



**Indian Institute of Information Technology, Sri City, Chittoor**

**NOTICE INVITING QUOTATION**

**No.:** IIITS/NIT/SCRAP DISPOSAL/2023/015, Dt. 25.08.2023

Notice E-Tenders are invited through CPP portal – Government e-Procurement Portal from eligibility bidders under two bid system (Technical bid and Financial bid) for the work of **Disposal of Unusable Scrap Materials at IIIT Sri city campus as and where condition** addressed to the Registrar, IIIT Sri City, Chittoor and submit all specified documents:

<b>Bid Issue Date</b>	<b>25/08/2023</b>
<b>Last Date Of Bid Submission</b>	<b>01/09/2023 up to 16:00 Hrs</b>
<b>Date Of Bid Opening</b>	<b>02/09/2023 at 16:00 Hrs</b>
<b>Mode of Submission</b>	<b>E-Tenders in two bid system through CPP Portal Envelope 1: Technical Bid Envelope 2: Financial Bid</b>
<b>Address for Submission</b>	<b>Through CPP portal only</b>
<b>Earnest Money Deposit (E MD)</b>	<b>The Earnest Money Deposit amounting to Rs.10,000/- (Rupees Ten Thousand only) must deposit through RTGS / NEFT to IIIT Sri City Chittoor Opex Account (Bank details are in Page 2)</b>

**PART "A": NIT DETAILS**

1. NIT DETAILS 1. Tender Documents: The interested parties may download the tender documents from web-site of IIIT Sri City -<https://www.iiits.ac.in/tenders/> and in <https://etenders.gov.in/eprocure/app>
2. Bidders are advised to visit the website frequently to find any addendum/ Corrigendum issued or extension of due date for submission, etc. No separate intimation will be issued /advertised in this regard.
3. Bidders are requested to go through the terms and conditions carefully and also visit / inspect the conditions of the scrap materials at site without fail to submit the tender as per procedure explained in the tender document.
4. The tenderer(s) if required, may submit queries, if any, through E-mail to [pmc.2021@iiits.in](mailto:pmc.2021@iiits.in) or may contact Mobile No. 9154857419 to seek clarifications within 17:00 Hrs on 27.08.2023. IIIT Sri City will reply only those queries which are essentially required for submission of bids. IIIT Sri City will not reply the queries which are not considered fit like replies of which can be implied /found in the NIT/ Tender Documents or which are not relevant or in contravention to NIT/Tender Documents or queries received after stipulated, extension of time for opening of technical bids, etc.
5. Technical Bids will be open on the scheduled dates. Requests for extension of opening of Technical Bids will not be entertained.
6. **Earnest Money Deposit:** The Earnest Money Deposit amounting to Rs. 10,000/- (Rupees Ten Thousand only) must be credited in the form of NEFT/RTGS to "IIIT Sri City Chittoor Opex Account" (A/c. No. 38329375681, IFSC Code. SBIN0016527, (16527) - Sri City (Mallavaripalem), 115, Peepul Boulevard Sri City, Chittoor District, AP - 517 646.
7. **Site Visit:** Every Tenderer/Bidder is expected to inspect the Scrap Materials between Monday to Saturday from 10:00 Hrs to 17:00 Hrs except Sunday and Govt. holidays, to ascertain the exact
8. **IIIT Sri City reserves the right:**
  - a. To accept or reject any or all quotations either in whole or in part or to invite revised price bids or to annul the bidding process
  - b. To postpone and/or extend the date of receipt/opening of quotation or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder.
  - c. To omit/delete any item(s) of material from the scrap schedule at the time of allotment or before the commencement of disposal without assigning any reason whatsoever.
9. If the date of opening of the quotation is declared as holiday, it will be opened on the next working at the same time.

10. **Financial Evaluation:** The Financial Bid (Tender) should be submitted strictly in the prescribed CPP Portal format and should remain valid for a minimum of THREE (3) months.
11. Financial bids, which are incomplete and are not submitted in the prescribed format, will be summarily rejected.
12. The Financial bid should be submitted / uploaded clearly in the CPP Portal format.
13. The successful bidder needs to arrange for the loading, transporting of the scrap material and manpower to the locations as per the size and volume of the scrap material.
14. The successful bidder has to ensure the safety of the manpower/vehicles deployed in the premises. IIIT Sri City will not be responsible for any incident arising during execution of the work.
15. **PAYMENT TERMS:**
- a. The successful bidder shall have to deposit 50% of amount arrived for all the scrap materials as per the quoted price to IIIT Sri City Chittoor up on award of the work.
  - b. Balance 50% of amount is to be paid to IIIT Sri City Chittoor before lifting the material from the Institute premises.
  - c.
16. **COMPLETION PERIOD:** All the scrap material should be cleared by the successful bidder within **Two Weeks** from the date of award of contract.

17. **TAXES AND DUTIES:**

Bidders are advised to fill all columns in the CPP Portal BOQ format only without fail. Bidders financial bid without total amount with Tax and total amount without tax as stipulated in the BOQ format will not be considered and they will be summarily disqualified. Bidders are advised not to submit any hard copies of bids either through post or in person to the Tender Inviting authority. Only online submission through portal is accepted.

IIIT Sri City reserves the right to change the quantity or add the item or cancel the item/service required.

18. **JURISDICTION:** All the disputes arising out of this order shall have exclusive jurisdiction of Tirupati, Andhra Pradesh only.

The Director, IIIT Sri City reserves the right to accept or reject any or all the Tenders without assigning any reason.

**Instructions for submission of online Bid:**

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal URL:<https://etenders.gov.in/eprocure/app> by clicking on "Online Bidder Enrollment". Enrolment on the CPP Portal is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any

Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.)

v. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tender" folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.

vi. The bidder 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.

vii. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option.

viii. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

ix. The tenders will be received online through portal <https://etenders.gov.in/eprocure/app>. All the technical/Eligibility related documents should be uploaded in Technical bids in pdf format for evaluation IIIT SRI CITY, CHITTOOR IIITS/NIT/Land Scape/2023/014 Signature of the tenderer with seal 6 purpose.

x. Bidder should log into the site well in advance for bid submission so that he/she upload the Bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. . The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

xi. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should submit their financial bids in the format provided and that no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as the bidder's name). If the BOQ file is found to be modified by the bidder, the Bid will be rejected. xii. The server time (displayed on the bidders' dashboard) will be considered the standard time for referencing the deadlines for submitting bids by the bidders, opening of bids, etc. The bidders should follow this time during bid submission.

xiii. The Tender Inviting Authority will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.

xiv. The uploaded tender documents become readable only to public view after the tender opening by the authorized bid openers.

xv. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the Bid no. and the Date & time of submission of the Bid with all other relevant details.

xvi. Kindly add a scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

Xvii 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. xviii. Any queries relating to online

bid submission or CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120- .4200462, 0120-4001002, 0120- 4001005].

Annexure -1

EMD DECLARATION FORM

Performa for Earnest Money Deposit (Bid Security) Declaration

Whereas, I/We ..... (name of Agency) ..... have submitted bids for the work of .....

I/ We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

1. If after the opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,

Or

2. If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

**I/We shall be suspended for one year and shall not be eligible to bid for tenders in the Indian Institute of Information Technology Sri City, Chittoor from date of issue of suspension order.**

(Signature of the Bidder, with Official Seal)

Annexure-2

DETAILS TO BE FURNISHED BY THE BIDDERS

1. Name of the Firm/Company:
2. Address for Communication:
3. Telephone/ Mobile No.:
4. E-mail:
5. Details of Proprietor/partner/Director
6. GST Registration No.:  
(Attach copy of the GST Registration Certificate)
7. PAN Number:  
(Attach copy of the PAN Card)

This is to certify that the above facts are true complete and correct to the best of my knowledge and belief. Further, it is certified that I/We have read and understood the terms and conditions of the Tender Notice.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the Tender and agree to abide by these terms and conditions.

Name and Signature of the Firm/Company

Seal of the Firm/Company

Signature of the tenderer with seal

Annexure-3

Declaration regarding black-listing and/ or litigations

I/we hereby declare that our firm/agency is not black-listed by any Ministry or Department of Central Government/State Government or PSU or other bodies under the Central Government/State Government. I/we further declare that no criminal case is registered or pending against the firm/company or its owner/partners/directors anywhere in India.

Date the ..... day of ..... 2023

Signature of Bidder .....

Name & Address of Bidder .....

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**PRICE BID: ANNEXURE 'A'**

**Name of Work: Disposal of Unusable Scrap Materials at IIIT Sri city campus as and where condition.**

<b>Sl. No.</b>	<b>Description of Material</b>	<b>Quantity (Approx.)</b>	<b>Unit</b>	<b>Rate (in Rs.)</b>	<b>Amount (in Rs.)</b>
1	Aluminum – Sections of various sizes	1	Kg		
2	Mild Steel (MS) – Pieces of various sizes	1	Kg		
3	Galvanized Iron (GI) – Pieces of various sizes	1	Kg		
4	Tube Light Frames & Exhaust Fans	1	Kg		
5	2 Core & 3 Core Electrical Cables – Various Size Pieces	1	Kg		
6	Used Side Table Racks	1	No		
7	Used Computer Tables	1	No		
8	Damaged Plywood (Cut Pieces of Various Sizes)	1	Kg		
9	Damaged Plastic (Various Material)	1	Kg		
10	Old Window Screens	1	No		
11	Copper Pipes (AC)	1	Kg		
12	Particle Boards (approx. 3'x4' size)	1	No		
13	White Board – Classroom (approx. 4'x3' size)	1	No		
14	Ethernet Cables – LAN Cat 6	1	Kg		
15	<b>Debris</b> 1. Carton Box 2. Packing Waste 3. False Ceiling Tiles 4. Interior Waste	1	Lot		
16	Newspaper	1	Kg		
17	Used IRON Cupboards	1	No		
18	Old Inverter Batteries	1	No		
				<b>TOTAL</b>	

Amount in Words:

Signature of the tenderer with seal