

**TENDER FORM
FOR
AUCTION OF FIREWOOD
KEPT NEAR LANE-37 ROAD
OF
THE INSTITUTE**

**TENDER REFERENCE NUMBER:
IITK/EO/28/2020-21**

**ISSUED BY:
ESTATE OFFICE, IIT KANPUR**



**भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
सम्पदा कार्यालय / ESTATE OFFICE**

[Room No.101D, Faculty Building, Ph#0512-259-7327/7166, Email: eoffice@iitk.ac.in]

BID DOCUMENT

Online bids (Technical & Financial) from the eligible bidders which are valid for a period of 60 days from the date of Technical Bid opening, as given below, are invited for and on behalf of the Director, IIT Kanpur for the following:

Tender Reference Number	IITK/EO/28/2020-21
Name of Work	Auction of <u>FIREWOOD</u> kept near Lane-37 Road of the Institute on "As is Where is" basis.
Date of Publishing	16.02.2021 (16.00 hrs)
Clarification Start Date and Time	16.02.2021 (16.00 hrs)
Clarification End Date and Time	05.03.2021 (16.00 hrs)
Queries (if any)	No queries will be entertained after clarification end date and time.
Bid Submission Start Date	16.02.2021 (16.00 hrs)
Last Date and time of uploading of Bids	10.03..2021 (16.00 hrs)
Date and time of opening of Technical Bids	11.03.2021 (16:00 hrs)
Date and time of opening of Financial Bids	Will be separately notified to the Technically qualified / shortlisted bidders.

Interested bidders may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app>

Note: The bids must be submitted online in electronic form through www.eprocure.gov.in/eprocure/app only. No physical bids will be accepted)

(A)

INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal ie <http://eprocure.gov.in/eprocure/app> , using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

1. REGISTRATION

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" option available on the home page. **Enrolment on the CPP Portal is free of charge.**
- (ii) During enrolment/ registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY / nCode / eMudra or any Certifying Authority recognized by CCA India on eToken / Smart Card.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into the site through the secured login by entering their user ID / password and the password of the DSC / eToken.

2. SEARCHING FOR TENDER DOCUMENTS

- (i) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.
- (ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3. PREPARATION OF BIDS:

- (i) For preparation of bid, Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.
- (ii) After selecting the tender document same shall be moved to the 'My favourite' folder of bidders account from where bidder can view all the details of the tender document.
- (iii) Bidder shall go through the tender document carefully to understand the documents required to be

submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- (iv) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (v) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**
- (vi) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under “My Space/ Other Important Document” option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

4. SUBMISSION OF BIDS:

- (i) Bidder should login to the website (<https://eprocure.gov.in/eprocure/app>) well in advance for bid submission so that he / she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay.
- (ii) Bidder should prepare the EMD as per the instructions specified in the NIT/ tender document. The details of the DD/FDR physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same to proceed further to submit their bid.
- (iv) Bidders shall select the payment option as offline to pay the EMD and enter details of the DD/FDR.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- (viii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.**
- (ix) **Bidders shall download the Schedule of Quantities & Prices i.e. Schedule-A, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter, save and upload the file in financial bid cover (Price bid) only.**
- (x) **If the template of Schedule of Quantities & Prices file is found to be modified/corrupted in the eventuality by the bidder, the bid will be summarily rejected and EMD amount, if any, may be forfeited.**
- (xi) **The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.**
- (xii) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**

- (xiii) After the bid submission **(i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall take print out of system generated acknowledgement number** and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xiv) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- (xv) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

5. ASSISTANCE TO BIDDERS:

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. The contact number of end user is 0512-259-7327/7166 and email: eoffice@iitk.ac.in. Please call between 10:30 hrs to 17:00 hrs on the working days.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 X 7 CPP Portal Helpdesk. The 24 x 7 Help Desk Number is 0120-4200462, 0120-4001002 and 0120-4001005. The helpdesk email id is support-eproc@nic.in.

(B)

INSTRUCTION FOR e-PROCUREMENT / e-AUCTION

1. PREPARATION AND SUBMISSION OF BIDS:

- (a) Detailed tender documents may be downloaded from <http://eprocure.gov.in/eprocure/app> till the last date of submission of tender. The Tender may be submitted online through CPP Portal <http://eprocure.gov.in/eprocure/app> only.
- (b) The bidder should submit the bid online in two parts viz. Technical Bid and Financial Bid. Technical Bid should be uploaded online in Cover-1 and Financial Bid in ".Xls" should be uploaded online in Cover-2

2. SUBMISSION OF THE BID:

All the interested eligible bidders are requested to submit their bids (Technical & Financial) online on CPP Portal: <http://eprocure.gov.in/eprocure/app> as per the criteria given in this document:

- (a) Technical Bid should be uploaded online in Cover-1.
- (b) Financial Bid should be uploaded online in Cover-2.

Both Technical and Financial Bid covers should be placed online on the CPP Portal (<http://eprocure.gov.in/eprocure/app>).

3. TECHNICAL BID:

Signed and Scanned copies of the Technical bid and supporting documents as given below must be submitted online on CPP Portal <http://eprocure.gov.in/eprocure/app>.

List of documents to be scanned and uploaded (Under Cover-1) within the period of bid submission:-

- (i) Scanned copy of Aadhaar Card
- (ii) Scanned copy of Experience Certificate
- (iii) Scanned copy of last year's Bank Statement
- (iv) Scanned copy of last year's Income Tax Return
- (v) Scanned copy of certificate of GST and Scanned copy of PAN

NOTE - No indication of the rates / amounts be made in any of the documents submitted with the TC-BID.

4. FINANCIAL BID:

- (a) The currency of all quoted rates shall be Indian Rupees (INR). All payment shall be made in Indian Rupees.
- (b) In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids should be uploaded online as per the specified ".Xls" format i.e. Financial Bid (BOQ) Excel sheet attached as '.Xls' with the tender and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
- (c) The Financial Proposal should be exclusive of GST and all other applicable taxes, duties, fees, levies, and other charges imposed under the applicable laws. GST and other applicable taxes etc shall be payable extra by the successful bidder.

5. LAST DATE FOR SUBMISSION OF TENDER:

- (a) Online bids complete in all respects, must be submitted on or before the last date and time specified in the schedule of events.
- (b) IIT Kanpur may, at its own discretion, alter / extend the last date for submission of tenders.

6. BID VALIDITY

- (a) All the Bids must be valid for a period of 60 days from the last date of submission of the tender for execution of Contract. However, the quoted rates should be valid for the initial/ extended period of the Contract from the effective date of the Contract. No request will be considered for price revision during the original Contract period.
- (b) A bid valid for a shorter period shall be declared as non-responsive.
- (c) In exceptional circumstances, prior to expiry of the original time limit, the IIT Kanpur may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 60 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their Bid Security.

7. MODIFICATION / SUBSTITUTION/ WITHDRAWAL OF BIDS:

- (a) No Bid shall be modified, substituted or withdrawn by the Bidder after the Bid's due Date.
- (b) Any alteration / modification in the Bid or additional information supplied subsequent to the Bid's due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

8. REJECTION OF THE BID:

The bid submitted shall become invalid if:-

- (a) The bidder is found ineligible.
- (b) The bidder does not upload all the documents as stipulated in the bid document.

9. SELECTION CRITERIA:

Phase-I: Technical Evaluation:

Technical evaluation will be done on the basis of information given by technical bid submitted by the bidders. Bid containing partial, incomplete, unclear and superfluous and unwanted information will be summarily rejected.

Technical declaration must be supported with relevant document. Discrepancy in relevant supporting document and technical compliance sheet shall lead to rejection of technical bids.

Phase-II: Financial Evaluation:

- (i) Financial bids of technically qualified bidders shall be opened.
- (ii) Financial evaluation is purely done on the total financial implication.
- (iii) Any superfluous, unreasonable rate quotes will be summarily rejected.

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date: _____

To,
Assistant Registrar (SG)
Estate Office, IIT Kanpur
R. No.101A, Faculty Building
Kalyanpur, Kanpur - 208016

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (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.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.
6. I / 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 your department/ organization 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)**

भारतीय प्रौद्योगिकी संस्थान कानपुर

सम्पदा कार्यालय

[कक्ष सं.101डी, संकाय भवन, फोन नं. 0512-259-7327/7166, ईमेल: eoffice@iitk.ac.in]

निदेशक, भा.प्रौ.सं. कानपुर की ओर से 'जैसा है जहां है' के आधार पर संस्थान के लेन-37 सड़क के पास उपलब्ध **जालौनी लकड़ियों** की नीलामी हेतु खुली निविदा आमंत्रित की जाती हैं।

खुली बोली में भाग लेने के इच्छुक निविदादाता सी.पी.पी. पोर्टल (<https://eprocure.gov.in/eprocure/app>) के माध्यम से नीलामी में भाग ले सकते हैं। किसी अन्य माध्यम से दी गई निविदा को किसी भी परिस्थिति में स्वीकार नहीं किया जाएगा।

पात्रता संबंधी शर्तें

1. बोलीदाता पिछले तीन वर्षों से यह कार्य कर रहा हो।
2. बोलीदाता की वित्तीय स्थिति बेहतर होनी चाहिए।
3. जी.एस.टी. नंबर / पंजीकरण प्रमाणपत्र होना चाहिए।

निविदा संबंधित अनिवार्य संलग्नक

1. आधार कार्ड की छायाप्रति
2. अनुभव प्रमाणपत्र
3. पिछले एक साल का बैंक विवरण
4. विगत वर्ष का आयकर रिटर्न
5. जी.एस.टी. पंजीयन प्रमाणपत्र और आयकर पंजीयन प्रमाणपत्र

नीलामी की अन्य नियम व शर्तें

1. नीलामी में भाग लेने के इच्छुक बोलीदाता को **बयाने के रूप में ₹1,30,000/- का बैंक ड्राफ्ट / एफ़डीआर "रजिस्ट्रार, आई.आई.टी. कानपुर" के पक्ष में निर्गत हो की मूल प्रति निविदा प्राप्ति की अंतिम तिथि व समय तक "सम्पदा कार्यालय, आई.आई.टी. कानपुर" में जमा करना अनिवार्य है।** उपरोक्त निर्धारित राशि के बैंक ड्राफ्ट / एफ़डीआर की मूल प्रति तय तिथि व समय तक प्राप्त नहीं होने की स्थिति में संबन्धित निविदा पर विचार नहीं किया जाएगा।
2. इस नीलामी की न्यूनतम आरक्षित मूल्य ₹6,50,000/- है। इससे कम की बोली को स्वीकार्य नहीं किया जाएगा।
3. खुली निविदा द्वारा नीलाम की जाने वाली जालौनी लकड़ियों के फोटोग्राफ अनुलग्नक-1 में संलग्न है। सभी लकड़ियाँ संस्थान के लेन-37 के पास उपलब्ध है।
4. इच्छुक बोलीदाता को सलाह दी जाती है कि बोली लगाने से पहले उक्त लकड़ियों का भौतिक निरीक्षण अवश्य कर ले। भौतिक निरीक्षण के लिए इच्छुक बोलीदाता "सम्पदा कार्यालय, आई.आई.टी. कानपुर, फोन 0512-259-7327 / 7166", में संपर्क कर निविदा प्राप्ति की अंतिम तिथि के एक दिन पहले तक के कार्य दिवसों में पूर्वाह्न 10.30 बजे से अपराह्न 4.30 बजे के मध्य उक्त लकड़ियों का निरीक्षण कर सकते हैं।
5. नीलामी सी.पी.पी. पोर्टल (<https://eprocure.gov.in/eprocure/app>) के माध्यम से दिए गए सफल उच्चतम बोली लगाने वाले बोलीदाता को प्रदान की जाएगी।
6. सफल उच्चतम बोली लगाने वाले बोलीदाता को उक्त लकड़ियाँ "जैसे है जहां है" के आधार पर दी जाएगी।
7. सफल बोलीदाता, जिसकी निविदा को अंतिम रूप से स्वीकार किया जाएगा, को नीलामी की धनराशि संस्थान में बैंक ड्राफ्ट या किसी अन्य डिजिटल भुगतान (digital payment) के माध्यम से निविदा अवार्ड होने के सात दिनों के अंदर जमा करना अनिवार्य है। अन्यथा की स्थिति में बयाने की राशि जब्त कर अग्रिम कार्यवाई की जाएगी।
8. जी.एस.टी. मौजूदा सरकारी दरों के अनुसार बोलीदाता को अतिरिक्त देय होगा। कोई अन्य कर जो लागू हो का भुगतान भी अतिरिक्त देय होगा।

9. उक्त लकड़ियों की नीलामी की धनराशि संस्थान के खाते में जमा करने के उपरांत ही ले जाने की अनुमति प्रदान की जाएगी। नीलामी की धनराशि जमा करने के 15 दिनों में नीलाम की गई लकड़ियों को ले जाना अनिवार्य है। अन्यथा की स्थिति में संस्थान की कोई ज़िम्मेदारी नहीं होगी।
10. बोलीदाताओं द्वारा जमा किए गए बयाने की राशि का बैंक ड्राफ्ट नीलामी संबंधित प्रक्रिया पूर्ण होने के उपरांत ही वापस किया जाएगा।
11. सफल उच्चतम बोलीदाता को नीलामी की लकड़ियों को संस्थान से ले जाने / काटने इत्यादि संबंधित सभी खर्च स्वयं बोलीदाता को वहन करना होगा।
12. निविदादाता को राज्य व केंद्र सरकार के वन विभाग द्वारा जारी दिशा निर्देशों का पालन करना होगा तथा निविदादाता को वन अधिनियम के सभी नियमों के अनुसार कार्य करना होगा। यदि राज्य / केंद्र सरकार द्वारा घोषित अधिनियम / नियम के अंतर्गत किसी भी प्रकार की कोई अनुमति / औपचारिकता की आवश्यकता होती है तो निविदादाता उक्त के संबंध में अपने खर्च पर उक्त अनुमति प्राप्त करेगा। उलंघन की दशा में निविदादाता स्वयं जिम्मेदार होगा।
13. इस नीलामी के अंतर्गत लकड़ियों के विक्रय से संबंधित सभी प्रकार के शासकीय एवं संवैधानिक परोक्ष / अपरोक्ष कर, चुंगी, नगरपालिका, मंडी, वन विभाग, पारगमन परमिट तथा अन्य किसी प्रकार के कर, सेस, प्रभार इत्यादि का भुगतान निविदादाता को स्वयं वहन करना होगा।
14. लकड़ी काटने, ट्रांज़िट परमिट की व्यसथा तथा लकड़ी की ढुलाई के लिए परिवहन इत्यादि की व्यवस्था निविदादाता को स्वयं करनी होगी।
15. नीलामी के उपरांत निविदादाता उक्त लकड़ियों की कटाई, पैकिंग, ढुलाई इत्यादि कार्य अपने जोखिम व खर्च पर करना होगा।
16. नीलामी की लकड़ियों को संस्थान परिसर से बाहर ले जाने के लिए दिवस व समय सीमा का निर्धारण सम्पदा कार्यालय द्वारा स्वीकृत होगा। साधारणतः यह अनुमति कार्य दिवस में प्रातः 9 बजे से सायं 5.30 बजे तक होगी। उक्त नीलाम की गई लकड़ियों को संस्थान परिसर से बाहर ले जाने के लिए गेटपास आवश्यक होगा।
17. लकड़ियों के परिवहन के दौरान यदि संस्थान की किसी संपत्ति को नुकसान होता है तो उक्त नुकसान की भरपाई बोलीदाता द्वारा वहन किया जाएगा।
18. यदि उपरोक्त नीलामी के दौरान / उपरांत उत्पन्न विवाद पारस्परिक विचार विमर्श के द्वारा सुलझाने का प्रयास किया जाएगा। विवाद के न सुलझाने की स्थिति में इस नीलामी से संबंधित पक्षकार के आवेदन पर विवाद को माध्यस्थम और सुलह अधिनियम 1996 के प्रावधानों के अनुसार, निदेशन, आईआईटी कानपुर द्वारा नियुक्त एकल मध्यस्थ द्वारा निपटारा किया जाएगा जो की पक्षकारों पर बाध्यकारी होगा।
19. माध्यस्थम और सुलह अधिनियम के उपरांत भी यदि कोई विवाद होता है तो न्याय हेतु कानपुर नगर न्यायालय क्षेत्र में ही मान्य होगा।
20. संस्थान के पास पूर्ण अधिकार सुरक्षित है कि वह किसी अथवा सभी निविदा व बोली को बिना कारण बताए स्वीकार करे अथवा न करे।
21. नीलामी के दौरान किसी विवाद के संबंध में संस्थान के निदेशक का निर्णय सभी निविदादाताओं को समान रूप से मान्य होगा।
22. मैंने उपरोक्त निविदा कि सभी नियम एवं शर्तें पढ़ ली है तथा यह सभी मुझे पूर्णतया मान्य है।

सहायक कुलसचिव (व. ग्रे.), सम्पदा

संस्थान के लेन-37 सड़क के पास उपलब्ध जलौनी लकड़ियों के छायाचित्र

(इच्छुक बोलीदाता को सलाह दी जाती है कि उपलब्ध जालौनी लकड़ियों का भौतिक निरीक्षण करने के उपरांत ही निविदा डाले)







