



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA-769008 (ODISHA)**

Tender Notice No:15/ 12-13

ClosingDate:09.07.12

Sealed proposals are invited for

**TENDER FOR COLLECTION & DISPOSAL
OF GARBAGE FROM THE CAMPUS
AREA OF NIT ROURKELA.**

For details, visit www.nitrkl.ac.in/tender.asp

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An Institute where everyone strives to attain his Potential.



**NATIONAL INSTITUTE OF TECHNOLOGY
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Tender Notice No.15/12-13.

Date: 26.06.2012

TENDER FOR COLLECTION & DISPOSAL OF GARBAGE FROM THE CAMPUS
AREA OF NIT ROURKELA

NIT campus has about 4000 students and 3000 campus residents. Solid waste is generated in the campus primarily in four sources.

- (1) Academic area
- (2) Hostels area
- (3) Residential area
- (4) Community Centre, Canteens Guest Houses (South & North Block) etc.

The solid waste from each source can be classified into three categories:

- (i) Bio-degradable food waste
- (ii) Bio-degradable non-food waste e.g. paper, cloth etc.
- (iii) Non bio-degradable waste e.g. plastic, metals and glass etc.

It is necessary to collect the trash from every

- (i) Individual house
- (ii) Hostels and Canteens
- (iii) Designated garbage bins in academic area (Academic and administrative Offices).
- (iv) Canteens, Offices of Guest houses and Garbage bins of community Centre

Sealed tenders are invited from Firms/Agencies/Contractors or self-employed individuals having experience in similar trade or business for providing the complete service of collection and disposal of garbage from the campus area of the Institute on annual contract basis.

A. JOB DESCRIPTION :

The following is the scope of the job:

1. Collection of trash from every Individual house once a day and from Hostels and Canteens twice a day. Designated garbage bins in academic area (Academic and administrative Offices), Canteens, Offices of Guest houses and Garbage bins of community Centre must be cleaned at least once a day. The Trash to be removed from the designated garbage bins regularly to ensure cleanliness at all times.

2. The garbage collected from all designated garbage bins within the institute campus is to be deposited regularly in the newly constructed pit in the north-west corner of the campus and the garbage collected from hotels and part of the residential area will be deposited in the pit located at the south-east corner of the residential campus which will be used as intermediate storage.
3. Each of these facilities may be split for segregation of recyclable and non recyclable waste. In addition, there is a well for disposal of food and recyclable waste and another pit for burning non-recyclable waste. The contractor shall also maintain these sites neat & clean.
4. Plastic garbage bins on stands around the campus where residents will deposit their waste. The contractor shall segregate food waste and non food waste which should be collected, from these bins and disposed once a day.
5. All garbage collection bins around the campus should be cleaned daily.
6. The contractor personnel will pick up all trash not only from the bins but also from the road sides and wherever they find it.
7. The contractor shall segregate biodegradable & nonbiodegradable components & dispose them at designated spots of the campus as per direction of the office- In-Charge.
8. The contractor is encouraged to deploy motorized vehicles (at least one; preferably two) and skilled personnel for collection and disposal of garbage by which the process shall take lesser time and increased frequency with economy.
9. Continual monitoring and supervision shall be done by the contractor to ensure regular and effective service of dally cleaning of all collection and disposal sites.
10. The frequency of garbage collection shall be such that the total campus areas shall be maintained in clean & tidy condition at all times. At no point of time the area should give an impression of being unattended. shoe

B. OPERATIVE TERMS AND CONDITIONS :

1. Use of at least One Motorized vehicle is mandatory and other useful equipments are recommended for use. However two motorized vehicles shall preferably used to cover Hostels, academic and residential area with less time and more frequency. The Firm/ Agency/ Contractor shall supply and maintain them at his own cost. The contractor shall bear the cost of all consumables, petrol/diesel, repair and maintenance of the vehicle and machineries. Depending on the need the firm shall engage more equipment – more motorized vehicles, trolley rickshaws or other devices.
2. The Cost of Motorized and/or man driven vehicles, cleaning gadgets/instruments, accessories and labour shall be borne by the Firm/ Agency/ Contractor.
3. Adequate number of laborers (at least 5 people) must be engaged every day and continuously for 365 days to carry out the assignments properly to the satisfaction of the campus beneficiaries and the institute. However the company is at liberty to deploy more or less people.
4. The Firm/ Agency/ Contractor shall maintain deployment of adequate well trained personnel throughout the year.

5. The assets and articles provided by the Institute shall be property of the Institute and the Firm/ Agency/ Contractor shall be merely the custodian of such assets and articles. On termination of the contract, any such property shall be handed over to the Institute in the same condition as received except the normal wear and tear.
6. The Firm/ Agency/ Contractor shall assure that in the event of shortage of personnel on duty, the routine garbage collection and disposal work shall be executed effectively by engaging substitute personnel or assigning overtime duties to his other employees at his own costs and expenses. Non availability of labour or material shall not be accepted as a reason for poor service.
7. The Firm/ Agency/ Contractor shall ensure that all the personnel are imparted proper training at regular intervals, and follow safety practices, and report such training programs to the institute.
8. Names and other personal details of the employees engaged by the Firm/ Agency/ Contractor under the contract have to be submitted and approved by the institute.
9. The Firm/ Agency/ Contractor shall designate their representative stationed at the institute who would act as a liaison officer between the Firm/ Agency/ Contractor and the institute as and when required.
10. The firm shall employ its own staff or freelance labour and shall not hire any person specifically for this contract, so that in the event of termination of contract, the firm can move out without creating a human problem. The firm shall also not make any major investment specifically for this contract which will remain unused at the end of this contract.
11. Minor addition / alteration to the area covered as well as occasional "Cleanliness drives" are to be included when requested by the institute authority.
12. Deficiency of Service: The Institute authorities shall inspect the facility from time to time to assess the performance of the contractor. A performance record book as per enclosed proforma shall be used to evaluate the quality. The designated supervisor of your firm shall maintain the book as per instruction, given there in and shall enclose the copy of the same in the monthly bill. If any deficiency in service is observed, the inspecting personnel may assess the value of the deficiency and recommend appropriate financial adjustment in the monthly bill. Such adjustment will typically be twice the value of the deficiency to account for the administrative cost and hardship to the uses. The cost of the deficiency shall include not only the caving to the contractor in terms of materials, equipment usage and personnel, but also the consequence of poor performance by contractor's and poor supervision.

C. STATUTORY OBLIGATIONS:

1. The institute shall enter into a service contract with the qualified firm. The firm shall be directly responsible for payment of wages (including other benefits like E.P.F & E.S.I if applicable) to his manpower engaged under this contract at his own cost. No manpower and/or resources should be engaged exclusively for this contract; when the contract terminates there shall be no physical or moral pressure on the institute, on grounds of "person and/or resources displaced from job".

2. Month wise detailed statement of wages paid to the labourer including E.P.F/ E.S.I deduction (if applicable) should be enclosed along with the monthly bill by the Firm/Agency and submitted to the designated Officer of the institute, failing which the bill shall not be processed for payment.
3. Depending on its eligibility the Agency should have E.P.F registration No. and a valid labour license under section 7 of the contract Labour (R & A) Act, 1970 and contract labour (R & A Central Govt. Rules, 1971). If the firm does not have them at the time of award of contract, it should obtain them within one month of award of contract; if required to do so under the rules.
4. The Firm/Agency shall abide by all statutory and regulatory Acts of both Central Government and State Government as per jurisdiction.
5. The Firm/Agency shall comply with the regulatory clauses of labour Act and shall not engage any minor under this contract. The Firm/Agency must ensure payment of minimum wages to its personnel engaged under this contract including other statutory benefits. At any time, the institute shall have the authority to have access to all such records related to labour details and their wages.
6. All safety measures must be taken care, in order to avoid any accident, fire and other safety hazards. Any type of loss of assets due to any such incident is the sole responsibility of the Firm/ Agency/ Contractor. The Institute shall in no way be liable for any such incident. The firm shall also ensure that all their personnel are aware of this and other clauses of the contract.
7. The institute shall have no responsibility towards payment of wages, social security, medical care, safety or any benefit to the personnel engaged by the Firm/ Agency/ Contractor. Any incident occurring during the contract period is the sole responsibility of the contractor and the institute shall in no way be liable for any such incident.
8. If there is any damage to the institute property or any other financial burden on the institute because of willful or negligent action by the Firm or its personnel, the institute will repair it at the cost of the contractor and levy a service charge of 200% over the cost.
9. The Registrar or an Officer explicitly authorized by him will represent the Institute in all dealings with the Firm/ Agency/ Contractor.
10. The staff engaged by the Agency shall draw their remuneration from the Firm/ Agency/ Contractor and will not claim any employment benefit from the Institute at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the Institute in the matter.

D. MODE OF SELECTION:

1. A committee constituted by the Institute will examine all the proposals on the basis of the following.
 - a. Credentials of the contractor and the key personnel.
 - b. Past experience in similar business.
 - c. Motorised & hand driven vehicle to be deployed and methodology to be applied for garbage collection and disposal work.
 - d. Service charges quoted.

2. The selection process will consist of two stages. In the first stage the suitability of the competing Firms/ Agencies will be judged by a committee set up by NIT Rourkela and this judgment will be made by examining the credentials, past experience, and methodology. This will carry 70% of the total weight for selection.
3. After freezing the list of technically qualified bidders and their score by assessing the techno commercial suitability of the offers submitted, the committee will proceed for the Second Stage. The second stage of selection will be on the basis of the price (Service charge) quoted. This will carry 30% of the total weight. The less the price, the more is the weight.
4. The one having maximum total weight will be chosen for award of the contract.
5. The recommendation of the committee will be put up to Director, NIT Rourkela for his consideration in 2 stages-once after the technical bid and one after the financial bid is evaluated. Decision of the Director will be final and binding. It should be noted that selection will be based on combination of quality and cost, instead of cost alone.
6. Photo copies of all relevant documents as mentioned in Annexure-I have to be submitted along with the proposal, failing which the same is liable to be rejected.

E. COMMERCIAL TERMS AND CONDITIONS:

1. The successful bidder/firms shall deposit a Bank Draft of Rs.20,000/-(Rupees twenty thousand only) from a nationalized bank in favour of the Director, National Institute of Technology, Rourkela payable at Rourkela towards security deposit. The security money shall be released within one month after realization of the Institute dues, if there would be any on termination of the contract.
2. If the Firm/Agency fails to start the work the job within specified time given by the institute, the security money shall be forfeited and the next eligible Firm/Agency shall be offered.
3. The agency shall submit a monthly claim (the mutually agreed rate as per the contract) to the Institute through the designated officer of the Institute, who shall endorse a certificate on the bill for the services rendered by it during that month. The payment of the certified monthly bill shall normally be made within fifteen days from the date of receipt of the bill.
4. At any point of time, if the service rendered by the Firm/ Agency/ Contractor is found to be deficient or poor in quality, a lump sum amount as deemed fit as per the decision of the institute authorities shall be deducted from the monthly bill/claim of the Firm/ Agency/ Contractor and also the Institute reserves the right to terminate the contract with immediate effect without any compensation.
5. There shall be no change in the contractor value even if on addition of hostels, increase in student strength or collection points, or any other facility.
6. The contractor vehicle shall remain unaltered if disposal site or routing is changed as per need of the Institute.

F. CONTRACT VALIDITY:

1. The contract shall be initially for a period of one year from the date of award subject to continuous satisfactory performance. However, this will be reviewed at the end of each year based on the performance and if found satisfactory it will be renewed for two years more, on year to year basis at the sole discretion of the Director, NIT Rourkela. If renewed, the contract value will be 107% and 115% respectively of the base year.

2. This contract can be terminated under any one of the following circumstances.
 - a) The contract can be terminated by the institute with a month's notice or one month's fee in lieu thereof anytime without assigning a reason, if in the opinion of the authorities such termination is in the interest of the institute. This termination will not be challenged by the contractor.
 - b) The Firm/Agency not performing his duties properly as per the agreed terms and conditions of the contract. The institute shall decide whether the performance of the Firm/Agency/Contractor meets specification or is deficient and to what degree. In such a case the notice period shall be one week without any compensation.
 - c) For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the Agency to any third party or subletting whole or part of the contract or the premises to any third party. The notice period shall be one week without any compensation.
 - d) The Firm/Agency being declared as insolvent by the court of law. The notice period shall be one week.

During the notice period for termination of contract, in any of the situation contemplated above, the Agency shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the contractor to remove all the persons and / or resources deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to NIT, Rourkela.

G. JURISDICTION AND RIGHT TO AMEND RULES:

1. The institute reserves the right to amend rules whenever and wherever considered necessary and appropriate. The same shall be intimated to the Firm/ Agency/ Contractor in due course.
2. The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, NIT, Rourkela is the sole arbitrator to decide the same, and his decision is final and binding on both the parties as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Rourkela only.

H. INSTRUCTIONS TO THE BIDDERS:

1. Interested bidders can visit the site in our campus on any working day. In case of any further clarification, the bidders may contact Assistant Registrar (Purchase & Works), NIT, Rourkela.
2. The bids must be submitted in **three separate** sealed envelopes as listed below all kept in one sealed big envelope.
 - a) Techno-Commercial
 - b) Price Bid
 - c) EMD

3. E.M.D of Rs. 20,000/- (Rupees Twenty thousand only) in the shape of demand draft in favour of “ Director, NIT, Rourkela”, payable at Rourkela must be deposited along with the bid without which the bid will not be honoured and liable to be rejected . The E.M.D will be refunded to unsuccessful bidders within a week of finalization of tender.
4. The bidders are requested to apply in a sealed envelope, addressed to The Registrar, NIT, Rourkela, superscribing the following on the top of the envelope

**TENDER FOR COLLECTION & DISPOSAL OF GARBAGE FROM THE
CAMPUS AREA OF NIT ROURKELA**

Tender Notice No. 15/12-13
Due Date: 09.07.2012.

Date:26.06.2012

5. All relevant information and documents must be furnished along with the proposals in the given format (Annexure- A).
6. Last date for submission of proposals : **Dt. 09.07.2012 by 3.00 p.m**
Bidders are advised to submit their proposals sufficiently in advance to avoid last minute failures.
7. Date of opening of proposals : **Dt. 09.07.2012 at 3.30 p.m**
8. In case the due date is declared to be holiday the next working day shall be treated as the last date for bid submission.
9. The Institute reserves the right to cancel / reject any or all offers without assigning any reason thereof.

ON THE LETTERHEAD OF THE FIRM/AGENCY

TENDER FOR COLLECTION & DISPOSAL OF GARBAGE FROM THE CAMPUS

AREA OF NIT ROURKELA

1. Name of the Firm/Agency : _____
2. Full Postal Address : _____

3. Other Business of the Firm : _____
4. Office/Residence Phone No./ Mobile No., If any: _____
5. Office Fax No. If any : _____
6. Name(s) of the Proprietor/
Partners : _____
7. PAN No. (Mandatory) : _____
8. E.P.F & ESI Registration No. : _____
9. Service Tax Registration No. : _____
10. Labour License No. : _____
11. Volume of Business in the Financial
Year 2011 -12 : _____
12. Volume of Business in the Financial
Year 2011-12 with NIT, Rourkela, If any
give details : _____
13. Past experience in similar business or credential
(enclose relevant documents/ order copies of other organizations)
14. Number of personnel the firm proposes to use : _____
15. Materials, Machinery and methods used in executing the job.

Signature of the Proprietor/ Partner

N.B. (Please enclose the photo copy of following documents along with the form)

1. Income Tax / Service Tax Clearance Certificate
2. Service Tax registration No. and PAN No.
3. E.P.F, ESI & Labour License.
4. Order copy of other organizations if any.

Annexure - II

FORMAT FOR PRICE BID

1. Name of the firm with address :

2. Price :

Sl. No.	Description	Quoted Price per month (In Rupees)
01	Collection & Disposal of garbage from the campus area of NIT Rourkela	
	TOTAL QUOTED PRICE PER MONTH	

Note :

- i) Monthly rate quoted by the bidder shall be inclusive of all types of taxes (Sales and/or service tax).
- ii) The prices in the price schedule shall be inclusive of any service tax, cess, or any other applicable taxes as may be levied by the Govt. from time to time.
- iii) The prices shall be firm for a period of one year and no increase in the prices shall be entertained during the contract period.

Signature of the bidder with seal