

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI
(IIIT-DELHI)
Okhla Industrial Estate, Phase III
New Delhi 110020
(Tel No 011-26907400, Website: www.iiitd.ac.in)**

**NOTICE INVITING TENDER FOR PROCUREMENT OF AUTOMATIC FULLY MECHANISED ORGANIC
WASTE MACHINE FOR COMPOST**

IIITD CAMPUS AT OKHLA, PHASE III , NEW DELHI

IIIT-Delhi invites tender from established, reputed and experienced agencies for supply, installation and maintenance of **Automatic Fully Mechanized Organic Waste Machine for Compost** in Indraprastha Institute of Information Technology, Okhla Phase III, New Delhi

Bid Schedule

Tender's Name- . **Procurement of Automatic Fully Mechanized Organic Waste Machine for Compost**

All tender related queries may be addressed to tender@iiitd.ac.in; tender document available from www.iiitd.ac.in

Schedule for invitation of tender:

1	Date of Start and downloading the tender	14 Nov 2018
2	Earnest Money Deposit (EMD)	Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft in favour of the " IIITD" payable at New Delhi
2	Bid Submission end date (Last date and time) for receipt of bids	05 Dec 2018 at 1500hrs
3	Technical Bid Opening Date and time	05 Dec 2018 at 1530 hrs
4	Presentation before IIITD	10 Dec 2018 Onwards, exact date and time will be intimated

1. The bidder must read the prescribed terms & conditions and accept the same to proceed further to submit the bids.
2. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as asked. Incomplete information may lead the bid to be summarily rejected.
3. Bidder must unconditionally accept all terms and conditions stipulated in the

original/downloaded tender document and submit/upload the entire signed and stamped document.

5. All documents submitted should be self-attested with seal of the bidder.
6. All pages of the bid including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
7. The evaluation of the bid, as explained in detail later, will give 70% weight to technical bid and 30% to financial bid. Bid Evaluation Criteria is placed at **Annexure "VII"**

IMPORTANT INSTRUCTIONS TO BE NOTED CAREFULLY BY THE BIDDER/ AGENCY(S):

(a)	Institute	The Director, IIIT-D, New Delhi
(b)	Name of Services required	Procurement of Automatic Fully Mechanized Organic Waste Machine for Compost In Indraprastha Institute of Information Technology, Okhla Industrial Area, Ph-3, New Delhi – 110020
(c)	Bid Security (EMD)	Rs 25,000/- (Rupees Twenty Five Thousand only)

TECHNICAL SPECIFICATIONS

Specifications	Specification Name	Values
Generic Parameters	Type of Plant	Fully Automatic, Aerobic
	Type of Composter	Fully closed with inbuilt curing and maturation system.
	Type of Waste	Domestic Food Waste+ Horticulture waste
	Type of Machine	Fully automatic
	Reprocessing Capacity	100 kgs
	Process	Continuous 24X7 operation
	Chamber Volume	Approx 6 times to reprocessing capacity, 650 ltrs for 100 kgs
	Material of Vessel and shaft	SS
	Material of Body Cover	SS, Fibre, Fibre/MS with grade A epoxy coating
	Feeding to shredder	Manual, automatic
	Temperature controller and Sensor	Yes, Automatic
	Humidity sensor	Yes, Automatic
	Heating System	Ceramic type, Blanket type. Air ventilated heating with heat exhauster
	Overload and current protection for motors and blowers	Yes
	Odor control	Yes
	Condition and state of output compost	Enriched and dry
Compostable material removal	Once in 24 hrs	
No harmful gases like Ammonia, Sulphur di-oxide, Methane, Carbon di-oxide, should be generated	Yes	
Warranty	Comprehensive Warranty	12 months
Certifications	Norms and specifications	As per Solid waste management rules 2016
	Availability of test reports from Central	Yes

Govt.	
Test report No	
Test report Date	
Name of Lab	
Address of the Lab	
Copy of Test reports to be submitted	Yes

PROCEDURE FOR SUBMITTING TENDERS

1. Technical Bid

The following documents along-with supporting documents, may be submitted in Original form so as to reach IIIT-D, Okhla Ind. Area, PH-3, New Delhi, before the last date and time of the closing of the bid and time indicated in the Tender :-

- i. Covering letter indicating the index / list of enclosures.
- ii. Additional information of the Bidding Agency duly signed by the bidder or authorized representative of the bidder as per the Performa and format given in **Annexure-I**
- iii. Bid Security (EMD) in original (Annexure II)
- iv. Original/downloaded tender document duly filled in, signed and stamped by the Bidder or his authorized representative and duly witnessed with name address & contact number of witness.
- v. Declaration as per **Annexure-III** along with attested Copies of Income Tax Return for the last three years 2014-15,2015-16,2016-17, PAN, GST Registration Certificate of the bidder/ Agency
- vi. **Annexure IV**: List of present clients along with tel/Mob No of the user with whom similar machine is in each use.
- vii. Following documents are required to be sent to the address mentioned in the stipulated time. The bid criteria as mentioned in table must be fulfilled and supported by relevant document as indicated below.

SNo	Eligibility Criteria	Document
1	Annexure I	Properly filled and duly signed and stamped
2	Annexure II	DD/Pay order/Bankers cheque/FDR/Bank Guarantee in favour of "IIIT Delhi" payable at Delhi along with properly filled , signed and stamped Annexure II
3	Annexure III	Copy of IT return and acknowledgment of the IT Department. Copy of the IT returns for financial year 2014-15,2015-16,2016-17and photocopy of PAN, Annexure III
4	Annexure IV	List of present clients along with tel/Mob No of the user with whom similar machine is in each use(Anexure IV)
5	Annexure V	List of consumables along with life span
6	Annexure VI	Price Bid

2. **PRICE BID:**

The Price bid must be submitted in the prescribed format as per (**Annexure -V**)
(PLEASE NOTE THAT NO PRICES SHALL BE INDICATED IN THE TECHNICAL BID OTHERWISE, THE BID WILL BE REJECTED
OUTRIGHTLY WITHOUT ANY FURTHER CORRESPONDENCE)

- a. The price bid is to be quoted strictly as per the format given in **Annexure -VI**. There should be no cutting or overwriting.
- b. If price bid is not quoted as per the format in **Annexure -VI**, the bid is liable to be rejected or the evaluation committee.
- c. You are also required to quote for **non comprehensive AMC** for the machine for next 5 years on expiry of warranty period.

3. **BID Evaluation:**

- a. The bids shall be ranked on the basis of combined weighted score for quality and cost. The tender shall be awarded to the bidder obtaining the highest total combined score in evaluation of Technical bid and Price (financial) bid.
- b. The bids shall be ranked keeping in view the marks obtained on a scale of 100 marks during evaluation of bids. The technical and Price (financial) bids shall enjoy weight age in the proportion of 70:30 i.e. 70% for the technical bid and 30% for the financial bid.
- c. Combined scores of respective bidders shall be obtained by sum of their respective technical bid scores (out of 70) and their respective Price (financial) bid scores (out of 30).
- d. Evaluation criteria is as per "**Annexure VII**"

4. **Bid Security (EMD):**

- i. Each tender must be accompanied by Bid Security of Rs 25,000/- (Rupees Twenty Five Thousand only) in the form of a Demand Draft/ Pay Order/BG/FDR favoring the Director, Indraprastha Institute of Information Technology, Delhi.
- II. The Bid Security shall be valid and remain deposited with the Institute for the period of forty five days beyond the final bid validity period.
- III. In case of non submission of Bid Security, the tender would be rejected without assigning any reason whatsoever unless the bidder has uploaded valid exemption certificate.

5. **Security Deposit** : Successful bidder is required to deposit Security of 5% of estimated cost during warranty period.

6. **Submission Details:** The commercial and Technical should be deposited separately in sealed envelopes super subscribing "**Commercial and Technical Bid for supply of Automatic Fully Mechanized Organic Waste Machine for Compost**" respectively on the sealed envelope and addressed to Registrar IIIT-Delhi.

7. **Terms and Conditions:**
 - a) Delivery: Within 30 days of placing the order
 - b) Payment: Within 10 Days of successful running condition
 - c) Taxes: All inclusive
 - d) Validity of bids: The bid must be valid for at least a period of 3 months
 - e) Warranty: Minimum one year
 - f) Training and demonstration of Machine: Operation and basic maintenance training of one week for at least 8 hrs to be provided to the operator.
8. **Site Visit:** site visit by bidder can be arranged prior submitting the bid
9. **Exclusive Right of the Director, IIIT-D**

The Director, Indraprastha Institute of Information Technology (IIIT-D), has full and exclusive right to accept or reject any bid or tender and / or withdraw the work order without assigning any reasons, whatsoever.

Registrar

Annexure - I

Additional information of the Bidding Agency duly signed by the bidder or authorized representative of the bidder as per the Performa

1. Tender Enquiry No. Due for opening on:
2. Name & Address of Bidder
3. Details of Bank Account of the bidder/Agency.
 - i) Name of the Bank
 - ii) Address of the Branch
 - iii) Phone number
 - iv) IFS Code No.
 - v) Bank Account No.
 - vi) Type of Account
4. Business Name and constitution of the firm. Is the firm registered under
 - i) The Indian Companies Act, 1956
 - ii) The Indian Partnership Act, 1932
 - iii) Any act, if not, who are the owners. (Please give full Names and Address)

Signature of Bidder

Full name & address of the
Person signing

DETAILS OF EARNEST MONEY DEPOSIT

Tender Enquiry No.

Due for opening on:

Bid Security (EMD) as required by this tender is being submitted in the form of DD/Bank Guarantee/FDR favoring "Director," Indraprastha Institute of Information Technology ,payable at Delhi, and duly discharged in his favor in advance.

1. Details of Bid Security attached (DD/Pay Order/FDR, Bank Guarantee) :

2. Instruments.No. _____ Dated _____

3. Drawn on (Bank) _____

4. Address of Branch _____

5. Amount _____

Signature of the Bidder

Name & Address with stamp

INCOME TAX RETURN & PAN

Tender Enquiry No. **IIIT-D/**

Due for opening on:

As required by this tender the copies of Documents as per details given below are being submitted:-

Details of IT Return: Copy of IT returns of FY 2014-15,2015-16,2016-17

PAN (Attach a photocopy of PAN Card):

GST Registration No:

Signature of the Bidder

Name & Address with stamp

LIST OF PRESENT CLIENTS

List clients with whom similar is in use in the last three years.

S.No	Name of the client	Date of Supply	Model of the supplied Machine	Tel/Mob No of the user
1				
2				
3				
4				

Signature of the Bidder

Name & Address with stamp

Annexure-V

LIST OF CONSUMABLE SPARES

S.No	Name of Consumables	Life span (Hours)
1		
2		
3		
4		

Signature of the Bidder

Name & Address with stamp

1. PROFORMA FOR FINANCIAL BID

SNO	Item Name and Model	Base Price	GST	Any other charges(Specify)	Total Cost (all inclusive)
1					
2					

2. AMC (non comprehensive) inclusive of GST

SNo	Year (after Expiry of warranty/DLP)	Base Cost of Machine	AMC %age (Percentage of Cost)	AMC Cost in Rs.
1	1 st Year			
2	2 nd Year			
3	3 rd Year			
4	4 th Year			
5	5 th Year			

3. Annual Cost Of consumables: Rs. (inclusive of GST)

We accept that the rate quoted above shall remain valid for a period of 30 days from the date mentioned below. The product/part shall be supplied within a period of 4 weeks from the date of placing Purchase Order on us.

(Signature and seal of the Bidder)

Annexure VII

Evaluation Criteria				
SNo	Item	Points	Criteria	Points Award
1	IT returns for 2014-15, 2015-16,2016-17	10	Yes/No	
2	ISO/ Other Certifications of the firm	10	Yes/No	
3	Clients in govt./PSU/MNC/Educational Instt organizations for supply of machine	20	Less than 2	5
			2-5	10
			5-10	15
			>10	20
4	Presentation before the Expert Committee	30		
5	Financials	30		
		100		