



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, इंदौर, पिन- 453552

Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552



GeM Custom Bid
for
Services for Collection, Segregation and Disposal of Dry & Wet Waste

आवश्यकता की अनुसूची के अनुसार तकनीकी एवं वित्तीय बोली के दस्तावेज़
ऑनलाइन जमा करने हेतु

Documents to be submitted online for
(Technical & Financial Bid as per Schedule of requirement)

उपरोक्त कक्षा
(संलग्न तालिका)

सहायक कुलसचिव
(सेवा अनुबंध)
Assistant Registrar
(Service Contracts)

27/05/26



भारतीय प्रौद्योगिकी संस्थान इंदौर
खंडवा रोड, सिमरोल, इंदौर - 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

Tel.: 0731-6603408/3369
Email: servicecontracts@iiti.ac.in

निविदा आमंत्रण सूचना / NOTICE INVITING TENDER (NIT)

for

सूखा एवं गीला कचरा संग्रहण, पृथक्करण एवं निपटान सेवाओं हेतु/ Services for Collection, Segregation and Disposal of Dry & Wet Waste

Indian Institute of Technology Indore (IIT Indore) invites online e-tenders under a Two-Bid System (Technical and Financial) for the work "Services for Collection, Segregation and Disposal of Dry & Wet Waste." Detailed information regarding the scope of work, eligibility criteria, bid submission procedure, timelines, and terms & conditions is available in the tender document.

Interested and eligible bidders may submit their bids online through the e-procurement portal within the stipulated time, as mentioned in the tender schedule

Sl. No.	Description of Stores	NIT No.	EMD
1.	Services for Collection, Segregation and Disposal of Dry & Wet Waste	IITI(SC)/HS/036/HI/2025-2026	Rs. 2,00,000/- (Rupees Two Lakh Only) Online EMD Submission: Bidder can submit their EMD online by visiting to the below link: https://www.onlinesbi.sbi/sbicollect/

SUBMISSION OF BIDS ONLINE IN TWO BID: <https://gem.gov.in>

*NIT No. 036 should be mentioned for the purpose of EMD Submission, and the Tender No. should be referred to for bid submission/communication etc.

Note:

- I. Tender Documents with detail terms & conditions can be downloaded from our website: <https://www.iiti.ac.in/tendercs> & <https://gem.gov.in>
- II. The pre-bid report will be published as a part of the tender document.
- III. All the details/documents pertaining to the NIT such as tender document, pre-bid report, corrigendum and any further updates will be available only on our website and also at Government e-Marketplace (GeM).

IIT Indore shall not be responsible for non-receipt of bid due to internet issues or any other reasons. **For any issues related to tender please contact Service Contracts Section, Tel: +91-0731-6603369/3408 Email: servicecontracts@iiti.ac.in**

Assistant Registrar (Service Contracts)

सहायक कुलसचिव
(सेवा अनुबंध)

Assistant Registrar
(Service Contracts)

अनुभाग-1 / SECTION- I**निविदा की अनुसूची/ SCHEDULE OF TENDER**

Sl. No.	Event	Date and Time/ Remarks
01	निविदा दस्तावेज़ डाउनलोड करने की तारीख Downloading of Tender document online from GeM	From May 27, 2026 https://gem.gov.in & https://www.iiti.ac.in/tendercs
02	बोली-पूर्व बैठक के लिए प्रश्न प्रस्तुत करने हेतु Submission of Queries for Pre-bid meeting	Upto June 05, 2026, 02:00 PM (IST) Format for Submission of Queries enclosed as Form - 9
03	बोली-पूर्व बैठक की तारीख और समय Date & Time of Pre-Bid Meeting	June 05, 2026 at 03.00 PM (IST) The pre-bid report will be uploaded on the website & GeM and the same will be a part of the tender document
04	बोली-पूर्व बैठक स्थल Venue for Pre-Bid Meeting	Pre-bid meeting will be done Online on Google Meet: https://meet.google.com/tuv-tiaq-iaqf The pre-bid report will be uploaded on the website & GeM and the same will be a part of the tender document
05	ऑनलाइन बोली जमा करने की अंतिम तिथि और समय (तकनीकी और वित्तीय बोली) Last date & Time of Submission of Bids Online (Technical and Price Bid)	June 18, 2026 upto 03.00 PM (IST) Please refer tender Terms at IIT INDORE
06	तकनीकी बोलियाँ खोलने की तिथि एवं समय Opening of Technical Bids Online	June 18, 2026 at 03.30 PM (IST) Please refer tender Terms at IIT INDORE
07	निविदा के संबंध में सभी संचार को संबोधित करने हेतु All the communications with respect to the tender shall be addressed to:	Assistant Registrar (Service Contracts) IIT Indore, 4th Floor Western Wing (Toward's Gate-1), Abhinandan Building, Khandwa Road, Simrol, Indore- 453552 Tel.: 0731-6603408/3369, Email: servicecontracts@iiti.ac.in
08	Submission of Bid Online	https://gem.gov.in
09	Contract Period	The contract will be for a period of 1 (one) year initially with a trial period of 3 (three) months. If the services during the trial period are satisfactory, the contract will be renewed for the remaining period of 9 (Nine) months. In case the services during the trial period do not meet the standard or found unsatisfactory, the contract will be terminated with two weeks' notice. IIT Indore may renew/extend the contract to such further period(s), as it may deem proper and, in any case, not exceeding 2 (two) years in the spell of 1 year from the date of commencement of work, having regard to the quality and manner of the Bidder's performance.
10	Schedule of Price Bid Opening	Schedule for opening Price Bids will be notified via GeM only to the bidders qualifying the Technical Bid evaluation.
11	किसी भी आवश्यक सहायता के लिए संपर्क करे FOR TAKING ASSISTANCE, IF ANY	GeM Portal website: www.gem.gov.in GeM Portal Help Desk Toll Free No.:18004193436

अनुभाग-2 /SECTION-II**ऑनलाइन बोली जमा करने के लिए बोलीदाताओं को निर्देश**
INSTRUCTIONS TO THE BIDDERS FOR ONLINE BID SUBMISSION

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Government E-Marketplace ([URL:http://gem.gov.in](http://gem.gov.in)). The bidders are required to submit copies of their bids electronically on the GeM Portal.
2. More information useful for submitting the online bids on the GeM Portal is available/ obtained at ([URL:http://gem.gov.in](http://gem.gov.in)).
3. For Registration: Bidders are required to enroll on the Government E-Marketplace ([URL:http://gem.gov.in](http://gem.gov.in)).
4. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
5. IIT INDORE reserves the right to reject any tender/bid wholly or partly without assigning any reason.
6. The Technical Committee constituted by the IIT INDORE shall have the right to verify the particulars furnished by the bidder independently.
7. Bidder(s) shall take into account that all costs including expenses on Salary, EPF, ESIC, Group Insurance, Uniform etc. shall be borne by the bidder and no claim for any extra payment for any reason shall be entertained.
8. The contractor shall be responsible for any damage caused to the institute by the deputed staff.
9. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
10. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the bid document should and must be uploaded On-line <http://gem.gov.in>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
11. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
12. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IIT INDORE reserves the right to accept or reject any or all the tenders.
13. The detailed instruction for online submissions of bid(s) through e-procurement module of Government E-Marketplace, the bidder(s) may visit following link:- [URL:http://gem.gov.in](http://gem.gov.in).

Assistant Registrar (Service Contracts)

अनुभाग-3 /SECTION-III**सामान्य निर्देश / GENERAL INSTRUCTIONS:**

1. Indian Institute of Technology Indore (IIT INDORE) invites **Online tender for the “Services for Collection, Segregation and Disposal of Dry & Wet Wastes”**.
2. **Tender Form:** Tender documents will not be issued in person. The tender document can be downloaded from IIT INDORE Website www.iiti.ac.in & gem.gov.in. Tender documents are in 2 (two) parts viz.,
 - a. Technical Bid (Cover-1): Technical bid will be opened on the due date for technical evaluation. The technical evaluation matrix will be uploaded on GeM Portal for intimation to the service providers. Technically disqualified service providers can represent disqualification, within a week of uploading of technical evaluation matrix.
 - b. Financial Bid (Cover-2): Financial bids of technically qualified responsive bidders only will be opened.
3. **Pre-Bid Meeting:**
 - a. Bidders are requested to attend a Pre-bid meeting for clarification on the Tenders' technical specifications and commercial conditions, on the time, date, and place/ mode mentioned in the Schedule of Tender. Participation in such a Pre-bid meeting is not mandatory. If a bidder does not participate or submit any query, then no subsequent representations from them regarding the Technical & Commercial specifications/ conditions shall be entertained after the date of pre-bid meeting.
 - b. Bidders are advised to submit their doubts/ questions/ clarifications in FORM IX, if any. It should bear tender no., title and marked “Queries for Pre-Bid Meeting”. Form should be sent through email at servicecontracts@iiti.ac.in as per the Schedule of Tender mentioned in the Section-I.
 - c. Any modification of the tender document, arising as an outcome of the Pre-Bid meeting, shall be notified through amendment on the website of the Institute and GeM Portal. No queries will be entertained beyond the date of the Pre-bid meeting.
 - d. Bidders are totally responsible for incorporating/ complying with the changes/ amendments issued, if any.
4. **Bid Evaluation Procedure:** To select the bidder, Least Cost Based (LCS) method will be followed through a two-stage bidding process.
 - a. Bids should be submitted in two parts viz. Technical Bid & Financial Bid.
 - b. The Technical Evaluation Committee (TEC) shall examine the bids to ascertain that all documents mentioned in Section-6 have been provided and examine the completeness of each document submitted. If any of these documents or information sought is missing, TEC may disqualify the bid.
 - c. Evaluation will be done strictly on Pre-Qualification, Scope of Work and Technical criteria as mentioned in Section-6 (Parts I & II).
 - d. The TEC will invite the shortlisted bidders (who qualify the Pre-qualification and technical criteria) to give a presentation as part of the technical evaluation.
 - e. The TEC shall evaluate the technical bids and, based on the technical evaluation and presentation, shortlist the technically qualified bidders. The financial bids of only those bidders found technically qualified shall be opened for further evaluation in accordance with the LCS methodology.

5. Details of EMD, submission of tender, etc. are indicated elaborately in the tender document.
6. **Opening of Part II of the bid: After verification of Part I (Technical Bid), price bid of only those bidders who satisfy all the eligibility criteria laid down in this notification will be opened.**
7. In case, any document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, whether before award of work or otherwise.
8. Conditional, Incomplete tenders, Tender in any form other than the prescribed form issued by IIT INDORE or bids received in any mode other than the mode of submission prescribed will be rejected. In such cases, EMD submitted with the tender will be forfeited.
9. The tender is not transferable under any circumstances.
10. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
11. **Evaluation of tender: In case two or more tenders are equal in monetary terms, work will be awarded to the contractor who has executed contracts of higher values.**
12. Any bidder having a record of non-performance, unsatisfactory service, or who is involved in any ongoing legal dispute, arbitration, or litigation with any government department, PSU, or reputed organization in respect of similar services, shall be liable for disqualification. The Institute reserves the right to reject such bids at any stage, if found adversely affecting the performance or credibility of the bidder.
13. Empanelment of Service Providers (Waste Management Services):
 - a) In the event of failure, non-performance, persistent deficiencies, abandonment of services, financial incapacity, or termination of the existing waste management contract due to any reason attributable to the current Service Provider, IIT Indore reserves the right to empanel additional eligible agencies through this tender.
 - b) The empanelled agencies may be engaged for immediate and seamless continuation of waste collection, segregation, transportation, processing, and disposal services, without any further tendering process, to ensure uninterrupted waste management operations across the Institute.
 - c) The empanelled agency shall be required to take over the services at the same rates, terms, and conditions as finalized through this tender or as mutually agreed upon by IIT Indore.
 - d) The duration of such engagement may be for the remaining period of the terminated contract or for a duration deemed appropriate by IIT Indore based on operational requirements.
 - e) IIT Indore reserves the right to allocate the entire scope of waste management services or part thereof to any empanelled agency, depending on the urgency, scale of service disruption, and institutional requirements. The decision of IIT Indore in this regard shall be final and binding.
14. Performance Evaluation (Waste Management Services):
 - a) The Institute shall conduct a comprehensive Monthly Performance Review of the services rendered by the Successful Bidder, covering parameters such as efficiency in waste collection, effectiveness of segregation at source, compliance with waste handling protocols, adequacy of manpower, adherence to schedules, statutory and environmental compliance, responsiveness to complaints, maintenance of hygiene standards, and overall operational efficiency.
 - b) If the performance of the Successful Bidder is found unsatisfactory in any given month, the Institute shall issue a formal notice highlighting the deficiencies and directing the Bidder to undertake corrective measures within a specified timeframe.

- c) In the event the Successful Bidder receives three consecutive unsatisfactory performance evaluations, such continued non-performance shall be treated as a material breach of contract.
- d) Upon the third consecutive unsatisfactory performance rating, the termination provisions of this tender shall become applicable, and IIT Indore reserves the right to terminate the contract without any financial liability. The decision of the Institute regarding performance evaluation and subsequent action shall be final and binding.

15. IIT INDORE reserves the right to:

- a) reject any or all the tenders without assigning any reason whatsoever;
- b) not bind himself to accept the lowest or any tender; and
- c) accept the whole or any part of the tender and the bidder shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited. Tender details can be viewed in the website www.iiti.ac.in.

अनुभाग-4 /SECTION- IV
विशेष नियम और शर्तें
SPECIAL TERMS AND CONDITIONS

(Please read the following carefully and give acceptance for the same in the prescribed format and submit it with the Technical Bid).

1. The bidder should provide the information about the personnel deployed for the respective work and the vehicle number with security team and with the housekeeping office also. The vehicle driver must carry Photo ID, Driving License, Insurance of the vehicle and PUC to be produced at the entry gate for security check daily.
2. The bidder should have authorization certificate from Indore Municipal Corporation or the related offices for safe disposal of dry and wet wastes.
3. The bidder should have valid license/certificate from Pollution Control Board for the safe disposal of wastes.
4. The bidder will ensure that the certificate for safe disposal of wastes from the relevant government agency to be provided to the IIT Indore monthly.
5. A monthly report should be provided, detailing the quantity of waste collected, its disposal location, and any sales to third parties.
6. The bidder should provide consumables, uniform, safety equipment, tools and ID Card for their each and every staff for smooth and safe execution of services and the charges for the same will be borne by the bidder.
7. The dress code for drivers and the color of waste transportation vehicles should comply with government regulations.
8. The bidder will ensure that an alternate arrangement will be made in case of vehicle failure without any delay in service for transportation of wastes on time.
9. Garbage collection and disposal should be done in such a way, so that cleanliness of the entire IIT INDORE campus shall be maintained in top condition at all the times. At no point of time the area should give an impression of being unattended.
10. **The bidder will provide 2-ton compost monthly resultant processing of wet wastes to IIT Indore.**
11. The bidder must have at least 3 years of experience with executing waste management in the Central/State government organizations/offices or Industries or Corporate Sectors.
12. Clear procedures for the loading and unloading of waste (equipment to be used) at designated sites or garbage stations should be outlined.
13. A daily logbook must be maintained to ensure accountability.
14. The person deployed for work should not be involved in any police case or any case should not be pending against them. The bidder will ensure that the police verification certificates are to be obtained from the staff to be deployed by him under the contract.
15. It shall be the sole liability of the bidder (including the Contracting firm/Company) to obtain and to abide by all necessary licenses / permissions from the authorities concerned as provided under the

various labour legislations including the labour license obtained as per the provisions of the Contract Labour (R&A) Act 1970 (Central Rules 1971).

16. The Agency shall discharge obligations as provided under various applicable statutory enactments as mentioned below:
 - a. EPF and Miscellaneous Provision Act 1952
 - b. The Employees State Insurance (ESI) Act 1948
 - c. The Contract Labour (R&A) Act 1970 (Central Rules 1971)
 - d. The Inter-State Migrant Workmen (Regulation of Employment and conditions of service) act 1979
 - e. The Minimum Wages Act 1948 (Central Rules 1950)
 - f. The Payment of Wages Act 1936
 - g. The Workmen's Compensation Act 1923
 - h. Employment of Children's Act 1938
 - i. Payment of Bonus Act 1965
 - j. The Motor Vehicles (Amendment) Act 2019
 - k. The Industrial Employment (Standing Orders) Act 1946
 - l. Pollution Control and Environment Protection Laws
 - m. Code on Wages, 2019
 - n. Code on Social Security, 2020
 - o. Industrial Relations Code, 2020
 - p. Occupational Safety, Health and Working Conditions Code, 2020
 - q. Solid Waste Management Rules, 2016
 - r. And other relevant acts, rules and regulations, instructions, etc. issued /enforced from time to time.
17. The bidder must ensure that the quoted rates shall be as per the Central Minimum Wages for the particular work, prevailing during the period of the contract and other statutory requirements.
18. The bidder must quote the rates trip wise (**per trip charges**) for dry and wet wastes separately.
19. In case the bidder fails to fulfil the obligations fully and in time, IIT Indore shall have the absolute right to take up the work at the Bidder's cost and risk any and such expenses from the amounts due to the Bidder including Security Deposit. The institute shall have the right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill and/or security deposit.
20. Uniforms: 02 (two) complete set of Uniforms are to be provided to the deputed staff having "Waste Management Services" logo at the back including Shoes, Gloves, Face Masks, Safety Goggles, Caps and Towel (for summer), Raincoat (for rainy season), Winter Jackets (for winter season), Safety Shoes and Safety Helmet (as per the work requirement). The quality and standard of the uniform should be good and approved by IIT Indore. These are to be provided to the workers free of cost. In case of non-provision of uniform or any lapse in the quality, IIT Indore will provide the same at risk and cost of the successful Bidder. The successful Bidder shall ensure the provision of replacement of uniform at no additional cost as per above requirements for all deputed staff once every 12 months and safety gears as and when required from the date of initial uniform issuance.
21. Social Security and Statutory Welfare Compliance of Personnel: The successful Bidder shall ensure that all personnel deployed for the services are duly covered under mandatory Social Security and Welfare Schemes including, but not limited to, Employees' Provident Fund (EPF), Employee' State Insurance (ESI), Labour Welfare Fund (LWF), Central Minimum Wages, Bonus, Leave Entitlements, Insurance Coverage, and any other statutory benefits as applicable under prevailing laws. The successful Bidder shall be solely responsible for timely deduction, deposit, remittance, and compliance of all statutory contributions and liabilities to the deployed workforce. IIT Indore shall not, in any manner whatsoever, be held responsible or liable for any default, omission, non-compliance, dispute, penalty, interest, compensation, or legal consequences arising out of non-payment or delayed payment of statutory dues by the successful Bidder. The successful Bidder shall maintain proper statutory records, registers, wage sheets, attendance records, challans, returns, and other related documents as prescribed under the applicable labour legislations (CLRA Act, Central Rules 1971) and shall produce the same to the Institute or any statutory authority whenever required for verification, inspection, or audit purposes.

22. The bidder will be fully responsible for any accident or mishaps involving workers engaged by the bidder and the bidder should meet the claims. The bidder shall indemnify IIT Indore from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the bidder at the Institute. The bidder will fully indemnify IIT Indore against all claims in this regard.
23. **Modification of specification of work:** IIT Indore reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate the contract.
24. **Tenure of Contract:** The contract will be for a period of 1 (one) year initially with a trial period of 3 (three) months. If the service during the trial period is found satisfactory, the contract will be renewed for the remaining period of 9 (Nine) months. In case the services during the trial period do not meet the standard or found unsatisfactory, the contract will be terminated with two weeks' notice. The contract may also be terminated by giving 30 days prior written notice by either party provided that the successful bidder has complied with all its obligations to the IIT Indore in accordance with this agreement on the date of such termination. IIT Indore may renew/extend the contract to such further period(s), as it may deem proper and, in any case, not exceeding 2 (two) years in the spell of 1 year from the date of commencement of work, having regard to the quality and manner of the Bidder's performance. However, it shall be with consent by the Bidder on the same terms and conditions at the absolute discretion of IIT Indore.
25. In the event of local problems arising while discharging the functions at IIT Indore, the bidder will deal with such problems appropriately and the bidder will not bring IIT Indore on the scene of arising such matters.
26. Proper coordination between the waste management team and the IIT Indore housekeeping staff should be ensured.
27. IIT Indore reserves the right to terminate the contract without assigning any reason by giving a notice of one month. The bidder will also have to serve a notice of equal period, if bidder wishes to terminate the contract.
28. **Dispute Resolution:** Amicable Settlement; In case a dispute arises between the Institute and the Agency (parties) regarding any matter under the contract, the Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days from the date of receipt of notice. On receipt of the dispute notice, the matter will be referred to the Dispute resolution Committee nominated by IIT Indore. The matter shall then be resolved between them and the agreed course of action will be documented.
29. **Governing Law:** The order placed will be a contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction.
30. IIT INDORE reserves the right to award the tender to a single party for the entire campus or may split among the multiple bidders based on the evaluation criteria.
31. During major events at IIT Indore, the bidder must ensure that the vehicle is placed to collect both wet as well as dry wastes.
32. **Performance Security:** The successful bidder must submit a e-PBG of 5% of the total cost of the tender within 7 days of the receipt of the Service Order, to be submitted from an Indian Scheduled Bank in the form bank guarantee valid from the date of commencing of services till 60 days beyond the date the closure of services. No interest will be payable by the IIT Indore on Performance Security. This Performance Security will be liquidated and forfeited in case the successful bidder performs poorly/ terminates the contract during the middle of contract period/ discontinue their service without prior notice/ incurs any loss to the IIT Indore property for reasons attributable to the successful bidder or as mentioned in this tender.

33. The above e-PBG amount shall be in one of the following forms:

(a) Issued by any commercial bank in India, in the prescribed form provided in **Form-XI**.

34. If the successful bidder, having been called upon by the IIT Indore to furnish Performance Security, fails to do so within the specified period, it shall be lawful for the IIT Indore at its discretion to annul the award and enforce Bid Securing Declaration (in lieu of forfeiture of the Bid Security), besides taking any other administrative punitive action like 'Removal from List of Registered Service providers' etc.

35. **Commencement of Work:** The successful Bidder is required to start the work with requisite manpower with effect from the date of acceptance of the contract. In case it is found that the work has not been taken up from the above date, then IIT INDORE at its sole discretion may cancel the work order.

36. **Voluntary Exit with Notice:** The Contractor may terminate the contract by providing 60 (sixty) days' prior written notice to IIT Indore, clearly stating the reasons for exit. The Contractor shall continue to provide uninterrupted services during the notice period until a suitable alternative arrangement is made by IIT Indore.

Conditions to be Fulfilled Before Exit-

Before the exit becomes effective, the Contractor shall:

- a) Clear all statutory dues, labour wages, PF/ESI contributions, and liabilities related to the contract period,
- b) Submit all service-related documents, registers, and reports,
- c) Return any materials, equipment, or property issued by IIT Indore,
- d) Assist IIT Indore during the transition period to ensure uninterrupted waste management operations.

No Right to Compensation: The Contractor shall not claim any compensation, damages, or additional costs from IIT Indore arising from voluntary exit.

Forfeiture of Performance Security: If the Contractor exits without serving the required notice period or fails to comply with the above conditions, IIT Indore reserves the right to forfeit the Performance Security and recover any financial loss incurred due to such premature exit.

37. **Termination:**

The contract may be terminated in the event of occurrence of any of the following contingencies:-

- i) Without any prior notice on the expiry of the contract period.
- ii) Either party may terminate the Contract by giving the other 30 days prior written notice of the same and this agreement will stand terminated on the expiry of the 30 days period provided always that the Company has fulfilled and complied with all its obligations to IIT INDORE in connection with and under this Agreement on the date of such termination. This is without prejudice to the right of institute to terminate the contract within first three months of initial deployment in which the institute may terminate the contract by giving notice of 2 weeks.
- iii) In case of breach of any of the terms of this Agreement by the Company, IIT INDORE shall be entitled to terminate this agreement immediately without giving any written notice to the Company for the same. At this stage IIT INDORE shall be entitled to retain from and out of any amount then due to the Company hereunder or which become due after termination thereof, any amount which, according to IIT INDORE is due and owing to it by the Company arising directly or indirectly under this contract.
- iv) Notwithstanding any other provisions in this contract, IIT INDORE reserves the absolute right to terminate the contract forthwith, if it is found that continuation of the contract is not in public interest or the performance is not as per the requirement of IIT INDORE. The contractor is not eligible for any compensation or claim in the event of such cancellation.

v) If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to the IIT INDORE shall be forfeited without any claim whatsoever on IIT INDORE and the contractor is liable for action as appropriate under the extant laws.

vi) IIT Indore shall reserve the right to impose a penalty or cancellation of the contract.

38. Post Termination Responsibility of the Company:

Upon termination of this Agreement or on renewal of the same, the Company shall immediately deliver to IIT INDORE all the Documents and any/all data, held by it and which are in possession/custody/control of its Facility Staff to IIT INDORE. The Company shall also forthwith remove its entire Staff together with its machines/equipment/vehicle whatsoever from the premises of IIT INDORE. This is further subject to the fact that IIT INDORE may at its option direct the Company to finish any particular work/works which may at the date of termination be outstanding.

Any breach of the obligation or delay in its implementation shall, without prejudice to IIT INDORE's other rights at law, result in damages at the rate of Rs.10,000 per day with interest thereon at the rate of 18% per annum. This amount may without prejudice to all other rights of recovery vesting by law in IIT INDORE be, also recovered from the outstanding monies, if any, of the Company which may at the date be outstanding in the hands of IIT INDORE.

39. Non-Exclusive:

It is agreed and clarified that this Tender/Agreement is on a non-exclusive basis and the parties are at liberty to enter into similar agreements with others. (Provided, however, the Company shall ensure that its entering into agreement/s with other parties, shall not in any way conflict with or affect IIT INDORE's interests, rights, remedies under this Agreement or in law).

अनुभाग-5 /SECTION-V**कार्यों का दायरा****SCOPE OF WORK****Service Requirements for Dry Wastes:**

1. The successful Bidder shall be solely responsible for the systematic collection, segregation, handling, transportation and disposal of dry waste from the designated garbage stations within the IIT Indore campus to the approved trenching ground, material recovery facility, or any other authorized disposal/recycling facility located outside the campus. Such activities shall be carried out strictly in accordance with the provisions of the Solid Waste Management Rules 2016, directives issued by the Indore Municipal Corporation, and instructions/guidelines of the concerned Pollution Control Board, as amended from time to time. The Bidder shall ensure safe, hygienic, and environmentally compliant disposal or recycling of dry waste, without causing any nuisance, spillage, pollution, or violation of statutory norms, and shall produce documentary proof of authorized disposal/recycling whenever required by IIT Indore.
2. The successful Bidder to ensure that the vehicle must report at 8 a.m. every day to collect the dry waste from each building, commercial establishment and garbage station of the campus.
3. Frequency for segregation, collection and disposal of dry waste will be done everyday which will be at least 25 trips and maximum will be 31 trips in a month. The successful Bidder to ensure that the services must be delivered at least 6 trips in a week. An additional trip will also be required at the time of major events at additional cost.
4. Segregation of wastes shall be performed with expert team by the successful bidder with safety gears at Garbage Station within the premises of IIT Indore campus.
5. The successful Bidder shall ensure that the vehicle must have the capacity of **at least 2 tons** to carry the dry garbage. The distance of dumping location from IIT Indore must be within the periphery of within or around 40 kms. of Indore only. Vehicle used for waste collection and disposal shall be GPS-enabled to allow real-time tracking and verification of approved disposal routes. Any downtime or malfunction n of the GPS unit must be rectified within 24 hours. Non-compliance will be treated as a service lapse.
6. The category of dry wastes are thermocol, tetra packs, waste papers, sanitary diapers and napkins, wrappers, glass bottles, sacks, plastic carry bags, broken glass, disposables, paper napkins, residues etc.
7. The successful Bidder should use leak proof covered four wheelers vehicle and personnel who have expertise in waste collection, segregation and safe disposal by which the process shall take lesser time. Continue monitoring and supervision shall be done by the successful bidder to ensure regular and effective service.
8. The successful Bidder shall ensure daily cleaning, housekeeping, and hygienic upkeep of the designated garbage station. All collected waste shall be systematically managed, removed, and disposed off in a timely manner so that no waste is allowed to pile up, accumulate, or occupy excessive space within the garbage station. The contractor shall maintain the area in a clutter-free, odor-free, and operationally efficient condition at all times, ensuring continuous smooth functioning of waste handling activities.
9. Burning, open dumping, or any form of illegal disposal of waste is strictly prohibited. Any such act shall be treated as a serious violation and will attract legally valid penalties and strict action or termination of the contract.
10. The successful bidder shall ensure the safe, hygienic, and compliant handling and transportation of all waste to the designated facility/trenching ground, using covered vehicles and adhering to all applicable safety and environmental regulations.

Service Requirements for Wet Wastes:

1. Collection of wet wastes from the designated sites at IIT Indore campus to the trenching ground/facility center outside the campus for the safe disposal as per Indore Municipal Mandate or Instructions of Pollution Control Board by following Solid Waste Management Rules 2016.
2. Frequency for collection and disposal of wet wastes will be done 2 times in a day in the morning time at 8 a.m. and evening time at 9 p.m. everyday for minimum 50 trips and maximum 62 trips in a month. The successful Bidder to ensure cleanliness of the entire IIT Indore campus be maintained in top condition at all times. An additional trip will also be required at the time of major events at additional cost.
3. The successful Bidder to ensure that the vehicle must report on the specified time every day to collect the wet waste from each building of the campus.
4. The successful Bidder shall ensure that the vehicle must have the capacity of **at least 2.5 tons** to carry the wet wastes. The distance of dumping location from IIT Indore must be within the periphery within or around 40 kms. of Indore only. Vehicle used for waste collection and disposal shall be GPS-enabled to allow real-time tracking and verification of approved disposal routes. Any downtime or malfunction of the GPS unit must be rectified within 24 hours. Non-compliance will be treated as a service lapse.
5. The category of wet wastes are the dining food wastes, coconut shells, sugarcane extracts, vegetable wastes, household food wastes etc.
6. The successful Bidder should use leak proof and a covered four wheelers vehicle with crate/drums/compartments to store the wet wastes and personnel who have expertise in wet waste collection and safe disposal by which the process shall take lesser time. Continue monitoring and supervision shall be done by the successful Bidder to ensure regular and effective service.
7. Burning, open dumping, or any form of illegal disposal of waste is strictly prohibited. Any such act shall be treated as a serious violation and will attract legally valid penalties and strict action or termination of the contract.
8. The successful Bidder shall ensure daily cleaning, housekeeping, and hygienic upkeep of the designated collection points. All collected waste shall be systematically managed, removed, and disposed off in a timely manner so that no waste is allowed to pile up, accumulate, or occupy excessive space at the collection points. The contractor shall maintain the collection points in a clutter-free, odor-free, and operationally efficient condition at all times, ensuring continuous smooth functioning of waste handling activities.
9. The successful bidder shall ensure the safe, hygienic, and compliant handling and transportation of all waste to the designated facility/trenching ground, using covered vehicles and adhering to all applicable safety and environmental regulations.

Note:

1. The successful Bidder shall use sufficient biodegradable garbage bags of at least 75 microns for the disposal of dry wastes and HDPE/LDPE recyclable garbage bins to carry the wet waste for disposal, the cost of garbage bags shall be borne by the successful Bidder.
2. The successful Bidder shall ensure that the deputed staff must wear PPE while performing the work, the cost of the PPE shall be borne by the successful Bidder.
3. The Institute reserves the right to conduct random inspections of waste collection, segregation, transportation, and disposal activities at any time without prior notice. Non-compliance observed during such inspections shall attract corrective and legally valid action.
4. Bidders should be held accountable for any incidents occurring during waste transportation.
5. The successful bidder shall provide and maintain a calibrated weighing machine at the designated collection point(s) for recording the daily quantity of both dry and wet waste. The bidder shall ensure accurate weight and maintain a daily log of waste weight, which shall be submitted to the Institute monthly as part of the compliance records.

**Penalty Clause: Rate of Recovery Towards Services for
Collection, Segregation and Disposal of Dry & Wet Waste**

Sr. No.	Shortage/ Defaults	Penalty
1	Shortage in deliveries of services for both wet and dry wastes separately	Rs. 1000/- per trip
2	Non-usage precautionary protective equipment for segregation and collection of wastes	Rs. 500/- per instance
3	Non-production of vehicle papers at the entrance	Rs. 500/- per instance
4	Unhygienic condition of Garbage Station and any Waste Collection Point.	Rs. 2000/- per instance
5	Any non-compliances of the service contract	Rs. 500/- per instance
6	Employees without uniform/with untidy uniform	₹1,000/- per staff

PAYMENT:

Monthly payment will be paid by the IIT Indore for the services in accordance with the agreement.

Payment of bills for services rendered will be on reimbursement basis of monthly payment cycle. The bills when submitted shall be supported by the following documents: -

- i) Bill on the Company letter-head giving details of the services provided.
- ii) Copy of service orders.
- iii) Copy of gate passes and challans of disposal.
- iv) Description of trips and weight of the wastes per day.
- v) Income Tax will be recoverable from the Contractor's monthly bill as per rules.
- vi) Certificate for safe disposal of wastes from the relevant government agency to the IIT Indore.
- vii) Forms A, B, C and D as per CLRA Act 1970 (Central Rules 1971).
- viii) Proof of submission of EPF, ESI. Copies of the Challans and ECR towards remittance to be enclosed.
- ix) Salary Slips of the staff.
- x) GST Challan of the previous month and proof of any applicable taxes.

Note: Payment shall be released within 30 working days from the date of submission of invoice with all relevant data/documents found to be in order.

अनुभाग-6 /SECTION-VI**भाग 1 /PART 1****पूर्व योग्यता मानदंड/Pre- Qualification Criteria**

Sl. No.	Details	Document(s) to be Submitted as Proof	Compliance (Yes/No)	Page No.
1	The tenderer should be a registered Contractor / Firm / Company / Co-operative Society holding a valid Labour License under the Contract Labour (Regulation & Abolition) Act, 1970 , and having experience of Collection, Segregation and Disposal of Dry & Wet Waste in Government / Private Organizations / PSUs / large hospitals or other reputed organizations.	Copy of Firm Registration Certificate and Valid Labour License issued by the State / Central Labour Department		
2	The bidder shall be an authorized service provider of Madhya Pradesh Pollution Control Board	Enclose self-attested copy of authorization certificate		
3	Earnest Money Deposit (EMD)	Proof of EMD payment (UTR / Online Transaction Receipt)		
4	Udyam Certificate if bidder claim MSEs should be as per GeM_GTC Clause 04, Point no (xiii), m, (i)	Enclose self-certified copies of documents.		
5	Startup Certificate if bidder claim as a startup	Enclosed self-certified copies of documents.		
6	The Bidder should be a registered firm having all valid statutory registrations including EPF Act, ESI Act, Shops & Establishments Act , etc.	Self-attested copies of valid EPF, ESI, and Shops & Establishments registration certificates issued by competent authorities		
7	The Bidder should have experience of executing/completing similar works during the last five (05) years commencing from 01.01.2021 to 31.12.2025 in CFTIs, AIIMS, Central/State Government Departments, Autonomous Bodies, PSUs, Government R&D Organizations, or Corporate Houses . "Similar work" means Collection, Segregation and Disposal of Dry & Wet Waste.	Copies of Work Orders/Contracts along with Completion Certificates / Performance Certificates issued by the client organization		

8	The Bidder should have a minimum average annual turnover of ₹44,00,000 (Rupees Forty-Four Lakh Only) during the last three (03) financial years (2022-25), from Waste Management Services.	Enclosed self-attested copy of annual turnover duly stamped and signed by the Chartered Accountant		
10	The bidder should have valid ISO certifications ISO 14001:2015, ISO 24161:2022, and ISO 45001:2018 . Copies of the valid certificates must be enclosed as part of the technical bid.	Enclose certificates.		
11	The Bidder must possess valid PAN and GST / Service Tax registration .	Self-attested copy of PAN Card and GST / Service Tax Registration Certificate		
12	The Bidder should not have a record of poor performance such as abandoning work, incomplete contracts, or financial failures.	Self-declaration on bidder's letterhead, duly signed by the authorized signatory		
13	The Bidder should not have been banned / blacklisted / delisted by any Government Department / PSU / Autonomous Body during the last five (05) years , and no bankruptcy or liquidation proceedings are pending.	Undertaking on bidder's letterhead along with notarized affidavit (original)		
14	Declaration that the Bidder is not an employee of any IIT, Central/State Government, Autonomous Body, R&D Laboratory, IISER, CFTI, or PSU.	Self-declaration on bidder's letterhead duly signed by authorized signatory		
15	Submission of prescribed forms	Duly filled, signed, and stamped Form 1 to Form 12		

Note:

1. Non-submission of all the documents mentioned above, except Pre-Bid Query Form & Performance Security Format (to be submitted only if applicable), by the bidder will amount to non-eligibility for this tender and its bid shall be liable to be rejected summarily.

भाग - 2 /PART - 2**Technical/Pre-Qualification/Presentation Evaluation Criteria**

Sl. No.	Particulars	Documents Required	Score
1.	Experience in Collection, Segregation and Disposal of Dry & Wet Waste in CFTIs, AIIMS, Central/ State Govt., Autonomous Body, PSU, Government R&D organizations and Corporate Houses.	Relevant documents having Service order copies along with Work Completion Certificate in support of claim with self-certification including Form - 5.	IITs – 10 marks CFTIs – 08 marks Central/State Org. – 06 marks
2.	Annual turnover for the last three Financial Years (FY) in the business of housekeeping services i.e. 2022-23 to 2024-25 should not be less than ₹44 Lakh per FY.	Balance sheet with profit & loss Accounts figures duly certified by the Chartered Accountant/ Company Secretary.	₹ 44 to 66 Lakhs per FY – 06 ₹ 66 to 88 Lakhs per FY - 08 > ₹ 88 Lakhs per FY - 10
3.	Methodology & Work Plan <ul style="list-style-type: none"> • Door-to-door collection mechanism • Wet & dry waste segregation process • Transportation system • Disposal mechanism • Composting/recycling proposal • Monitoring and reporting mechanism 		Detailed collection schedule – 5 marks Segregation methodology - 5 marks Disposal/recycling mechanism – 5 marks
4.	<p>WORK EXPERIENCE: The Vendors / Bidders should have work experience as per the following parameters.</p> <p>Three similar completed work costing not less than Rs. ₹35,34,506/- in last 3 (Three) years for any Govt./Semi Govt./Centrally Funded Technical Institutes (CFTI) which includes IITs, IISERs, IIMs, NITs, IIITs, IISc and IEST), CSIR Institutes, Central Universities where they have completed the similar works.</p> <p style="text-align: center;">OR</p> <p>Two similar completed work costing not less than Rs. 44,18,133/- in last 3 (Three) for any Govt./Semi Govt./Centrally Funded Technical Institutes (CFTI) which includes IITs, IISERs, IIMs, NITs, IIITs, IISc and IEST), CSIR Institutes, Central Universities where they have completed the similar works</p> <p style="text-align: center;">OR</p> <p>One similar completed work costing not less than Rs. 70,69,012/- in last 3 (Three) years for any Govt./Semi Govt./Centrally Funded Technical Institutes (CFTI) which includes IITs, IISERs, IIMs, NITs, IIITs, IISc and IEST), CSIR Institutes, Central Universities where they have completed similar works.</p> <p>Note: Similar work means Collection,</p>	<p>Work orders and satisfactory completion valid certificates issued by respective buyer organization of the above order in support of experience to be enclosed. Without submission of completion certificate the experience will not be considered.</p> <p>The valid certificate should be in Letter Head of the concerned government organization with authorized signatory.</p>	15 marks

	Segregation and Disposal of Dry & Wet Waste.		
5.	Performance Certificate of housekeeping service from any 2 CFTIs, AIIMS, Central/ State Govt., Autonomous Body, PSU, Government R&D organizations for the last 03 years of service from current employers.	Relevant documents in support of claim with self-certification including Form-10 to be submitted on the letter head of the organization.	Excellent - 15 marks Very Good – 10 marks Good - 08 marks Satisfactory- 00 marks (maximum marks are for each certificate is 15 subject to a max of 2 certificates)
Total Technical Marks (X)			80

- Only the documents specified above shall be accepted as proof for evaluation. Any other document submitted in lieu of the specified documents shall not be considered.
- The minimum score for qualifying in the technical evaluation is 50 out of 80, considered as **X**. Tender of Bidders who are unable to achieve the minimum score in the technical evaluation, as mentioned above, will be disqualified.
- Bidders who achieve the minimum score i.e. 50 marks or above in the technical evaluation will only be called for presentation.
- Bidders shall mandatorily participate in the presentation. Failure to respond to or attend the presentation shall lead to disqualification of the bid.
- The presentation will be awarded marks on a scale of 20, considered as **Y**.

Sl. No.	Details	No of Maximum Marks to be awarded
01	Daily waste collection mechanism	02
02	Dry & wet waste segregation methodology	02
03	Transportation and disposal system	02
04	Safety measures and PPE compliance	02
05	Complaint resolution mechanism	02
06	Sustainability and recycling initiatives	03
07	Emergency response mechanism	02
08	Experience in institutional campuses	03
Total =		20 Marks

- The Technical Bid Score will be a total of marks obtained in technical evaluation and presentation, as mentioned below:

$$\text{Technical Bid Score (TBS)} = \underline{X + Y}$$

The threshold score for qualifying in the Technical Bid Score is minimum 70 out of 100.

Subsequently, financial bids of only those bidders will be opened who have scored the minimum or above in the Technical Bid Score (TBS).

Evaluation Criteria of Technical Bid:

- Least Cost System (LCS)
- The score of the Service Providers will be given by buyer or a committee constituted by Buyer organization. The Buyer will provide marks and submit in the GeM system.
- The Bidder has to submit the clarifications / additional particulars through GeM portal within the time limit mentioned in the tender document. **The Bidder's offer will be disqualified, if the clarifications / additional particulars sought are not submitted within the specified date and time.**

Note: The technical bid shall be opened on the scheduled opening date and the price of only bidder, who is found technically qualified on evaluation of the technical bids, shall be opened on later date with intimation to the bidders.

Evaluation of Price Bids:

Commercial bids submitted by only those bidders, who have qualified both for pre-qualification and technical evaluation, shall be eligible for further evaluation.

The bidder quoting the **Lowest Cost (L1)** among technically qualified bidders shall be considered for award of work.

अनुभाग-8 /SECTION-VIII**वित्तीय बोली / PRICE BID**

- a) The price bid shall comprise the techno commercial bid along with the percentage component for the service.
- b) This has been decided as the Institute as Principal Employer, has the responsibility to ensure that unduly lower rate of charges will not lead to impact in services and complaints from workers regarding delay in payment, improper reduction in wages, seeking monetary return by the contractor from workers, etc. thereby affecting the performance of the workers.
- c) The decision of the Institute in this regard shall be final and binding. No representation in this regard will be entertained and replied to.
- d) The prices once accepted by the Institute shall remain valid till the successful expiry of the contract period including extensions if any, and the work fully effected and accepted or 12 months from the date of acceptance of contract, whichever is later. The Institute shall not entertain any increase in the rates during the period. However, in the event of reduction or increase in Government levy/duties/taxes during the period of execution of the order, the rates shall be suitably adjusted with effect from the date notifying the said reduction or increase in the Government levy/taxes/duty, if any.
- e) **Bidders are advised to download this BoQ.pdf** as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid.
- f) Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD shall be forfeited.
- g) The required service quantity for dry waste collection, segregation, and disposal shall range from a minimum of 25 trips to a maximum of 31 trips per month. Similarly, the service quantity for wet waste collection, segregation, and disposal shall range from a minimum of 31 trips to a maximum of 36 trips per month. Any additional trips, if required for either waste stream, shall be provided at the applicable single-trip rate.
- h) The tender shall remain valid for acceptance for **180 days**, from the date of tender opening.
- i) The format of financial bid is as follows:

Rates per Trip

Sr. No.	Description of the Work	Unit	Rate Per Trip (Incl. GST)	Total amount
01.	Collection, Segregation and Disposal of <u>Dry Waste</u> as per Indore Municipal Mandate	Per Trip		
02.	Collection and Disposal of <u>Wet Waste</u> as per Indore Municipal Mandate	Per Trip		

Rates per Kg

Sr. No.	Description of the Work	Rate Per kg. (Exclusive GST)
01.	Collection, Segregation and Disposal of <u>Dry Waste</u> as per Indore Municipal Mandate	
02.	Collection and Disposal of <u>Wet Waste</u> as per Indore Municipal Mandate	

प्रपत्र - 1 / FORM - I**बोलीदाता सूचना प्रपत्र****Bidder Information Form***(To be submitted on Service Provider/ Company Letterhead)*

1.	Name of the Organization	
2.	Registration Number	
3.	Details of infrastructure persons employed and number of offices/branches available (attach separate sheet).	
4.	Registered Address with Pin code	
5.	Name of Director/ Partner(s)	
6.	Year of Establishment	
7.	Legal Status of the Organization (tick on appropriate option)	1. Limited Company 2. Undertaking 3. Joint Venture 4. Partnership 5. Others (In case of others, please specify)
8.	Category of the Organization	1. Micro Unit as per MSME 2. Small Unit as per MSME 3. Medium Unit as per MSME 4. Ancillary Unit 5. SSI 6. Others (In case of others, please specify)
9.	Contact Name, Email Id & Mobile No.	
10.	Bank Details	Name of Beneficiary : A/c. No. CC/CD/SB/OD: Name of Bank : IFSC NO. (Bank) : Branch Address and Branch Code:
11.	PAN No. of the Organization (copy should be enclosed)	
12.	GST No. of the Organization (copy should be enclosed)	
13.	EPF Registration No. of the Organization (copy should be enclosed), if applicable.	
14.	ESI Registration No. of the Organization (copy should be enclosed), if applicable.	
15.	Professional Tax Registration No. of the Organization (copy should be enclosed)	
16.	LWF Registration No. of the Organization (copy should be enclosed), if applicable.	
17.	Labour Registration No. of the Organization as per CL&RA Act 1970 (registration copy should be enclosed)	

Date:

Authorized Signatory

Place:

Name:
Designation:
Contact No.:

Company Seal

प्रपत्र - 2 / FORM - 2**निविदा शर्तों की स्वीकृति हेतु****ACCEPTANCE CERTIFICATE**

(To be submitted on Service Provider/ Company Letterhead)

Date: DD/MM/YYYY

To,
The Registrar
Indian Institute of Technology Indore

Sub: Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like sections, annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein and I have no objection for any of the content of the bid document. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of bid.
3. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
6. I/We agree to hold this offer open until 180 days and shall be bound to supply/commission/install/test the equipment and dispatch the same within the specified period.
7. I/We agree that in case if we fail to supply of services within the stipulated time, then institute has full power to compound the liquidity damages or forfeit the Bid Security/Security Deposit or any necessary action as deemed fit can be taken by the IIT Indore.
8. The services shall be of the best quality and of the kind as per the requirement of the institution. The decision of the IIT Indore, India (herein after called the said officer) as regard to the quality and kind of services shall be final and binding on me. Should the said officer deem it necessary to change any services on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
9. I/We undertake that the quoted rates are not higher than that approved in any other Govt. institutions in India for the same items during the current Financial Year.
10. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of State/Central//Institute/Department/PSUs. I/we also

offer to supply the services at prices and rates not exceeding those mentioned in the price bid.

11. I/We do hereby confirm that I/we aware about the provisions of "Make in India"/startup initiatives and directives regarding Price Preference Policy to Make in India Registered Bidders and I/We undertake for following the same as per directions of IIT Indore in respect of this E-Bid Enquiry.
12. I/we undertake, If as a result of post payment audit any over payment is deducted in respect of any work done by our Agency or alleged to have been done by our Agency under this bid, it shall be recovered by the IIT Indore from your Agency.
13. I/we undertake, If any under payment is discovered, the amount shall be duly paid to your Agency by the IIT Indore.
14. I/we undertake that we shall be liable to provide all the relevant records copies during the concurrency period of Contract or otherwise even after the Contract is over, whenever required by IIT Indore.

Yours faithfully

(Signature of the Bidder)

Printed Name:

Designation:

Company Seal:

Date:

प्रपत्र - 3 / Form - 3**स्वच्छ छवि/कोई कानूनी कार्रवाई नहीं होने के संबंध में घोषणा पत्र**
DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION

(To be submitted on Firm/Company Letterhead)

To,
The Registrar
Indian Institute of Technology Indore

Date:

Sub: NIT No. IITI(SC)/HS/036/HI/2025-2026 for "Services for Collection, Segregation and Disposal of Dry & Wet Waste"

Dear Sir,

I/we carefully gone through the Terms & Conditions contained in the above-referred NIT.
I/we hereby declare that my company / firm is not currently debarred / blacklisted/convicted by any Government / Semi-Government Organizations / Institutions in India or abroad. I/we further certify that I'm a competent officer in my company /firm to make this declaration.

Or

I/we declare the following:-

No.	Country in which the company is debarred / blacklisted / case is pending	Blacklisted / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

In case the above information is found false I/we are fully aware that the tender/contract shall be liable to be rejected/cancelled by the IIT Indore and EMD / SD shall be forfeited.

In addition to the above, IIT Indore will not be responsible to pay the bills for any completed / partially completed work.

Yours faithfully

(Signature of the Tenderer)

Printed Name:

Designation:

Company Seal:

Date:

(NOTE: In case the company/firm was blacklisted previously, please provide the details regarding the period for which the company/firm was blacklisted and the reason/s for the same)

प्रपत्र - 4 / FORM - 4वार्षिक कारोबार की घोषणा और इनकम टैक्स रिटर्नDECLARATION OF ANNUAL TURNOVER, PROFIT & LOSS AND
INCOME TAX RETURN*(To be submitted on Firm/Company Letterhead)*

To,
The Registrar
Indian Institute of Technology Indore

Date :

Sub: NIT No. IITI(SC)/HS/036/HI/2025-2026 for "Services for Collection, Segregation and Disposal of Dry & Wet Waste"

Dear Sir,

I/we hereby declare that the details of our firm's Annual Turnover and Profit & Loss are as follows duly certified by my/our Chartered Accountant:

Financial Year	Turnover	Profit & loss	Remarks
2022-2023			
2023-2024			
2024-2025			

And,

2) I/we hereby declare that our firm had filed Income Tax Returns for last 3 years i.e. FY 2020-21 to FY 2022-23. Supported by copy of ITR of three years.

Yours faithfully

(Signature of the Tenderer)

Printed Name:

Designation:

Company Seal:

Business Address :

Date:

CERTIFIED

(Name of the Chartered Accountant/Firm)

Seal**Date:**

Attach a separate neatly typed sheet on the letter head of Registered Chartered Accountant OR enclose copies of audited Balance Sheet and Profit & Loss Statement for the previous 3 financial year as specified in bid document and further details, if required, may be asked after opening of technical bids. There is no need to upload an entire voluminous balance sheet.

प्रपत्र – 5 / FORM - V**पिछले और वर्तमान अनुभव का विवरण****DETAILS OF PREVIOUS & CURRENT EXPERIENCE***(To be submitted on Service Provider/ Company Letterhead)*

To,
 The Registrar
 Indian IIT Indore of Technology Indore
 Khandwa Road, Simrol
 Madhya Pradesh - 453552

Date: DD/MM/YYYY

Sub: NIT No. IITI(SC)/HS/036/HI/2025-2026 for “Services for Collection, Segregation and Disposal of Dry & Wet Waste”

Dear Sir,

Details of previous and current experiences with the clients are furnished below:

Name of the Client and full address	Order No. and Date	Description of the services offered	Telephone and Email id of the client	No. of Manpower Deployed	Tenure of contract	Value of contract

Date:

Authorized Signatory

Place:

Name:
 Designation:
 Contact No.:

Company Seal

प्रपत्र - 7 / FORM - VII**सहमति - पत्र / Letter of Consent**

Date:

To

The Registrar

Indian Institute of Technology Indore

Tender Ref. No.

Name of Work: **'Services for Collection, Segregation and Disposal of Dry & Wet Waste,**

Dear Sir,

I/We understand the nature and quantum of work to be carried out. I/We have read various condition to the tender including general conditions and hereby agree to abide by the said terms and conditions. I/We also agree to keep this tender open for acceptance for a period of 180 days from the date fixed for opening the bid.

In case the tender is withdrawn within the validity period or the contract if awarded, I/We understand that our bid security declaration will be forfeited, and I/We understand that I/We will be barred for future tendering.

The rate quoted by us is firm and I/We will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance and terms of the tender/contract. I/We also hereby agree to abide by the rules and regulations of the IIT Indore, general conditions of the contract amended from time to time and to carry out the work according to the conditions laid down by the IIT Indore.

Acceptance of this tender/contract shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signatures of Tenderer(s) with stamp, address

Note: *The formats have been made available in the word format in the document title 'Annexures'. The format may also be downloaded; no change should be made by the tenderers except filling up details. In case any change is made in the contents of the formats, except filling -up details, it shall be treated as unauthorized and such tender will stand automatically disqualified.*

प्रपत्र - 8 / FORM - VIII

उपक्रम का प्रपत्र / FORM OF UNDERTAKING

We hereby declare that the advertisement inviting applications for Services of Collection, Segregation and Disposal of Dry & Wet Waste has been published on GeM dated _____ exclusively and wide publicity has been given. The bids have been evaluated with regard to the qualitative requirement as mentioned in the published invitation of application.

We will be liable to appropriate action as per the contract in case of any shortcomings omission and commission.

SIGNATURE OF THE CONTRACTOR OR HIS
AUTHORIZED SIGNATORY

DATE:

ADDRESS WITH SEAL OF THE AGENCY /FIRM

प्रपत्र - 9 / FORM - IX
बोली-पूर्व प्रश्न प्रपत्र/प्रारूप
PRE-BID QUERY FORM

Sl. No	Reference of the Clause No. of the Tender Document	Query/Clarification/Deviation sought	Clarification/Response from IIT INDORE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

प्रपत्र - 10 / FORM - X**सरकारी / अर्ध-सरकारी / स्वायत्त संगठन में प्रदान की गई
सेवाओं के लिए प्रदर्शन रिपोर्ट****Performance Report for Services provided in
Government/ Semi-Government/ Autonomous Organizations****(To be issued by the organization where facility is being provided)**

1. Name of the Owner:
2. Name of the Company/Firm & Location:
3. Name of organization where Manpower services are provided:
4. Name and contact No. of the person in the Organization for verification:
5. Date of award of contract:
6. Date of expiry of license/completion of contract:
7. Value of work in Contract:
8. Performance Report: Please tick/circle the correct option.

(a)	Quality of service	Excellent/Very Good/Good/Fair/Poor
(b)	Resourcefulness	Excellent/Very Good/Good/Fair/Poor
(c)	Behaviour and Attitude	Excellent/Very Good/Good/Fair/Poor
(d)	Operational Performance i. Collection Efficiency ii. Segregation Efficiency iii. Transportation iv. Disposal Practices	Excellent/Very Good/Good/Fair/Poor
(e)	Sufficient Manpower & Equipment	Excellent/Very Good/Good/Fair/Poor
(f)	Redressal of complaints and Promptness	Excellent/Very Good/Good/Fair/Poor

9. **Overall Performance Rating** Excellent Very Good Good Fair
(Overall rating will be considered for scoring)

10. Remarks / Comments (if any): _____

Seal of the Organization

Signature of the Organization's Official

Designation:

Date:

प्रपत्र - 11 / FORM - XI
परफॉरमेंस सिक्योरिटी प्रारूप
PERFORMANCE SECURITY FORMAT

To,

.....

WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. datedto supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the supplier(s)/vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(s)/vendor(s) shall have no claim against us for making such payment.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer
 Seal, name & address of the Bank and address of the Branch
 Phone No., Fax No. & e-mail id.

प्रपत्र - 12 / FORM - XII

गैर-प्रकटीकरण समझौता (एनडीए)/तृतीय पक्ष गैर-प्रकटीकरण समझौता
Non-Disclosure Agreement (NDA)/ Third Party Non-Disclosure Agreement
(To be submitted on Service Provider/ Company Letterhead)

I, _____, on behalf of the _____ (Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with IIT Indore on contract is confidential and that the nature of the business of the IIT Indore is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the IIT Indore. Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting of but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data.

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return all documents and property of IIT Indore to IIT Indore, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating in any way to IIT Indore's business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes, or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the IIT Indore and are reasonable given the nature of the business carried on by the IIT Indore. I agree that this agreement shall be governed by and construed in accordance with the laws of the country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at _____, this ____ day of, 20__.

Date:

Authorized Signatory

Place:

Name:
Designation:
Contact No.:

Company Seal