



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

E-TENDER- MODE

Services for submission of mandatory annual returns for the period ending June 2021 to Madhya Pradesh Pollution Control Board (MPPCB), Bhopal for IIT Indore

**Document to be submitted online for
(Single Bid as per Tender document)**

INDEX

Name of work: **Services for submission of mandatory annual returns for the period ending June 2021 to Madhya Pradesh Pollution Control Board (MPPCB), Bhopal for IIT Indore**

N.I.T. No. : - IITI/IDO/PR/NIT/MPPCB/2021-22/02

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This N.I.T. contains 13 (Thirteen) pages. Pages marked from 1 to 13 pages.

Jr. E (C)
IDO,IIT Indore

Sr. Engineer(C)
IDO,IIT Indore

AEE (C)
IDO,IIT Indore

This Tender amounting to **Rs.1, 50, 000,-** (Consultancy Work) (Rupees One lakh Fifty Thousand only) .

Project-In-charge

IDO, IIT Indore

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR E-TENDERING FORMING PART OF BID DOCUMENT AND TO BE POSTED ON WEBSITE

The Project In charge, IDO, IIT Indore on behalf of IIT Indore invites online bids from approved contractors/Consultant Work in CPWD, BSNL, MPPWD, and MES & Central PSUs working agency of IIT/IIM/RRCAT etc. with relevant experiences.

S. No.	NIT No.	Name of work & Location	Estimated cost put to tender	Period of completion	Last date & time of submission of Bid, , and other documents as specified in the Press Notice.	Time and date of pre bid meeting to be held at O/o IDO, IIT Indore.	Time and date of opening of eligibility Bid / documents
1	2	3	4	6	7	8	9
1	IITI/IDO/PR/NIT/MPPCB/2021-2/02	<u>Services for submission of mandatory annual returns for the period ending June 2021 to Madhya Pradesh Pollution Control Board (MPPCB), Bhopal for IIT Indore , Simrol Campus IIT Indore</u>	Estimated Civil cost: (Rs. 1, 50,000/-) (One Lakh Fifty Thousand only)	7 days	20-06-2021 up to 03:00 PM	---	21-06-2021 At 103:30 PM

Date of availability of tender document for download from **June 15, 2021 (03:00 PM.)** to **June 20, 2021 (03:00 PM)** on CPP portal.

Period of submission of bids: up to **June 20, 2021, 03.00 PM**, Time and date of opening of bid: **June 21, 2021** at 03:30 PM.

1. The intending bidder must read the terms and conditions of CPWD-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid document. The bid document consisting of plans, specifications, schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from <https://eprocure.gov.in/eprocure/app> and also from the website http://iiti.ac.in/tender_estate free of cost
4. Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed, they can be imparted training on online bidding process as per details available on the website.
5. The intending bidder must have valid class-III digital signature to submit the bid.
6. On opening date, the contractor can login and see the bid opening process. After opening of bids, he will receive the competitor bid sheets.
7. Contractor can upload documents in the form of JPG format and PDF format.
8. If a tenderer does not quote any percentage above / below on the total amount of the tender or any section / sub head in item rate tender, the tender shall be treated as invalid and will not be considered as lowest tender.
9. GST or any other tax payable on construction materials/contract/any activity related with this contract shall be paid by the contractor and Government shall not entertain any claim, whatsoever, in this regard. The contractor shall quote his rates in accordance with Government of India, Ministry of Finance, Department of Revenue, Central Board of Excise & Customs Notification no.10/2017-Central Tax dated 28 June, 2017.

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Information and Instructions to the Bidders:

1. The consultants having relevant experience in uploading reports/documents on MPPCB XGN portal are eligible to apply.
2. The bid documents of only those bidders will be opened whose Earnest Money Deposit and other submitted documents are found in order.
3. The consultant will execute the work during working hours from 9am to 6pm on working days. Permission of Engineer In charge and Chief Security Officer will be required in writing for working on holidays and beyond working hours.
4. Looking to the pandemic COVID- 19 situation, the consultant shall be responsible for necessary permission from Govt. authorities and IIT Indore authorities for entrance and working in IIT Indore campus.
5. The bids shall remain open for acceptance for a period of ninety days from the last date of submission of bids. If any bidder withdraws his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid document which are not acceptable to the department, then IIT Indore shall, without prejudice to any other right or remedy, be at liberty to forfeit of the said earnest money as aforesaid. Further, the bidder shall not be allowed to participate in the re-tendering process of the work.
6. The consultant whose bid is accepted will be required to furnish performance guarantee of 5% (Five Percent) of the bid amount in the form of Demand Draft, bank/Banker's cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay order of any scheduled bank (in case guarantee amount is less than Rs. 1,00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form in favour of Registrar IIT Indore payable at Indore. In case the consultant fails to deposit the said performance guarantee within 5 working days from the letter of intent including the extended period if any, the Earnest Money deposited by the consultant shall be forfeited automatically without any notice to the consultant.
7. 2.5% of value of bill will be recovered towards Security Deposit (S.D.), which will be returned after three months from the date of successful uploading of reports on XGN portal of MPPCB.
8. The competent authority on behalf of the IIT Indore does not bind him to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without

assigning any reason. All bids in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected. Conditional bid including conditional rebate shall be summarily rejected.

9. IIT Indore shall provide all the available data/ information/ site details during the draft report preparation.
10. IIT Indore may renew/extend the service contract of the work for the next period based on the performance of the qualified bidder on the same terms and conditions, if required.
11. Terms of payment:
 - i) 50% of the total fee will be paid after successful uploading of reports on MPPCB XGN portal and submission of hard copies to the concerned authorities.
 - ii) Balance 50% of the total fee will be paid after 45 days from the date of successful uploading of reports on MPPCB portal and submission of hard copies to the concerned authorities.

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Scope of work:

IIT Indore was granted CONSENT TO OPERATE under section 25 of the Water (Prevention & Control of Pollution) Act, 1974, under Section 21 of the Air (Prevention & Control of Pollution) Act, 1981 and Authorization under Hazardous and Other Waste (Management and Trans boundary Movement) Rules, 2016 on 31.01.2019 from MP Pollution Control Board.

As a part of mandatory compliances of the said NOC, IIT Indore has to maintain the records of hazardous wastes as per the Form-3 and should submit online the annual return in Form No.4 for hazardous waste and Form-V for Environmental Statement.

The scope of work for the above said compliances for the period June, 2021 will be as follows:

1. Collection of data from all the concerned departments
2. Data collection and lab testing of collected samples from approved labs
3. Reports will include all necessary certificates and lab testing reports for air, water and soil samples taken at appropriate times of the year as required
4. Preparation of draft reports, filling of forms 3, 4 & V and submission to IIT Indore for approval before submission
5. Submission of Forms in hardcopies and uploading on the XGN Portal of MPPCB within the time limit
6. Any other information required for successful compliance
7. Resolution of queries, if any raised by MPPCB
8. Complete liaising with M.P. Pollution Control Board till successful uploading of all the necessary reports on XGN portal and submission of hard copies to the concerning authorities.

ACCEPTANCE

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the IIT Indore for a sum of `*.....(Rupees.....*.....
.....).

The letters referred to below shall form part of this contract agreement:

- (a) *
- (b) *
- (c) *

For & on behalf of IIT Indore

Signature*

Dated: *

Designation*

*To be filled in by PIC

Form of Performance Security (Guarantee)

Bank Guarantee Bond

In consideration of the President of India (hereinafter called “The Government”) having offered to accept the terms and conditions of the proposed agreement between.....and
.....

(Hereinafter called “the said Contractor(s)”) for the
work..... (hereinafter

Called “the said agreement”) having agreed to production of an irrevocable Bank Guarantee for Rs.
(Rupees

..... only) as a security/guarantee from the contractor(s) for compliance of his
obligations in

accordance with the terms and conditions in the said agreement.

We... (Hereinafter referred to as “the Bank”) hereby undertake to pay to the
Government an amount not exceeding Rs. (Rupees..... Only) on
demand by the Government.

We,(indicate the name of the Bank) do hereby undertake to pay the
amounts due and payable under this guarantee without any demure, merely on a demand from the
Government stating that the amount claimed as required to meet the recoveries due or likely to be due
from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount
due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be
restricted to an amount not exceeding Rs.

..... (Rupeesonly)

We, the said bank further undertake to pay the Government any money so demanded notwithstanding any
dispute or disputes raised by the contractor(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 thereunder and the
Contractor(s) shall have no claim against us for making such payment.

We, (indicate the name of the Bank) further agree that the guarantee herein
contained shall remain in full force and effect during the period that would be taken for the performance
of the said agreement and that it shall continue to be enforceable till all the dues of the Government under

or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in- Charge on behalf of the Government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

We, (indicate the name of the Bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Government in writing.

This guarantee shall be valid up tounless extended on demand by the Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.

..... (Rupees) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated theday offor.....(indicate the name of the Bank)

Bid Security Declaration
(To be signed by bidders in lieu of EMD on Company's Letter Head)

To,
Registrar
IIT Indore

This Bid Securing Declaration is made by
(Authorized signatory) on behalf of (Company
Name) as part of fulfillment of Bid Submission in lieu of Earnest Money Deposit (EMD).

This Bid Securing Declaration is made accepting that if we withdraw or modify our bids during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bid documents, we will be liable for suspension for a period of two years from being eligible to submit Bids for contract with IIT Indore.

Date:
Place:

(Signature of Authorized Person)
With Company Seal

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Financial Offer

Name of work: Services for online submission of mandatory annual returns for the period ending June, 2021 to M. P. Pollution Control Board (MPPCB), Bhopal

S.NO	Description	Quantity	Unit	Amount in Rupees
1	Services for submission of mandatory annual returns for the period ending June 2021 to Madhya Pradesh Pollution Control Board (MPPCB), Bhopal for IIT Indore , Simrol Campus IIT Indore	1 Job	Lumb Sum	
Total Amount in words: Rs.				

Note:

- 1) The above quoted rate shall be inclusive of GST and levies and no extra payment will be made other than the above quoted rate.
- 2) TDS, Labour cess etc. will be deducted at source from each bill.
- 3) The Consultant will pay statutory fees, if any.

Seal & Signature of the Firm

Name:

Date: