



भारतीय पैकेजिंग संस्थान Indian Institute of Packaging

An autonomous body under the Ministry of Commerce & Industry, Govt. of India

IIP/HO/ADMIN/TENDER/2019/05

22nd July 2019

NOTICE INVITING TENDER

DISPOSAL OF SCRAP - IIP, MUMBAI

Indian Institute of Packaging (IIP) an Autonomous Body under Ministry of Commerce & Industry, Government of India invites proposals from registered licensed scrap dealers/processors/vendors/contractors for regular disposal of scrap for a period of One Year from it's Head Office at Mumbai.

Important information

1	Tender Notice No. and date	2019/05 date 22-07-2019
2	Tender Document Fees	Rs. 590/- (including GST)
3	Earnest Money Deposit (EMD)	Rs. 50,000/- (only for successful bidder)
4	Last Date of Submission of Bid	12-08-2019 at 4:00 pm
5	Date of opening of technical bid	13-08-2019 at 2:00 pm
6	Clarification on bidding may be inquired through email	iip@iip-in.com
7	Validity of Bids	60 days

Interested vendors/ contractors can forward their quotation/proposals as per specifications mentioned in the tender document in **A SINGLE SEALED ENVELOPE containing TECHNICAL BID**(separate sealed envelope) & **FINANCIAL BID**(separate sealed envelope) both with name of the subject NIT to Assistant Director (General Administration & IT), Indian Institute of Packaging, Plot E-2, MIDC Area, Andheri East, Road No.8, Post Box No. 9432, Mumbai-400 093.

Afsha Siddiqui
Asst. Director (General Admin. & IT)



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About the Institute

Indian Institute of Packaging (IIP) is an Autonomous Body under the administrative control of the Department of Commerce, Ministry of Commerce & Industry, Government of India. Indian Institute of Packaging (IIP) engaged in Research and Development, imparts Post-Graduate Education Programme in Packaging Technology, undertakes testing and evaluation of packages, consultancy etc. IIP also offers large number of short terms and long term professional courses for junior, middle and senior level executives for the executives/Officers of Govt. as well as Corporate Sectors. It also organizes National/International Seminars and Conferences in the field of Packaging.

SCOPE OF WORK

Disposal of Scrap & Obsolete Items

Indian Institute of Packaging (IIP) invites sealed quotations from registered licensed scrap dealers/processors/vendors, preferably from Mumbai for purchase of scrap, obsolete, outdated, unserviceable/non-repairable items/equipment from the Institute. The scrap mainly consists of various laboratory tested samples/ items.

The perspective bidder should be in a position to undertake the job as per the given specifications and complete the work within the prescribed time schedule.

EMD amount submitted by the successful bidder will be converted as “**Security Money Deposit**”.

Instruction to Bidders and General Terms & Conditions:

1. Interested bidder can download the tender documents from tender section of IIP website i.e. www.iip-in.com to submit Tender Bids as per Specifications/Requirements mentioned in the Tender Document.
2. Interested bidder can bid only one bid mentioned in the tender document.
3. Copy of Audited Balance Sheet for the last three years ending 31.03.2019 along with Audit Reports.
4. Copy of Income Tax Return (ITR) for last 3(three) years ending 31.03.2019.



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5. Copy of PAN, GST Registration Certificate, Service Tax Registration Certificate.
6. As a proof of experience, bidders should submit copies of contracts/orders along with the Successfully Execution Certificate from Government Organizations/PSUs/Reputed Private Industrial Establishments for the last 3(three) years ending 31.03.2019.
7. Copy of any Valid Current License/Certificate for Engagement in the same Business issued by any other Appropriate Authority.
8. Offers submitted by Fax/email will not be considered. No correspondence will be entertained in this matter.
9. Price Bid should include inclusive of all like quantities of item, unit rates, total cost with all applicable taxes, duties, fees, levies, freight, transportation cost and any other charges except GST. GST component if applicable to be shown separately, if applicable. All applicable taxes, duties, fees, levies, freight, transportation cost payable by contractor under the contract or any other cause shall be included in the quoted prices. (All rates to be given in INR).
10. The quoted rates shall remain firm throughout the contract period of the contract and no revision is permissible for any reason.
11. Validity of Tender is 60 (Sixty) days, the bid shall remain valid for a period of two months from the date of opening of tender or for a further period if mutually accepted.
12. IIP reserves the right to accept or reject any or all of the tenders/bids received by it either in part or full relating to the work under this Tender Document without assigning any reason whatsoever.
13. The Institute has the right to split the scope of work to more than one agency/agencies without assigning any reason whatsoever. No claim will be entertained on account of this.
14. IIP may also withdraw or cancel the tender either in part or in full to its sole discretion. IIP also does not bind itself to accept the lowest bid.



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15. Contract Period will be One Year. In case of services not found to be satisfactory, the contract will be terminated with 30 day notice in writing. The contract may also be terminated, extended or curtailed subject to requirements and non-satisfactory services.

16. IIP reserves the right to negotiate the quoted price with the successful bidder.

ELIGIBILITY CRITERIA

- i. The bidder should have considerable experience of having successfully executed similar works for State / Central Govt. / Autonomous Bodies / Reputed Corporate Organizations etc. for which documentary evidences are to be submitted.
- ii. The bidder should be a legal and duly registered /incorporated business entity which includes Individuals/sole proprietorship firm / registered partnership firm/ a company registered in India and having sufficient resources.
- iii. The bidder should not been blacklisted. Bidder shall submit a declaration stating that they were / are not blacklisted by any Ministry or Department of Government of India/State Government, State / Central PSUs/Central Autonomous bodies. In addition, there should not be any pending litigation against the bidder.
- iv. The agency/contractor may visit the Institute to ascertain the job requirements.
- v. The agency/contractor should have past experience undertaken such work with minimum value of Rs. 50,000 in a month and above.
- vi. The agency should have minimum 3 years of experience and existence.
- vii. The agency should submit details of similar work undertaken in past.
- viii. The agency should have minimum annual turnover of Rs.5 lakhs or above.
- ix. The agency should submit last 2 years balance sheet / annual report along with other company credentials and client list.



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Tender Fee:

Rs.500/- plus 18% GST = Rs.590/- (Rupee Five hundred and ninety only) payable through DD/Pay Order/Online from Scheduled Commercial banks in favor of “**Indian Institute of Packaging**”, payable at **Mumbai**. Tender fee is not refundable in any case. If the tender is cancelled or recalled on any ground, the Tender document fees (Tender Fees) will not be refunded to the bidders.

Bidders must enclosed DD/Pay Order with technical bid envelope. However, MSME/NSIC registered units are exempted from the payment towards cost of tender fees on submitting relevant documents. Due certificate is to be attached.

Earnest Money Deposit (EMD):

The successful/approved scrap contractor shall deposit Rs. 50,000/- (Rs. Fifty Thousand only) as security deposit payable through DD/Pay Order/Online from Scheduled Commercial banks in favor of “**Indian Institute of Packaging**”, payable at **Mumbai**.

All applicable bank charges shall be borne by the applicant.

TERMS OF PAYMENT

1. An advance payment of proposed/valued scrap will be deposited in the form of CASH/BankDraft only before lifting any item from IIP premises.
2. In case of any discrepancy or loss arise; appropriate penalty shall be imposed, after assessing the extent of loss suffered by the Institute.



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TERMS AND CONDITIONS FOR TECHNICAL BID AND FINANCIAL BID

1. The tender has to be submitted on or before the due date. The offers received after the due date and time will not be considered. Incomplete bids will not be considered in any manner.
2. **Preparation of Bids:** The offer/bid should be submitted in two bid system (i.e. **Technical bid and financial bid**).
3. The **Technical bid (Annexure I)** should consist of all technical details and supporting documents.
4. The **Financial bid (Annexure II)** shall be filled up in a given base rate documents only.
5. The period of contract shall be for one year or specified in the work order.
6. The bid will be opened by a committee duly constituted for this purpose. The technical bid will be opened first and will be evaluated by the committee. The financial bid will be opened only for the technically qualified bidders.
7. Conditional or incomplete tenders/bid will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the bidder.
8. Responsibilities of the vendor for executing the contract. The vendor shall meet all the requirements of set up arrangements in good and workman-like manner, and by the process specified. If execution of the job is not in accordance with specifications and/or terms and conditions, interalia, the services are liable to be rejected without any compensation and/or any penalty including forfeiting the security deposit and/or black listing of the vendor and / or any other penalty as deemed fit by the Institute. In this regard the decision of Institute shall be final and binding on the bidder.
9. The vendor shall comply with the instructions issued from the Indian Institute of Packaging time to time.



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Rejection of Tender (s):

IIP reserves the right to reject any or all the bids either in part or full relating to the work under this Tender Document without any reason what-so-ever. IIP reserves the right to accept or reject any or all tenders received by it without assigning any reason what-so-over. IIP may also withdraw or cancel the tender either in part or in full to its sole discretion. IIP also does not bind itself to accept the lowest/any bid.

Error in Tender submission:

IIP does not take any responsibility for the tender being wrongly submitted by the bidder within the stipulated date and time.

Conditional Bids:

Conditional tenders/bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered. Conditional tenders shall be straightway rejected and no additional clause will be entertained.

Compliance of statutory obligations:

The bidder will be required to comply with all statutory obligations from time to time applicable to this contract. In the event of violation of any contractual or statutory obligations by the bidder, the bidder shall be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against IIP by any individual, agency or government authority due to acts of the bidder, the bidder shall be liable to make good / compensate such claims or damages to the IIP. As a result of the acts of the bidder, if IIP is required to pay any damages to any individual, agency or government authority, the bidder would be required to reimburse to IIP such amount along with other expenses incurred by IIP or IIP reserves the right to recover such amount from the payment(s) due to the bidder while settling its bills.

Assignment and sub-contracting: The successful bidder shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner.

Exit Clause: The annual rate contract can be terminated by IIP after giving one month notice.

Award/Assignment of work: Highest Bid (H1) qualifying technically and financially.

The decision of the competent authority will be final and binding to all for interpretation of any ambiguity.



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Indian Institute of Packaging

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Tender Notice No. 2019/05

date 17-07-2019

TECHNICAL BID

ANNEXURE -I

SUBJECT : DISPOSAL OF SCRAP - IIP, MUMBAI

Hardcopies of documents required as per below given details to be attached for clearing Pre-Qualification Criteria

Sr. No.	Particulars	Details
1	Name and address of the applicant	
2	Mobile No. / Telephone No. / Fax No. e-mail id	
3	Legal Status of the applicant (Whether Individual, Proprietary firm, A firm in partnership, A limited company or corporation)	
4	Names of person concerned with this work along with address, mobile/telephone no. etc.	
5	Has the applicant or any constituent partner ever been debarred from taking up work in Government Department?	
6	DD for Tender Fee (Rs. 590/-) details or MSME/NSIC/Exemption Certificate	



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7	DD for EMD (Earnest Money Deposit) details									
8	Copy of MSME/NSIC /Exemption Certificate, if any.									
9	Copy of PAN Card									
10	Copy of GSTIN (GST Registration) Certificate									
11	Chartered Accountant's Certificate for turnover of period mentioned. The average annual turnover of the firm in last three consecutive financial years as on 31.03.2018 (For Assessment Year 2016-17, 2017-18 and 2018-19)	<table border="1"> <thead> <tr> <th>Year</th> <th>Rs. In Lakhs</th> </tr> </thead> <tbody> <tr> <td>2016-2017</td> <td></td> </tr> <tr> <td>2017-2018</td> <td></td> </tr> <tr> <td>2018-2019</td> <td></td> </tr> </tbody> </table>	Year	Rs. In Lakhs	2016-2017		2017-2018		2018-2019	
Year	Rs. In Lakhs									
2016-2017										
2017-2018										
2018-2019										
12	Chartered Accountant's Certificate for Net Profit (Profit Before Tax) as per the period mentioned below: The bidder must be a profit making organization in last three consecutive financial years as on 31.03.2018 (For Assessment Year 2016-17, 2017-18 and 2018-19)	<table border="1"> <thead> <tr> <th>Year</th> <th>Rs. In Lakhs</th> </tr> </thead> <tbody> <tr> <td>2016-2017</td> <td></td> </tr> <tr> <td>2017-2018</td> <td></td> </tr> <tr> <td>2018-2019</td> <td></td> </tr> </tbody> </table>	Year	Rs. In Lakhs	2016-2017		2017-2018		2018-2019	
Year	Rs. In Lakhs									
2016-2017										
2017-2018										
2018-2019										

(Signature of the Bidder)

Seal of the firm

Date:

Place:



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Tender acceptance letter & Price bid undertaking
(To be given on Company Letter Head)

Date:

To,

Indian Institute of Packaging
 Plot E2, MIDC Area, Andheri East,
 Mumbai 400093

Sub: Acceptance of Terms and Conditions of Tender & Price bid under taking.

Tender Reference No : **2019/05 date 17-07-2019**
 Tender Subject : **DISPOSAL OF SCRAP - IIP, MUMBAI**

Dear Sir,

We have obtained the tender document(s) for the above mentioned 'Tender/Work'.

We hereby certify that:

1. We have read the entire terms and conditions of the tender documents (including all documents like 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.
2. The corrigendum(s) issued from time to time by IIP too have also been taken into consideration in its totality / entirety, while submitting this acceptance letter.
3. We have not tampered/modified the tender document in any manner.
4. We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking and there has been no litigation with any Government department on account of these services.

We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then IIP shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



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Checklist of hardcopies of documents for clearing Pre-Qualification Criteria

Sr. No.	Particulars	Proof attached (Yes/ No)
1	Name and address of the applicant	
3	Legal Status of the applicant (Whether Individual, Proprietary firm, A firm in partnership, A limited company or corporation)	
5	Has the applicant or any constituent partner ever been debarred from taking up work in Government Department?	
6	DD for Tender Fee(Rs. 590/-) details or MSME/NSIC/Exemption Certificate	
7	Copy of MSME/NSIC /Exemption Certificate, if any.	
8	Copy of PAN Card	
9	Copy of GSTIN (GST Registration) Certificate	
10	Chartered Accountant's Certificate for turnover of period mentioned. The average annual turnover of the firm in last three consecutive financial years.	Year 2016-2017 2017-2018 2018-2019
11	Chartered Accountant's Certificate for Net Profit (Profit Before Tax)	Year 2016-2017 2017-2018 2018-2019
12	Tender acceptance letter & Price bid undertaking	

(Signature of the Bidder, with Official Seal)



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Annexure -II

FINANCIAL BID

Sub : DISPOSAL OF SCRAP - IIP, MUMBAI

The period of contract shall be for one year

S.No	Name of Disposal	Capacity/ Unit	Base Price (in Rs.)	Rate to be quoted by bidder
1	Aluminium Scrap	Per Kg	102	
2	Aluminium wire/Cable	Per Kg	53	
3	Brass	Per Kg	370	
4	CFB Box Scrap	Per Kg	10	
5	CFB Box with Glass	Per Unit	8	
6	CFB Box with Metal	Per Unit	34	
7	CFB Box with Plastic	Per Unit	25	
8	CFB Box with Pouches	Per Unit	10	
9	Composite Drum	200 Ltr	935	
10	Composite Drum	50 Ltr	100	
11	Composite Drum	25 Ltr	50	
12	Copper	Per Kg	330	
13	Copper wire / Cable	Per Kg	80	
14	Electrical Items-Scrap	Per Kg	100	
15	FIBC/PP/HDPE Bags	Per Kg	25	

Seal & Signature of Bidder



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S.No	Name of Disposal	Capacity/ Unit	Base Price (in Rs.)	Rate to be quoted by bidder
16	Fibre Drum	100 Ltr	50	
17	Fibre Drum	50 Ltr	30	
18	Fibre Drum	20 Ltr	20	
19	Galvanised Patra/sheet	Per Kg	22	
20	Glass Broken / Scrap	Per Kg	2	
21	IBC Plastic Container	1200 Kg	2100	
22	IBC Plastic Container damage/Scrap	Per Unit	700	
23	Ice Box	25-50 Ltr	400	
24	Ice Box	51-100 Ltr	300	
25	Ice Box	101-200 Ltr	500	
26	Ice Box	201-500 Ltr	600	
27	Ice Box	501-1000 Ltr	600	
28	Magazines	Per Kg	10	
29	M S Drum	200 Ltr	450	
30	M S Drum	100 Ltr	200	
31	M S Drum	50 Ltr	100	
32	M S Drum	30/20 Ltr	50	
33	M S Drum Scrap	Per Kg	20	

Seal & Signature of Bidder



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S.No	Name of Disposal	Capacity/ Unit	Base Price (in Rs.)	Rate to be quoted by bidder
34	M S Jally	Per Kg	20	
35	M S Scrap/pipe	Per Kg	20	
36	M S Scrap/chura	Per Kg	20	
37	News Paper	Per Kg	9	
38	Plastic Water Bottle Bisleri	Per Kg	20	
39	Plastic Buccets / pails	Per Kg	33	
40	Plastic Crate/Box/Scrap	Per Kg	33	
41	Plastic Drum	200 Ltr	580	
42	Plastic Drum	100 Ltr	245	
43	Plastic Drum	50 Ltr	100	
44	Plastic Drum/Ice Box Damaged	Per Kg	35	
45	Plastic Jerry Can / Drum	30/40 Ltr	60	
46	Plastic Jerry Can / Drum	25 Ltr	30	
47	Plastic Jerry Can / Drum	20Ltr	20	
48	Plastic Jerry Can / Drum	10 Ltr	15	
49	Plastic Pallets	Per Unit	480	
50	Stainless Steel	Per Kg	60	
51	Stainless Steel Pathre/Chura	Per Kg	60	

Seal & Signature of Bidder



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S.No	Name of Disposal	Capacity/ Unit	Base Price (in Rs.)	Rate to be quoted by bidder
52	Tin Container	Per Kg	8	
53	Wastage Paper	Per Kg	10	
54	Wooden Box	Per Kg	3	
55	Wooden Pallet	Per Kg	3	
56	Wood Scrap	Per Kg	2	

Seal & Signature of Bidder

Date

Place