



**INDIRA GANDHI INSTITUTE OF TECHNOLOGY (IGIT),
SARANG, DHENKANAL (ODISHA)-759146
(An Autonomous Institute of Govt. of Odisha)**

No. IGIT/CoE/105

Date: - 09/11/2023

TENDER NOTICE

Sealed Tenders are invited from eligible reputed OEM (Original Machine Manufacturer)/ Authorized Distributor /Dealer/ Retailer for **Purchase of Shredding Machine for the Controller of Examination (CoE), IGIT Sarang**. Interested bidders may apply in the prescribed tender format which is available on the Institute website www.igitsarang.ac.in from Dt: **15/11/2023** along with non-refundable fees **as per actual** in shape of account payee demand draft in favour of **“PRINCIPAL, INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG”** payable at SBI, IGIT, Sarang.

**Last date for receipt of the Tender document (Technical & financial Bid) is Dt: 18/12/2023
(4.30 P.M)**

Sd/-
DIRECTOR

**INDIRA GANDHI INSTITUTE OF TECHNOLOGY (IGIT),
SARANG, Dhenkanal-759146**



Tender for Procurement of Shredding Machine for the Controller of Examination (CoE),

at

IGIT, SARANG

Tender Call Notice

No. IGIT/COE/105

Dated: 09/11/2023

Indira Gandhi Institute of Technology (IGIT), Sarang is inviting eligible interested Vendors to submit bids towards purchase of Shredding Machine for the Controller of Examination (CoE), IGIT Sarang.

No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed between Indira Gandhi Institute of Technology (IGIT), Sarang and the Vendor concerned. Indira Gandhi Institute of Technology (IGIT), Sarang reserves the right not to proceed with the implementation of the project.

Supply and installation of Shredding Machine in the Controller of Examination (CoE) Section, Indira Gandhi Institute of Technology Sarang invites applications for Tender for Procurement of Shredding Machine from OEM / Authorized Distributor / Authorized Retailer / Authorized Dealer/ Authorized sales/supplier for supply and installation of specified machine as mentioned in annexure for the Controller of Examination (CoE).

The sealed cover superscript 'Tender for Procurement of Shredding Machine of the Controller of Examination, IGIT Sarang shall be opened on **19.12.2023 (11.30 AM) for the technical bid and 21.12.2023 (11.30 AM) for the financial bid**. The sealed cover shall contain two sealed covered envelopes—Part-I (Technical bid) and Part-II (Financial bid). The interested vendor /supplier may visit the Controller of Examination Section and discuss with the purchase committee member in details about the requirements, supply, and installation of machine before 10 days of Technical bid opening day. The demonstration of functionality of the machine will be highly appreciated by the committee member either in PPT/actual mode. The Part-I (Technical bid) shall be opened on the same day in presence of the attending vendor(s) and committee members. The Part- I (Technical bid) shall contain Bank draft for earnest money, Tender fee and other documents as noted in 'Schedule for submission of bid'. The Part- I (Technical bid) without a bank draft for earnest money shall be rejected outright. The Part–I (Technical bid) shall be evaluated in accordance with qualification criteria for short-listing the Vendors as prescribed in the bid document. The Part- II

(Financial bid) shall be opened in due course as noted in ‘Schedule for submission of tender documents.’ The vendor /supplier’s query will not be entertained, if the vendor/supplier/authorized person of supplier were absent during opening of Technical bid.

Part -I (Superscribing Technical bid)

The Technical bid shall contain the details of the technical specifications of the specified Shredding Machine, compliance to the specifications detailed in the bid documents. Checklist for Technical bid, supporting documents such as certificate of incorporation, memorandum of Association, copy of PAN/GST certificate, work order copy/ experience certificates of 3 years, IT returns of last 3 years, audited account statements from CA, Vendors profile and other requisite documents need to be submitted. Bank Draft for earnest money shall be kept in separate envelope marked as ‘EMD’ and be placed within this envelope. Any other relevant papers, which a Vendor feels necessary along with the Terms and Conditions duly signed and accepted by the Vendor shall form part of this Technical bid.

Part -II (superscribing Financial Bid)

1. The Financial bid shall contain detailed price in INR of Shredding Machine, taxes, and other work as per the pro-forma in **Section-II** enclosed.
2. IGIT, Sarang shall not be liable for any expenses incurred by the Vendor in preparing the bid documents for this bid or for any correspondence or for any negotiations associated with the award of a contract.

Late Applications: Any application, received after the last date and time i.e., **18.12.2023 (4.30 PM)** for submission, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened. All the bidders need to send through Govt. authorized postal service. No bid will be received by hand or from private postal service/courier.

The completed application (response document), (printed, signed and bound copy) shall be submitted in a sealed cover superscribed with the title “**Tender for Procurement of Shredding Machine of the Controller of Examination, IGIT Sarang**” at the address given below (by registered post of Indian Postal Services only):

To

**The Director
Indira Gandhi Institute of Technology, Sarang,
Post: IGIT Sarang, Dist: Dhenkanal, Pin: 759146, Odisha, India.**

The tender document, instruction to vendors/bidders, other detailed terms and conditions can be downloaded from the website: <http://www.igitsarang.ac.in>.

Last date and time of submission of tender	18.12.2023 (4.30 PM)	
	Cost of the tender Fee	
EMD (Annexure V)	Rs. 4,000/-	Rs. 600/-

Important Details

The document is prepared by IGIT, Sarang. It should not be reused or used in any form either fully or partially by any other organization or firm. The information provided by the Vendors in response to this tender document shall become property of IGIT, Sarang and shall not be returned.

Schedule for Submission of Shredding Machine of the Controller of Examination, IGIT Sarang

The following are the schedule of events for this project. The schedule is subject to change depending on the outcome of the events / responses of the events and a final schedule shall be established prior to contracting with the successful Vendor(s)

Event	Date and Time
Availability of tender Document at IGIT Sarang Website	15.11.2023
Last Date and time for submission of completed tender Document	18.12.2023 (4.30 PM)
Opening of Technical Bid	19.12.2023 (11.30 AM)
Opening of Financial Bid	21.12.2023(11.30 AM)

Section-I

1. SCOPE OF WORK

Supply and Installation of Shredding Machine at the Controller of Examination Office, IGIT Sarang, Dhenkanal, Odisha-759146, India

2. ITEM WITH QUANTITY

Shredding Machine for CoE		
Sl. No.	Item with specification	Qty. Required
1	<p>Shredding Machine (Applicable for unwanted papers, files/cardboards/ID cards, old record shredding and mono cartons, CDs, floppies, staple pin etc.)</p> <p>Specifications: Cut size < 10 mm, Sheet capacity up to 50-60 sheets together, >1000 Kgs/Daily, Throat- 500 mm/20 inches wide paper, Motor not less than 2 HP with 3 phase power and single-phase power option, Waste volume 200 ltrs, Continuous operation with Auto Reverse, Overload Protection and Overheat Protection. Fitted with wheel base for easy transportation.</p> <p>Warranty not less than 2 years on the entire machine</p>	01

3. VALIDITY OF TENDER DOCUMENTS

The Tender response submitted by the bidders shall remain valid for a period of 90 (Ninety) days after the date of tender response opening prescribed in this document. A bid response which is valid for shorter period may be rejected as nonresponsive.

4. EARNEST MONEY DEPOSIT (EMD)

(a) EMD in form of a Demand Draft drawn in favour of **Principal, IGIT, Sarang** and payable

at IGIT, Sarang from any Nationalized Bank must be submitted along with the Part –I Technical Bid in a separate envelope. The Bids not accompanied by EMD shall be rejected as non-responsive.

- (b) No interest shall be payable by the Institute for the sum deposited as EMD.
- (c) The EMD of the unsuccessful Vendors would be returned within one month of the signing of the contract.
- (d) No bank guarantee shall be accepted in lieu of the EMD.

5. FORFEITURE OF EARNEST MONEY DEPOSIT (EMD)

The EMD shall be forfeited by the **IGIT, Sarang** in the following events:

- (a) If the bid is withdrawn during the validity period or any extension agreed by respondent Vendor thereof.
- (b) If the bid is varied or modified in a manner not acceptable to the **IGIT, Sarang** after opening of bids during the validity period or any extension thereof.
- (c) If the respondent Vendor tries to influence the evaluation process.
- (d) If the First ranked Vendor withdraws its bid during negotiations (failure to arrive at a consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

6. OTHER TERMS & CONDITIONS

1. General Terms

- (a) The conditional/ incomplete bids or those received after the due date shall be summarily rejected.
- (b) The award/ cancellation of work shall be decided at the sole discretion of **IGIT, Sarang**. Invitation of Tenders is not a commitment.
- (c) **IGIT, Sarang** reserves the right to accept or reject in part or full or all the offers without assigning any reason thereof. Any decision of **IGIT, Sarang** in this regard shall be final and binding on the Vendor.
- (d) The Vendor shall abide by all labour laws such as payment of wages Act 1936 with up-to-date amendments, minimum wages Act 1948 with amendments etc. and other laws as applicable

during the execution of work.

- (e) The institute shall make all payments through NEFT in Indian rupees. Necessary bank mandate detailing bank account number etc. shall be submitted by the vendor after execution of agreement.
- (f) IGIT Sarang shall not bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non- performance results from the Force majeure circumstances such as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after signing of the present contract.
- (g) In case of any dispute arising out of or in connection with the contract either during the tenure of the contract or thereafter, the Director of the institute is the sole arbitrator to decide the same and his decision is final and binding on both the parties. If differences persist after arbitration and there are compelling reasons to go to court, it shall be decided in the court of Kamakhyanagar/Dhenkanal.

2. Price Stability

Contract prices as offered in the bid and accepted by IGIT, Sarang shall remain fixed during the contract period. In the event of price changes, replacement machine shall be purchased at the lower quoted value or then the current market price. In no case shall a price higher than the contract price be paid for the machine proposed. If **IGIT, Sarang** desires to purchase machine or services not contained in the contract, future purchases shall be determined using the Vendor-specified discount rate in the proposal from the manufacturer's suggested retail price as of the date of the order. In no case shall the price exceed the favored Vendor prices.

3. Right to Reject

IGIT, Sarang reserves the right to reject all/partial bids without assigning any reason thereof. Responses should be submitted initially with the most favourable terms that the Vendor can propose.

4. Standards

IGIT, Sarang expects that the Vendor would use standards,

5. IGIT, Sarang Involvement

Director, IGIT, Sarang shall be the single-point contact for the project. All major decisions must be made with the involvement and agreement of the Controller of Examination. At no time must the Vendor hold back any information related to the **IGIT, Sarang**

Section –II (Price Bid)

- **Instruction for Price Bid**

Price Bid submission-

1. The price bid submitted by the Vendor shall be inclusive of all elements of costs and shall ensure that the following are also included therein: -

- The cost of delivery and installation at project sites.
- All the expenses like cost of loading, Unloading and GST etc. at IGIT site.

Eligibility Criteria:

Those who fulfill the following criteria are eligible to participate in the tender.

1. The tenderer must be an OEM / Authorized Distributor / Authorized Retailer / Authorized Dealer / Registered sales Supplier of a reputed manufacturer. Manufacturers should provide all documents relating to their Manufacturing Capabilities and the brand should be a registered trade mark.
2. If the tenderer is an Authorized Dealers of a reputed manufacturer, necessary Tender Specific authorization to this effect from the manufacturer must be enclosed.
3. The tenderer must have cleared Sales Tax and Income Tax payment up- to- date. Attested copies of Sales Tax Clearance Certificate or non-assessment certificate from the concerned Sales Tax Authority valid up- to-date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, GST certificates from the competent authority, PAN Number must be enclosed along with the Tender documents.
4. The Bidder may have ISO certification. The ISO certification bidder will be given

preferences over others. However, the final decision depends on purchase committee of the IGIT Sarang. The copy of the above certificates shall be enclosed with technical bid.

5. The net worth of the vendor should be certified from a registered CA shall be submitted for last 3 financial year.
6. The Vendor should not be blacklisted. Declaration in this regard shall be submitted by the vendor.
7. If the vendor is found guilty and any discrepancies in submitted the documents the bid of the vendor shall be rejected and the vendor shall be blacklisted.
8. The bidder should submit the model details with manuals in the technical bid as mentioned in the Annexure, otherwise, the bid shall be rejected

General Term & Conditions

- i) In case, after Pre-bid meeting (wherever applicable) any modification(s) / addition(s) / deletion(s) or any alteration in the requirement(s) / specification(s) etc. is required, the same will be placed on the IGIT website-www.igitsarang.ac.in therefore, all the bidders are advised to visit our website before filling / submitted their tenders. No separate advertisement / information will be published in this regard in the Newspapers.
- ii) The offered rates will be valid initially for a period of one year. The Institute can place repeat order on the same terms & conditions within this period.
- iii) Acceptance of tender will be intimated to the successful tenderer through a Letter of Intent (LOI) duly signed by the authorized signatory of the institution.
- iv) EMD / Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.
- v) This tender is valid upto 180 days from the issue of tender notification.
- vi) IGIT's official(s) can visit the workplace of successful bidder and can review the progress of work and can instruct regarding quality aspect.
- viii) The rates quoted by the bidder shall be complete for supply and installing of the finished items as per the specification(s) and shall be inclusive of all applicable tax, duty(ies), loading, unloading, packing, transportation to IGIT, Sarang installation (**in the Examination Section of Controller of Examination i.e., second floor**) etc. and nothing extra / additional amount shall be payable on these rates. No lift facility is available.

- ix) The machine needs to be supplied and installed within 60 days after receiving PO.
- x) In any case, if tenders are not opened due to any reason, the Tender documents, processing Fee and EMD shall be returned to all bidders,
- xi) Conditional Tender will not be accepted,
- xii) Successful bidder will be required to submit schedule of activities to complete the work order (day-wise / Date-wise) with technical bid document.
- xiii) The supplier has to ensure the rectification of defects within **seven days** of the complaint during the period of guarantee.
- xiv) AMC charges if any will be mentioned in the Tender.
- xv) The tenderer is required to submit one-year onsite Guarantee i.e., to replace the damaged machine's during the guarantee period or repair.
- xvi) The authority reserves the right to accept or cancel any or all tenders without assigning any reason there-of.
- xvii) **Proof of bills for the purchase of the materials as per our standard specification is submitted at the time of final payment.**
- xviii) **Items should be ISO Certified Standard.**
- xix) The bidders should not have any relatives present in the committee of IGIT related to the current procurement.

Tender Form (Technical Bid) format

(To be submitted by the tenderer on their letter head)

To----- Ref:-

----- Dt-

Tender Notice No and Date

Name of Work:”

The date and time of opening of tender:

at

Format for Qualifying Details of Technical Bid

A. General Details of the Bidder:			
Sl. No.	Particulars	Remarks/Documents to be attached	
01.	Name of the Organization:		
02.	Address of Head Office: Telephone No: E-mail: Fax number (if any) Name(s) of the contact person(s):		
03.	Company Status: Proprietor / Partner / Pvt. Ltd. Company Enclose Details. -		
04.	Turnover of the Agency for the last three years: Annualized average financial turnover equivalent to Indian Rupees during last three financial years	Year INR (in Lakh) 2020-21 - 2021-22 - 2022-23 -	
05.	Indian Income Tax Return Acknowledgement	Financial Year- 2020-21 Financial Year- 2021-22 Financial Year- 2022-23	
06.	Income Tax-PAN No.		
07.	VAT Tax Payer Identification Number (TIN)		
08.	Constitution of Firm (Proprietor / Partnership / Company/ Society)	Company Incorporation Certificate	
09.	VAT Clearance Copy: Service Tax Registration		

DECLARATION

I _____ hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, action as deemed fit by the _____ can be taken against me. Also, we hereby accept all the Terms & Conditions of the Tender will abide by it.

A Processing Fee / EMD demand draft bearing No _____ dated drawn on _____ is enclosed with Technical bid.

Signature.

Name

Address:

Mobile:

Date: -

Signature and Seal of firm.

ACCEPTANCE OF THE TENDERERS

All the clauses of tender document and Terms and Conditions as detailed in the Tender Document have been read/understood by me/us are acceptable to me/us. Me/We confirm that we will abide by these terms & conditions.

Dated: -

Signature

(Name in Block letters)

Name of Tenderer

Address

Address with stamp

Signature and seal of the firm

UNDERTAKING

To

The Director,
IGIT Sarang,
ODISHA-759146

Sir,

1. I / we the under signed, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.
3. Neither I/we have any relatives present in the procurement committee nor I/we are biased by any committee member.

Dated:

SIGNATURE OF THE
TENDERER WITH SEAL

NAME OF THE TENDERER
WITH ADDRESS

TECHNICAL BID

(Should be submitted in a sealed envelope separately)

Shredding Machine for CoE		
Sl. No.	Item with specification	Qty. Required
1	<p>Shredding Machine (Applicable for unwanted papers, files/cardboards/ID cards, old record shredding and mono cartons, CDs, floppies, staple pin etc.)</p> <p>Specifications: Cut size < 10 mm, Sheet capacity up to 50-60 sheets together, >1000 Kgs/Daily, Throat- 500 mm/20 inches wide paper, Motor not less than 2 HP with 3 phase power and single-phase power option, Waste volume 200 ltrs, Continuous operation with Auto Reverse, Overload Protection and Overheat Protection. Fitted with wheel base for easy transportation.</p> <p>Warranty not less than 2 years on the entire machine</p>	01

Signature and Seal of the firm.

FINANCIAL BID

(Should be submitted in a sealed envelope separately)

LIST OF ITEMS

Shredding Machine for CoE				
Sl. No.	Item with specification	Qty. Required	Total cost (Inclusive of all taxes F.O.R. to IGIT Sarang and installation etc.) (Rs.)	TAX (%)
1	Shredding Machine	01		

Signature and Seal of the firm.

CHECK LIST

TENDER NO:

1. Tender Fee Demand Draft: _____
2. EMD Demand Draft: _____
3. Registration certificate of the firm: _____
4. OEM / AUTHORIZED DEALER / DISTRIBUTOR / DEALER / RETAILER
CERIFICATE _____
5. PAN NO. _____
6. Service Tax _____
7. GST NO. _____
8. Experience certificate (Last 3 years) _____
9. Turnover Certificate issued by CA (Last 3 years) _____
10. Income Tax Returns (Last 3 years) _____
11. Annexure _____
12. Undertaking _____