

NOTICE INVITING
TENDER DISPOSAL OF SCRAP
MUMBAI

Indian Institute of Packaging (IIP) an Autonomous Body under the Ministry of Commerce & Industry, the 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 its Head Office at Mumbai.

Important information

1	Tender Notice No. and date	IIP/Mumbai/Admin/Laboratory Scrap/Tender/2024 Date: 11/10/2024
2	Tender Document Fees	Rs. 590/- (including taxes)
3	Security Deposit	Rs. 50,000/- (only for successful bidder)
4	Last Date of Submission of Bid	04-11-2024 at 4:00 pm
6	Clarification on bidding may be inquired through email	aditmum.iip@gov.in , 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 (Administration), Indian Institute of Packaging, Plot E-2, MIDC Area, Andheri East, Road No.8, Post Box No. 9432, Mumbai-400 093.

Assistant Director (Administration)

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.

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from registered licensed scrap dealers/processors/vendors, preferably from Mumbai for purchase of scrap, obsolete, outdated, unserviceable/non-repairable items/equipment from the Institute.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 prospective 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 bid only one bid mentioned in the tender document.
2. Copy of Audited Balance Sheet for the last three years ending 31.03.2023 along with Audit Reports.
3. Copy of Income Tax Return (ITR) for last 3(three) years ending 31.03.2023.
4. Copy of PAN, GST Registration Certificate, Service Tax Registration Certificate.
5. 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 31.03.2023.
6. Copy of any Valid Current License/Certificate for Engagement in the same Business issued by any other Appropriate Authority.
7. Offers submitted by Fax/email will not be considered. No correspondence will be entertained in this matter.
8. 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).

9. The quoted rates shall remain firm throughout the contract period of the contract and no revision is permissible for any reason.
10. 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.
11. 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.
12. The Institute has the right to split the scope of work to more than one agency without assigning any reason whatsoever. No claim will be entertained on account of this.
13. 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.
14. Contract Period will be One Year. In case of services are not found to be satisfactory, the contract will be terminated with a 30-day notice in writing. The contract may also be terminated, extended, or curtailed subject to requirements and non-satisfactory services.
15. Any quotation received below the base price will be rejected.
16. The bid will be awarded to the highest bidder who has quoted the higher total amount
17. 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 evidence 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 be 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 undertaking such work with a minimum value of Rs. 50,000 in a month and above.
- vi. The agency should have minimum of 3 years of experience and existence.
- vii. The agency should submit details of similar work undertaken in past.
- viii. The agency should have a 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.

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**. The 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 enclose DD/Pay Order with a technical bid envelope. However, MSME/NSIC registered units are exempted from the payment toward the cost of tender fees on submitting relevant documents. Due certificate is to be attached.

Security Deposit (SD):

The successful/approved scrap contractor shall deposit Rs. 50,000/- (Rs. Fifty Thousand only) as a security deposit payable through DD/Pay Order/Online from Scheduled Commercial banks in favor of "**Indian Institute of Packaging**", payable at **Mumbai**. Security Deposit will be refunded after completion of one-year contract without any interest.

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/Bank Draft 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.

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, inter alia, 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.
10. GST @ 18% is payable extra on the scrap amount.

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.

Tender Notice No. 2024/---

Date:

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	
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 31.03.2019 (For Assessment Year 2018-19, 2019-20 and 2020-21)	Year 2020-2021 2021-2022 2022-2023	Rs. In Lakhs
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 31.03.2021 (For Assessment Year 2018-19, 2019-20 and 2020-21)	Year 2020-2021 2021-2022 2022-2023	Rs. In Lakhs

(Signature of the Bidder)

Seal of the firm

Date:

Place:

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.:

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)

SUBJECT: DISPOSAL OF SCRAP – IIP MUMBAI

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 2020-2021 2021-2022 2022-2023
11	Chartered Accountant's Certificate for Net Profit (Profit Before Tax)	Year 2020-2021 2021-2022 2022-2023
12	Tender acceptance letter & Price bid undertaking	

(Signature of the Bidder, with Official Seal)

FINANCIAL BID

Sub: DISPOSAL OF SCRAP – IIP MUMBAI

The period of the contract shall be for one year

		<h3 style="margin: 0;">INDIAN INSTITUTE OF PACKAGING</h3>					
		<p style="margin: 0;">lot E2, MIDC Area, Road No. 8, Andheri East, Mumbai - 400093</p>					
<p style="margin: 0;">DISPOSAL/SCRAP OF TESTED MATERIAL - IIP MUMBAI</p>							
Sr. No .	Description of Disposed Item	Capacity / Unit in Litre / Kg./etc.	Quantity	Base Unit Price in Rs.	Unit Price quoted by Bidder in Rs.	GST	Total Price inclusive of GST
1	ALUMINIUM SCRAP	PER KG		160.00			
2	ALUMINIUM WIRE / CABLE	PER KG		141.00			
3	BRASS	PER KG		610.00			
4	CFB BOX SCRAP	PER KG		15.00			
5	CFB BOX WITH GLASS	PER UNIT		40.00			
6	CFB BOX WITH METAL	PER UNIT		50.00			
7	CFB BOX WITH PLASTIC	PER UNIT		52.00			
8	CFB BOX WITH POUCHS	PER UNIT		32.00			
9	COMPOSITE DRUM	200 LTR		850.00			
10	COMPOSITE DRUM	50 LTR		250.00			
11	COMPOSITE DRUM	25 LTR		200.00			
12	COPPER	PER KG		610.00			
13	COPPER WIRE / CABLE	PER KG		210.00			
14	ELECTRICAL ITEMS - SCRAP	PER KG		260.00			
15	FIBC BAG / PP BAG/ HDPE BAG	PER KG		47.00			
16	FIBRE DRUM	100 LTR		160.00			
17	FIBRE DRUM	50 LTR		63.00			
18	FIBRE DRUM	20 LTR		55.00			

19	GALVNIISED PATRA / SHEET	PER KG		52.00			
20	GLASS (BORIKEN / SCRAP)	PER KG		6.00			
21	IBC PLASTIC CONTAINERS	1200 KG		3001.00			
22	IBC PLASTIC CONTAINERS (DAMAGED / SCRAP)	PER UNIT		1010.00			
23	ICE BOX	25 TO 50 LTR		1600.00			
24	ICE BOX	51 TO 100 LTR		1800.00			
25	ICE BOX	101 TO 200 LTR		2200.00			
26	ICE BOX	201 TO 500 LTR		3500.00			
27	ICE BOX	501 TO 1000 LTR		4500.00			
28	MAGEZINE S	PER KG		30.00			
29	M S DRUM	200 LTR		651.00			
30	M S DRUM	100 LTR		400.00			
31	M S DRUM	50 LTR		145.00			
32	M S DRUM	30 / 20 LTR		81.00			
33	M S DRUM - SCRRAP	PER KG		25.00			
34	M S JALI	PER KG		48.00			
35	M S SCRAP / PIPE	PER KG		48.00			
36	M S SCRAP / CHURA	PER KG		35.00			
37	NEWS PAPER	PER KG		28.00			
38	PLASTIC WATER BOTTLES e.g. BISLER	PER KG		75.00			
39	PLASTIC BUCKET / PAILS	PER KG		100.00			
40	PLASTIC CRATE / BOX / SCRAP	PER KG		40.00			
41	PLASTIC DRUM	200 LTR		701.00			
42	PLASTIC DRUM	100 LTR		431.00			
43	PLATIC DRUM	50 LTR		215.00			
44	PLASTIC DRUM DAMAGE / ICE BOX	PER KG		40.00			

45	PLASTIC JERRYCAN / DRUM	35 / 40 LTR		138.00			
46	PLASTIC JERRYCAN / DRUM	25 LTR		100.00			
47	PLASTIC JERRYCAN / DRUM	20 LTR		85.00			
48	PLASTIC JERRYCAN / DRUM	20 LTR		42.00			
49	PLASTIC PALLET	PER UNIT		801.00			
50	STAINLESS STEEL	PER KG		151.00			
51	STAINLESS STEEL PATRA / CHURA	PER KG		121.00			
52	TIN CONTAINER	PER KG		25.00			
53	WASTAGE PAPER	PER KG		26.00			
54	WOODEN BOX	PER KG		19.00			
55	WOODEN PALLET	PER KG		10.00			
56	WOODEN SCRAP	PER KG		10.00			
57	CFB Box with Tin	PER Unit		20.00			
				Total			

Seal & Signature of Bidder

Date

Place

Vendor Registration Form

Indian Institute of Packaging

Interested Vendor/Contractors can forward filled vendor registration form with the required information in the given format along with supporting documents in a sealed envelope to Assistant Director (GA & IT), Indian Institute of Packaging, Plot No. E-2, Road No. 8, MIDC Area, Andheri (East), Mumbai-400093.

Please complete in full – type or print in ink

Section 1: Company details & General Information	
Name of Company	
Address	
Telephone Number	
Fax Number	
E-mail Address	
Website address	
Following information of company representative	
Name and Title of company representative	
Direct email address of the company Representative	
Telephone numbers of company representative	
Direct number	
Mobile Number	
Date, company was established (Min. 3 years required)	

<p>Gross annual sales for the last three year</p> <p>Last 3 years ITR</p>	<p>YEAR</p> <p>CHF.....</p> <p>YEAR</p> <p>CHF.....</p> <p>YEAR</p> <p>CHF.....</p>
<p>Legal structure (tick one)</p>	<ul style="list-style-type: none"> • Corporation • Partnership • Sole Proprietorship • Joint Venture • Franchise • Non-Profit
<p>Type of Business / Commodity Service (Check one) / Goods supplied for minimum 3 years</p>	<ul style="list-style-type: none"> • Retailer • Publication/Broadcaster • Manufacturer • Wholesaler • Construction Contractor • Professional services • Consultant • Other
	<ul style="list-style-type: none"> • Distribution /Dealer • Service Provider • Freight /Transportation • Others (please specify)
<p>Details on your company supplies (Minimum 10 major services or goods)</p>	

Client list and profile considering previous 03 years for service or goods your company supplies.	Geographic service area (Check One) Local Regional National International
Have your previously done business with IIP	YES Year(s)...No
Section 2: Banking Information	
Bank Name	
Bank address	
Beneficiary Name	
International Bank Account Number (IBAN)	
Swift / Bank Identifier Code (BIC)	
Account Currency	
Bank Account Number	
Section 3: Supporting Documentation	
In order to be considered for registration by IIP procurement section please provide the following information in English.	
a) Certified/audited financial information i.e. Balance Sheet and Income Statement, Copy of your signed income tax return or your Annual Report to Shareholder. b) Current and valid copy of certificate of incorporation / business certificate or national equivalent.	
Section 4: Certification	
Signature	

The warrant that the information provided in this form is correct and in the event of changes, details will be provided as soon as possible;

Name	Title
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Signature	Date
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- The bank account to which any payment will be made must be the company's bank account.
- IIP reserve the right to request additional documents relating to your company to substantiate the registration request, e.g. Letters of reference from at least three (3) clients to whom your company has provided goods / services last three years, copy of latest ISO Certificate or equivalent. The acceptance for Empanelment is subject to approval, Approved list of Vendor will be displayed on IIP website.