



INDIAN INSTITUTE OF MANAGEMENT SHILLONG

Umsawli, Shillong- 793018

Phone No: 0364-2308012

ENQUIRY NO: K1-1205/1/2022-ENGG/ 1974

Email: spo@iimshillong.ac.in

Dated: 24.08.2023

NOTICE INVITING QUOTATION

Subject: Notice Inviting Quotation for Collection and Disposal of Garbage from IIM Shillong Umsawli and Nongthymmai Campus.

Quotations are invited on behalf of Director IIM Shillong from registered/ reputed dealer/supplier for tentative requirement of goods/services as per Terms & Conditions mentioned therein **in two packet system in two separate sealed covers duly marked “Techno-Commercial Bid” and “Price/ Finance Bid”, placed in another sealed cover/envelope.** The Quotation as per format given below are to be submitted in **Sealed Envelope**, addressed to the Chief Administrative Officer, IIM Shillong with the words **“Quotation for Collection and Disposal of Garbage from IIM Shillong Umsawli and Nongthymmai Campus.”**, with due date **boldly superscripted on the top of the envelope.** The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box **on or before 02.09.2023 by 12:00 noon.**

DETAILS ARE AS FOLLOWS:

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| Monthly rate for Collection and Disposal of Garbage from IIM Shillong Umsawli and Nongthymmai Campus | Rate to be quoted by prospective bidder in the Financial Bid |
| GST | GST as applicable over and above the quoted rate. |
| Eligibility Criteria | <p>The applicant Should have a minimum of 3 years of experience in Collection and Disposal of Garbage.</p> <p>Preference will be given to parties already providing services of Collection and Disposal of Garbage in other establishment of repute.</p> <p>All necessary documents (copies) required like Establishment Registration, GST Registration,PAN, Trading License from KHADC (for Non-Tribal) should be submitted along with the Quotation (Technical Bid).</p> <p>There should be no legal suit, criminal case pending or contemplated against the proprietor of the shop or the firm on grounds of moral turpitude or for violations of any of the laws in force.</p> |
| Period of Contract | Initially for 12 Months from the date of Award of Work. Based on satisfactory performance the contract may be extended for another 1 years i.e. 2 years in total |
| Period of Extension | After 2 years, the contract may be extended annually upto 3 years maximum. Every year of extension shall be considered only on satisfactory performance /service. |

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| Institute may at its discretion consider for extension of contract period subject to the party agreeing to Institute's terms and conditions on mutually agreeable terms. |
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A. GENERAL TERMS AND CONDITIONS

1. This is Notice Inviting Quotation (NIQ) only hence does not bind the Institute in any commitment to place order to any vendor.
2. Tender should be addressed to the Chief Administrative Officer, IIM Shillong. The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box **on or before 02.09.2023 by 12:00 noon** under sealed cover failing which the quotation shall be rejected. The quotations received will be **opened on 04.09.2023 at 10.00 am** Terms and conditions for supply should invariably be indicated otherwise would be taken on its face value. The rates may be quoted on separate sheets failing which the tender(s) will be rejected.

TENDER SHOULD INVARIABLY BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:

PART- I:- TECHNO- COMMERCIAL BID IN ONE SEALED COVER

PART-II: - PRICE BID/FINANCIAL BID IN ONE SEALED COVER.

BOTH THE SEALED ENVELOPES SHOULD THEN BE PUT IN OUTERCOVER INDICATING THEREON:

- i) Reference No. of the Quotation: _____
- ii) Tender regarding: _____
- iii) Due date for submission of the tender: _____
- v) Name and Address of the firm: _____

PLEASE NOTE THAT PRICES SHOULD NOT BE INDICATED IN THE TECHNO- COMMERCIAL BID. THE PRE-QUALIFICATION DOCUMENTS AS REQUIRED SHOULD INVARIABLE BE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID.

NOTE: OFFERS SUBMITTED WITHOUT FOLLOWING TWO-PACKET SYSTEM PROCEDURE AS MENTIONED ABOVE WOULD BE SUMMARILY REJECTED.

3. No counter proposal is acceptable to us and conditional/late tenders are liable to be rejected.
4. Vendors/Suppliers/ Contractor are required to submit copies of valid GST and PAN Registration with all associated spec. sheets and brochures in the Techno-Commercial Bid.
5. The Quotation should be submitted **as per the format given on Official Letter Head** of the vendor indicating GST No. & PAN. The Quotation submitted should be signed, seal of vendor affixed with date.
6. It will be the prerogative of the Institute to place the supply order for the whole lot or in staggered manner depending upon the requirement of the Institute.
7. The Institute shall have the right to reject any quotation without assigning any reason thereof. No correspondence will be entertained in this regard.
8. Quotation will only be entertained when received within the stipulated date and time mentioned in the NIQ.
9. Validity of Quotation, Rate, GST & Delivery Period must be mentioned clearly in the quotation.
10. The NIQ queries (if any) should only be e-mailed on spo@iimshillong.ac.in

B. SCOPE OF WORK:

REQUIREMENT OF GARBAGE COLLECTION & DISPOSAL SERVICES AT THE TWO CAMPUSES:

- i) IIM Shillong Umsawli Campus and
- ii) IIM Shillong Nongthymmai Campus

Location for Umsawli Campus:

1. The Services shall include collection the garbage from all Apartments of the Institute located at different locations within the IIM Main Campus. i.e., Academic Building, Director's Residential, All Residential Quarters, All Hostels Blocks and Dining Hall, Male Barrack, Main Gate etc.
2. Collection of garbage from all the masonry dustbins/dumps located at various point on the Campus and in the Apartments of the Institute.
3. To remove bee hives.
4. Removal and disposal of dead animals as and when reported.
5. Removal of all types of garbage and their proper disposal outside the Institute at authorized site.
6. Removal of garbage's such as fused tube lights, sanitary fitting etc.
7. The Agency will ensure cleanliness of all dustbins and the area around it.
8. The Agency will not be allowed to dump the generated waste at any other place other than the specified place.
9. The Agency must provide heavy leather gloves for handling items like broken glass, nails etc. and light cotton gloves for handling garbage's where, minor injury is not even anticipated.
10. Any other sanitary work as assigned by Estate Officer of the Institute.

Location for Nongthymmai Campus:

1. The Services shall include collection the garbage from all Hostels Blocks and Dining Hall, Main Gate etc.
2. Collection of garbage from all the masonry dustbins/dumps located at various point on the Campus and in the Apartments of the Institute.
3. To remove bee hives.
4. Removal and disposal of dead animals as and when reported.
5. Removal of all types of garbage and their proper disposal outside the Institute at authorized site.
6. Removal of garbage's such as fused tube lights, sanitary fitting etc.
7. The Agency will ensure cleanliness of all dustbins and the area around it.
8. The Agency will not be allowed to dump the generated waste at any other place other than the specified place.
9. The Agency must provide heavy leather gloves for handling items like broken glass, nails etc. and light cotton gloves for handling garbage's where, minor injury is not even anticipated.
10. Any other sanitary work as assigned by Estate Officer of the Institute.

C. SPECIAL TERMS AND CONDITIONS SPECIFIC TO THE SCOPE OF WORK

The contractor, his servants and agents shall be entitled to use only those areas of the premises which will be required for collection and disposal of garbage.

1. The contractor performing the agreement herein contained and on his part to be performed shall and may peacefully use the limited area of premises for purpose of collection and disposal of garbage.
2. The Contractor shall not, unless with the written consent of the IIM Shillong create a subcontract of any description with regard to this contract or any part thereof nor shall he without such written consent as aforesaid, assign or transfer his contract or any part thereof.
3. The successful bidder within fifteen days of the acceptance of the LoA of work shall execute a Performance Bank Guarantee in the form of a Bank Guarantee of any nationalized bank, @ 5% of the annualised quoted amount and the Bank Guarantee shall be valid for the period of 1 year (12 Months).
4. This Contract may be terminated forthwith by either party by giving one month written notice to the other if the other party is in material breach of its obligations under this Agreement and / or, in the case of such breaches capable of being remedied, fails to remedy that breach within thirty days of receiving notice of such breach or the Contract may be terminated forthwith by the Client by giving 30 days written notice to the Contractor,
5. The Contractor shall use the premises only for the purpose indicated in this Agreement and not for any other purposes whatsoever.
6. The Contractor shall indemnify IIM Shillong from/against any claims made or damages suffered by IIM Shillong by reason of any default on the part of the Contractor in the due observance and performance of the provisions of any law which may be related to the purpose of this Agreement and to the area in which premises are located.
7. IIM Shillong shall not be held responsible in any way for loss or damage by any means causes to the Contractor's stock or property.
8. The Contractor shall comply with the requirements of all standard health clauses issued by the Central/ State Government from time to time.
9. All the instructions given by IIM Shillong in the maintenance of public health of the premises of IIM Shillong including sanitation control, prevention of infectious diseases, shall be carried out by them and his agent and servants.
10. The Contractor his agents and servants shall not without consent of IIM Shillong, interfere with injure, destroy or render useless any work executed or any materials or things placed in, under or upon any land or building.
11. The Contractor, his agents and servants shall not abuse the water sources, and drainage facilities in the premises so as to create a nuisance or unsanitary situation prejudicial to public health.
12. Contractor shall not damage any part of IIM Shillong premises and in the event of any damage being caused to the same intentionally or otherwise, by the Contractor, or his employees, IIM Shillong shall be entitled to repair the damage at the expense of the contractor and shall be deducted from his bill till the cost incurred for repairing is recovered or the contractor may repair the same at his own expenses.

13. The Contractor should agree to provide necessary training to his engaged employees for safe handling and loading of garbage on the vehicle from collected area.
14. The Contractor will, during the continuance of this contract insured against any claim for workmen's compensation or otherwise of all persons employed by him in connection with his business to be carried on as aforesaid with the insurance company.
15. In the case of such breach of the terms of this contract as minor offences and complaints coming to its notice for which in the opinion of this Agreement need not be terminated, IIM Shillong may at its discretion recovery of compensation from the Contractor up to the limit of the security deposit of the Contractor. The decision of IIM Shillong in this respect will be final and binding on the contractor.
16. IIM Shillong do not recognize any Association of the Traders and in case any negotiation/ bargain necessary with regard to the clarification of the terms & conditions of the Contract or modification thereof such negotiations should be sought by the Contractor alone and no collective representation/bargaining will be entertained.
17. On expiry of the contract period or on termination of the contract by IIM Shillong on account of any breach on the part of the Contractor, the Contractor shall remove his/their goods and other materials from the premises immediately, failing which IIM Shillong reserve its right to remove such goods/materials at the cost & risk of the contractor. In case the contractor fails to remove any goods/ materials, IIM Shillong shall be at liberty to dispose off the goods / materials of the Contractor by public auction. The Contractor shall not be entitled to raise any objection in such an eventuality.
18. The Garbage will be collected from various areas of campus (as per locations in SCOPE OF WORK). However, the place may be changed as per discretion of IIM Shillong.
19. The contractor will be required to provide the services of loading of collected garbage on the truck/tractor trolley, transport it to the area designated for dumping of garbage by the authorities of Shillong Municipal Board/Local Authorities.
20. All materials equipment's, tools including disinfectants, trucks, etc., required for the above contract shall be arranged by the Contractor at his own cost.
21. The Contractor shall sprinkle disinfectant at the garbage collection points after picking up the garbage.
22. The bidder shall have to possess a valid contract from the Municipal Authorities etc (if necessary) for collecting /dumping of the garbage in the designated locations.
23. The garbage shall be disposed of, maintaining all safety precautions as per protocol of the State Government, Pollution Control Board & any Local Authorities at the Government authorized garbage dumping yard at the cost of the contractor. The sole responsibility for this lies with the contractor.
24. Garbage shall be collected as prescribed by Govt. / other environmental regulatory agencies and shall be moved out of the campus in one go only, subject to Security check etc.
25. If any hazardous or chemically deteriorating material is observed by IIM Shillong, the same shall be handled by the Garbage agency with care and disposed off under the strict supervision of state police wherever required.

26. IIM Shillong has the right to check, search, examine the persons and the belongings of the employees/ representatives and agents of the Contractor while entering/ leaving the premises.
27. The Garbage collection point shall be kept clear of any dumps or spill outs.
28. IIM Shillong does not guarantee the quantity of garbage and the entire garbage is to be removed on as-is where-is basis on daily basis.
29. The contractor shall not carry out any sort of garbage in the operational area or in the premises of IIM Shillong.
30. Frequency of disposal of garbage will be on a daily basis from different locations as specified at SCOPE OF WORK.
31. IIM Shillong may ask for increasing the frequency as per discretion/requirement.
32. Use of alcoholic drinks, chewing of tobacco or gutkha and smoking is strictly prohibited by all employees and persons within the premises of IIM Shillong.
33. The Contractor will adhere to prevailing rules related with Labor Act, Bio medical waste management & handling rules, rules related with transportation and dumping of the garbage and other rules and regulation applicable in providing the services for disposal of garbage.
34. Any person who is in Government Service should not be made a partner to the contract by the contractor directly or indirectly in any manner whatsoever.
35. The list of staff and registration number of the vehicles going to be engaged shall be made available to IIM Shillong and if any change is required the fresh list shall be made available by the agency after each and every change.- The antecedents of staff deployed shall be verified by the contractor from local police authority.
36. The contractor will have to maintain a register regarding services rendered by him. This will be countersigned by the authorized official of IIM Shillong. While raising the bill, the copy of the relevant pages of this register having the signature of contractor/worker and counter sign by the authorized official of IIM Shillong has to be submitted along with bill for the purpose of verification.
37. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
38. That in the event of any loss occasioned to IIM Shillong, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by IIM Shillong, the said loss can claim from the contractor up to the value of the loss. The decision of the IIM Shillong will be final and binding on the agency.
39. All the work related with disposal of garbage has to be performed during working hours. The loading of garbage have to be done in presence authorized representative of IIM Shillong.
40. The payment will be made in the second week of next month for services rendered by agency in previous month subject to submission of bills and after getting satisfactory report from the concerned authorities regarding services rendered. In case the agency fails to submit tax exemption certificate, the

amount as applicable will be deducted from their bills.

41. If the successful tenderer fails to remove the garbage within a day, a penalty of Rs 3000/- per day will be imposed and deduction will take place from subsequent claim without assigning any reason thereof.
42. Even after the imposing the penalties if the contractor will not improve the services and will be found unsatisfactory the contract for the remaining period will be terminated and performance security will be forfeited.
43. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by IIM Shillong.
44. The contractor shall indemnify and hold IIM Shillong harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
45. If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations.
46. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist.
47. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.
48. Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the Client in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made there under including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be Shillong and the decision of the arbitrator shall be final and binding on the parties.
49. Jurisdiction of Court: This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of Shillong Courts.

Sd/-
Purchase Officer
IIM Shillong

TECHNICAL BID:**DOCUMENTS TO BE SUBMITTED:**

| Sl. No | Particulars | Information |
|---------------|---|--------------------|
| 1 | Name of the Company/ Firm/Agency | |
| 2 | Address of the Company/ Firm/Agency | |
| | (a) Postal (along with local office) | |
| | (b) Telephone/ Fax No(s) | |
| | (c) E-mail | |
| | (d) Website address, if any | |
| 3 | Type of the organization (Company/Firm /Sole Proprietor/Pvt. Limited) | |
| 4 | Name, designation and telephone/ mobile number of authorized person to be contacted. | |
| 5 | (a) Year of establishment of the Company/ Firm having relevant nature (<i>Establishment Certificate to be attached</i>) | |
| | b) Experience in providing similar services of Garbage Collection and Disposal (<i>Work orders executed to be attached</i>) | |
| 6 | (a) PAN / TIN No. | |
| | (b) GST Regd. No. | |
| | (c) KHADC certificate | |
| | <i>Note: - Attested copy in respect of (a) to (c) to be attached</i> | |
| 7 | Has the Company/ Firm ever been blacklisted? Yes /No (<i>If no undertaking in this regard to be attached</i>) | |

Authorized Signatory
Full Name and Designation with Company/ Firm's seal

FINANCIAL BID:

FORM TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE

| Sl. No | Particulars | Information |
|---------------|---|--|
| 1 | Name of the Company/ Firm/Agency | |
| 2 | Address of the Company/ Firm/Agency | |
| | (a) Postal | |
| | (b) Telephone/ Fax No(s) | |
| | (c) E-mail | |
| | (d) Website address, if any | |
| | | |
| | Amount quoted for “Garbage Collection and Disposal service ” | Rs. _____ only per month In words (Rupees) only per month. GST will be added extra as per applicable rates. |

Authorized Signatory
Full Name and Designation with Company/ Firm's seal

PROFORMA FOR SELF-DECLARATION

I,

S/o. Shri/Smt

R/o Police Station.....

DistrictState

Director/Contractor/Partner/Sole Proprietor (Strike out the word which is not applicable) of (firm/Contractor/Company)

.....

do hereby declare and solemnly affirm that:

- (i) I am/my firm/company is not blacklisted by Union or any State Govt./ Organisation.
- (ii) No individual/firm/companies blacklisted by the Union or State Government or any partner or shareholder thereof, have any connection directly or indirectly with or has any subsisting interest in business of my firm.
- (iii) I am or my partner are not involved/convicted in any criminal case/economic offence and no criminal case/economic offence is pending against me or my partner in any court of Law/Registered with police.
- (iv) No individual who is dismissed / terminated from IIM Shillong or any Govt. body is employed in my shop / firm company.

Dated:

Deponent