EPF failing with contractor shall be debarred from the IIT Delhi as par IIT Delhi norms.
8. **The rates should be without employer share of ESI/EPF, and the contractor shall be required to deposit employer share of ESI & EPF for the above work & submit original receipt as proof of payment of ESI & EPF particular to this work to the department. Employer share of ESI & EPF shall be reimbursed to the contractor separately.**