



जीव विज्ञान संस्थान
INSTITUTE OF LIFE SCIENCES
(An Autonomous Institute of the Department of Biotechnology, Govt. of India)

N0-VIII-85-MF/2012-13/ 177 /ILS

Date: 18.01.2018

NOTICE INVITING TENDERS

Sealed bids for following work are invited from established agencies rendering “**Solid waste collection & disposal services**” at ILS office complex, Nalcosquare, Chandrasekharapur, Bhubaneswar with contract period as 24 months for the work. Bid documents would be issued to the prospective bidder or his authorized representative. Bids in the prescribed manner shall be submitted along with requisite documents by 1500 Hrs. on or before **20.02.2018** in the office of ILS and Technical & Price Bid will be opened at 1530 Hrs on same day. Other details are as under:

S.I no.	Name of the work	Estimated Cost in Rs.	EMD in Rs. Lacs	Date & time of pre-bid meeting
1	Providing services for collection & disposal of solid waste (Garbage) generated from the office complex.	@1,32,000.00 per annum	--	--

For further information including PQ criteria & bid security etc. and downloading the tender documents please visit website www.ils.res.in. The bidder has been permitted to submit his bid in the documents downloaded from the website, the contract agreement on award of work would be signed only on the manual copy as issued originally by the concerned ILS Office.

For any clarifications/ further information the bidders may contact A.O / Assistant Engineer (Electrical)

Pradhan
Administrative Officer

Scope of Works / Terms & conditions:

1. Storage of waste at source

It is Mandatory that no waste shall be thrown on the streets, footpaths, and open spaces, drains or water bodies. Waste shall be stored at the source of waste generation in two bins/bags.

2. Services to be provided **daily**, including on Sundays and Public Holidays without fail, working on Sundays.

The generation of waste is a continuous process. As waste is produced each day, collection, transportation and disposal of waste is required be one daily. There can therefore be no holiday, in collection, transportation. Agent, the operator of a facility should therefore re-organize their work schedule and ensure that the sanitation functions on all days in the year irrespective of Sundays and public holidays. The staff engaged in collection, segregation, storage, transfer transportation of waste as well as supervision of sanitation services should be given their statutory weekly off by rotation instead of giving them off on Sunday.

1. **Appropriate manpower** -The contractor shall at all times maintain manpower & vehicle in excess of daily required for performance of the contract job to cater for absence on account of annual paid leave, sickness, casual leave, unauthorized absenteeism or any other reason of unforeseen nonattendance of duties. In case of an employee leaving job or a vacancy falling due to any reason what so ever, the shortage of manpower must be made up by suitable recruitment within one month of its occurrence without fail. However temporary arrangement must be made within **one day** to ensure that surplus manpower is on roll at all the times. The contractor shall submit the report about total services for the month along with the bill.

2. **Prevent Burning of Waste by Sweepers within the campus or in public place.**

3. Tools to be given to Sweepers

Use of appropriate tools by Corporation as well as by the contractor plays an important role in improving the efficiency of the workforce. Persuasion and awareness efforts will therefore be necessary to convince the workforce to adopt improved tools and equipment.

4. The contractor shall not appoint any sub-contractor for performing any of the jobs stipulated in the tender/contract/agreement without the express / written authorization from the officer not below the rank of Administrative Officer duly authorized by the Director for the same. For such sub-contracting, the contractor shall submit appropriate application giving reasons for the same and the details stating procedure and surety of performance.

5. If the contractor is found guilty of misconduct in the performance of any job stated in the tender, he shall not be entitled to any payment in respect of that part of contract or penalty should be fixed.

6. That agency will have the closed bags / any suitable means filled with waste collected by the staff from the premises of ILS at pre- determined intervals and will transport the same in their vehicles.

7. That 'Agency' will collect all broken glassware's, blades, needles, all plastic items, culture plates and all other items after autoclaved from ILS's laboratory for disposal.
8. That in case of unsatisfactory services, ILS reserves the right to terminate the agreement on the advice of concerned department. The decision of ILS in this regard will not be open to challenge by executing agency.
9. **Mode of payment:** The amount finalized / offer amount will be paid on **monthly basis** after successfully completion of services for the month.
10. That "Agency" undertakes that they will collect, transport and dispose of waste strictly as per the BMC guide line. That agency hereby indemnifies yearly from all responsibility, liability with regard to their Waste disposal so long as ILS (the Client) implement the BMC rules for segregation.
11. That in case ILS (the Client) finds any irregularities in collection of waste they can send a notice in writing to "agency" for immediate action.
12. In case of failure of collecting the waste from ILS (the Client) at due interval , Agency will be liable to pay a penalty of **10%** of the monthly agreed amount, which will be deducted from the amount payable by ILS to them from the **monthly bills**. For any indiscretion the client can contact them or send a written notice for explanation.
13. The "Agency" will keep their collecting vehicle in god running condition at all times and ensure availability of service to ILS on all the stipulated days without fail.
14. That in case of any violations of any of the clauses of the terms & conditions of the contract by either side, the agreement may be terminated by issue of notice in writing three months in advance by either party for terminating their respective obligations. In case of payment related disputes, the same may be settled by both the parties.
15. That regarding the interpretation of any clause in this agreement, the decision of the Director, ILS and his interpretation of clause shall be final and binding on both parties.

16. The Indian Contract Act 1872

Sec. 212 – Skill and Due diligence to be observed by the contractor
Sec. 224 – Non liability of employer if agent to do a criminal Act

17. That in case of any disputes arising out of the obligations on each party as per this agreement, the same shall be as far as possible will be settled by mutual negotiations. In case of failure of negotiations, the Director of ILS will be the competent authority to decide and his decision will be final and binding on the both the parties.

PRE – QUALIFYING REQUIREMENT & CRITERIA

1. All the information requested for pre-qualification shall be provided by the bidding firm. Failure to provide information, which is essential to evaluate the bidder's qualification, or to provide timely clarification or substantiation of the information, supplied may result in disqualification of the bidder.
2. Pre-qualification will be based on meeting all the following minimum criteria regarding the bidder's **general and special experience, personnel, equipment and financial capabilities.**

3. **Annual Turnover:**

The bidder should have achieved a minimum annual turnover of **60000.00** in any one of the last 3 financial years. Tenderer should submit self-attested copies of **work order / completion certificate** for the relevant financial year in which the minimum criteria are met. Provisional audited balance sheet/certified statement shall be acceptable.

4. **Work Experience:**

The bidder should have satisfactorily completed in his own name at least one work of similar nature amounting to Rs.60000.00 per year of similar services during the last three calendar years prior to the date of submission of bids. Work of similar nature and complexity means – **solid waste collection & disposal services in a multistoried modern office building campus.**

- Only such works will be considered which are **100% completed** in all respects. The work(s) which is/are not similar as per above requirements shall not be considered for evaluation of bid. The works or part work(s) at different sites concurrently completed by bidder shall also not be considered for evaluation of bid.

The tenderer should submit the following documentary proof in support of the above:-

The tenderer is required to submit the Completion certificate issued from client indicating above items defined for similar works. The copies of completion certificate(s) issued to the bidder by the main contractors appointed directly by the owner companies/clients (supported with attested copy of proof of such appointment of main contractor) submitted by the bidder who has completed this/these similar work(s) as a sub-contractor shall also be considered. **When the owner company/client is private one, the certificate from the company must be supported by TDS certificate issued by the company. ILS reserves the right to verify the authenticity of completion certificates/ other documents.**

BILL OF QUANTITIES

Name of work: Rendering solid waste collection & disposal services at Institute of Life Sciences, Bhubaneswar.

S.No.	Details of Services	Unit	Qty.	Rate (Rs.) in words & figures	Amount (Rs.)
1	Rendering solid waste collection & disposal services (Disposal of Garbage generated from ILS campus on regular basis)	Month	24.00		
	Total				
	Rebate if any				
	Taxes if any				
	Net total				

Date-----

Place-----

Signature of Authorised
Representative of the
bidder.....

Bidder's Stamp-----

Letter for Unconditional acceptance of Bid Conditions

No.

Dated

To,

The Director
Institute of Life Sciences,
NALCO Square, Bhubaneswar 751023

Sub: - Unconditional Acceptance of Bid Conditions

Sir,

1. I have read and examined all the conditions in the bid documents for the subject work and we hereby unconditionally accept the bid conditions entirely for the said work.
2. I/we hereby submit our Bid and undertake to keep it valid for a period of two months from the date of opening of Technical Bid.
3. I/we undertake to execute the above items strictly in accordance with the requirements and particulars/ Specifications stipulated in the Bid documents.
4. I/we hereby further undertake that during the said period:
 - 4.1 I/we shall not vary/alter or revoke my/our bid during the validity period of Bid.
 - 4.2 I/we have quoted for the complete scope of the said work.
 - 4.3 I/we undertake to abide by the terms and conditions as stipulated in ILS bid documents and as amended thereafter.
5. I/we have not enclosed any condition/ deviation to conditions of Bid documents in the Envelope containing Price bid.
6. I/we agree that in case of any condition is found to be quoted by us in the Price Bid, my/our bid will be rejected.
7. This undertaking is in consideration of ILS agreeing to open my bid, considering and evaluating the same for the purpose of award of work in terms of provisions of Bid documents.

Signature of Authorised Representative of the bidder.....

Designation

Date.....

Bidder's Stamp