

**Government of India**  
**Ministry of Science & Technology**  
**CSIR – Indian Institute of Integrative Medicine**  
**Canal Road, Jammu - 180001**

**NOTICE INVITING TENDER FOR DISPOSAL OF WASTE PAPERS**

**Schedule of Events**

Nature of the Work	Disposal of Waste Paper
Details of Contact Person for clarifications/queries	<b>Shri Sanjay Sharma</b> Library Officer CSIR – Indian Institute of Integrative Medicine, Canal Road, Jammu – 180001 Telephone Number:
Cost of Tender Document	Nil
No. of covers	a) Technical Bid b) Commercial Bid
Quantity for disposal	5000-6000 Kgs (Approx.)
Earnest Money Deposit (EMD)	Rs. 10,000/- (Rupees Ten Thousand Only) EMD to be paid through NEFT/RTGS. <b>Bank account details:</b> Beneficiary Name: Director IIIM Bank Name: <b>State Bank of India</b> A/c No. 30186230982 IFSC: SBIN0000657
Date and time of Publishing of e-tender	<b>19.09.2024 (06:00P.M.)</b>
Website for downloading Tender Document	<a href="https://iiim.res.in/">https://iiim.res.in/</a> <a href="https://etenders.gov.in">https://etenders.gov.in</a>
Bid Submission Start Date & Time	<b>19.09.2024 (06:00 P.M.)</b>
Bid Submission Closing Date & Time	<b>04.10.2024 (1500 hrs)</b>
Technical Bid Opening Date & Time	<b>05.10.2024 (1500 hrs)</b>
Venue for Technical Bid opening	CSIR – Indian Institute of Integrative Medicine
Date, Time and Venue of opening of Commercial bids	Will be intimated later to the technically qualified bidders
Bid Validity	90 Days from the closing date of bid submission

## **IMPORTANT NOTE**

Tender documents may be downloaded from Central Public Procurement Portal <https://etenders.gov.in>. Aspiring Bidders/Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://etenders.gov.in>. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at Appendix-I regarding "Instructions for online Bid Submission",.

Bidders can access tender documents on the website, fill them with all relevant information and submit the completed tender document through electronic tender on the website <https://etenders.gov.in>.

Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

**Tender notice for disposal of Waste Paper (i.e. print journals, mutilated books & bound volumes) in CSIR – Indian Institute of Integrative Medicine, Jammu.**

**Closing Date: 04.10.2024** .

**Date of opening of Technical Bid: 19.09.2024** .

**1. Background:**

- 1.1 CSIR- Indian Institute of Integrative Medicine, Jammu is a constituent unit of CSIR, New Delhi under the aegis of Ministry of Science and Technology, Government of India.
- 1.2 CSIR – IIIM invites online tenders from the reputed and well experienced waste paper authorized dealers for award of order for lifting of waste paper (i.e print journals, mutilated books & bound volumes etc.) from CSIR – IIIM Jammu campus.
- 1.3 The interested bidders may visit the site with prior permission of Sr. Controller of Administration. The bidder selected will have to lift the waste material on the rates finalized as a result of this Tender.
- 1.4 It should be clearly indicated in the Performa for Technical Bid as to whether the vendor has submitted bids for all the items.

**2. ELIGIBILITY CRITERIA**

- 2.1 Companies/ Bidders should be in existence for over 2 years in the business of lifting waste paper material.
  - 2.2 The firm/ company should have a previous contract for lifting waste papers for at least two years with a Government Department/ Public Sector Undertaking in Jammu & Kashmir. The company should furnish its contract documents with a Govt. office for the last two years.
  - 2.3 The firm/ company should furnish the details of pulp making facility/ arrangements they have in order to keep the confidentiality of the documents from where the waste papers are lifted for pulp making. The company should also furnish the list of organizations who are selling the waste papers related material for pulp making to them.
  - 2.4 The waste material should be sent to the factory for pulp making only and should not be used for any other purpose. The selected party shall have to furnish an undertaking that the material will be sent to the factory for recycling/ pulp making only and shall not be used for any other purpose.
  - 2.5 The commercial bid would be opened only after the technical bid is found satisfactory. Tender received after the prescribed cutoff date and time will be rejected forthwith.
  - 2.6 The Vendor should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/ Organizations of the Government of India and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per Annexure E).
  - 2.7 The vendor must furnish details of GST No/PAN No. and also upload the scanned copy of these documents in e-procure portal as specified in Annexure-A.
  - 2.8 The rates quoted should be firm and in Indian Rupees. In case of any difference/ discrepancy between the rates quoted in figures and words, the later shall prevail.
  - 2.9 A copy of this Tender Document with each page duly signed by the authorized signatory (who has signed the Bid) should also be uploaded in e-procure portal with the Technical
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Bid in token of bidders confirmation to accept the terms and conditions and other provisions contained in it.

- 2.10 The bidder shall quote the Technical and Commercial bids only as per the format enclosed at Annexure-C and Annexure-D.
- 2.11 Conditional bids shall not be considered and will be rejected out rightly at the first instance.

### **3. EARNEST MONEY DEPOSIT (EMD):**

The scanned copy of NEFT/ RTGS transactions for EMD as stated in Annexure A shall be uploaded in the e-procure portal along with the technical bid.

### **4. PROCEDURE FOR SUBMISSION OF THE BID**

- 4.1 The Vendors desirous of participating in the tender process shall have to submit their bid online in two parts, viz., Technical Bid as per Performa at Annexure -C and Commercial Bid as per Performa at Annexure- D.
- 4.2 Any overwriting/cutting/ fluiding should be authenticated by the signatures of the individual, who has signed the Bid. Non-adherence will lead to rejection of the Bid.
- 4.3 Technical Bid - All the columns, in the proforma of Technical Bid (Annexure- C) should be duly filled and supporting documents must be uploaded in e-procure portal with this Bid.
- 4.4 Incomplete Bid shall not be considered and will be summarily rejected.
- 4.5 Commercial Bid- All columns of the proforma should be correctly and clearly filled.
- 4.6 The Vendors will have to quote for all items in Annexure- "D"
- 4.7 Commercial Bid to be uploaded in the form of BOQ Disposal of Waste Paper.xls only.
- 4.8 Bidders are advised to download this BOQ\_ Disposal of Waste Paper.xls as it is and quote their offer/rates in the permitted column and upload the same in the Commercial Bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, Tender will be completely rejected and EMD would be forfeited.
- 4.9 The Bids must be uploaded online only at CPP Portal website on or before the due date. Bids, uploaded after the due date & time are liable to be rejected.
- 4.10 Bidder is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.
- 4.11 CSIR - IIM reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- 4.12 Incomplete quotations are liable to be rejected.
- 4.13 In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
- 4.14 Conditional Tenders, on whatsoever ground, shall not be accepted and shall be summarily rejected.
- 4.15 Any attempt of direct or indirect negotiation on the part of the bidder with the authority who is competent to finally accept it after the submission of the Tender; or any other endeavor to secure any interest or any influence by the bidder by any means for acceptance of a particular Tender will render the bidder liable to be excluded from consideration.

## 5. **PRICE BID**

- 5.1 The Commercial bid format is provided as BOQ along with this Tender Document at <https://etenders.gov.in>. Bidders are advised to download this **BOQ\_Disposal of Waste Paper.xls** as it is and quote their offer/rates in the permitted column and upload the same in the Commercial Bid. Bidder shall not tampered/modify downloaded price bid template in any manner. In case the same is found to be a tampered/modified in any manner, Tender will be completely rejected and EMD would be forfeited.
- 5.2 Highest bidder shall be evaluated on total amount inclusive of taxes as mentioned in the Commercial Bid Format.
- 5.3 The Bids must be submitted online only at CPP Portal website: on or before the due date. Bids submitted after the due date & time will be rejected.
- 5.4 Bidder is bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.
- 5.5 CSIR – IIM reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- 5.6 Incomplete quotations are liable to be rejected.
- 5.7 Any statutory applicable taxes/GST should be mentioned separately in the Commercial Bid. However, quote should be inclusive of all other levies, statutory taxes and charges such as Packaging & Forwarding charges etc.

## 6. **Bid Evaluation Criteria:**

- 6.1 In the first instance the Technical Bids shall be opened by the authorized representatives of CSIR – IIM in the presence of representatives of bidders, if available.
- 6.2 The date and time for opening of the Technical Bids is given on the first page of this document.
- 6.3 The Bidders may depute their representatives for the Technical Bid opening event.
- 6.4 The Technical Bids will then be evaluated by CSIR – IIM, internally
- 6.5 Once The Technical Bids are accepted, the commercial bids of the vendors (whose Technical Bids have been accepted) shall be opened, the date for which shall be communicated to the vendors through e-mail/phone.
- 6.6 If any vendor so desires, it may depute its representative for Commercial Bid opening event also.
- 6.7 The Highest bidder will be arrived at by calculating the total cost of all the material. The Highest bidder will be awarded the contract for lifting of the material.
- 6.8 The decision of the Competent Authority shall be final and binding.

- 7.1 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.
- 7.2 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.
- 7.3. 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.

## **8. PREPARATION OF BIDS**

- 8.1 Bidder should take into account any corrigendum published on the Tender Document before submitting their bids.
- 8.2. Please go through the Tender Advertisement and the Tender Document carefully to understand the documents required to be submitted as part of the Bid. Please 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.
- 8.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender Document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid Documents may be scanned with 100 dpi with black and white option.
- 8.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **9. SUBMISSION OF BIDS**

- 9.1. Bidder should log into the site 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 due to other issues.
- 9.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 9.3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 9.4 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, 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.
- 9.5 Bidders are requested to note that they should necessarily submit their bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the while colored (unprotected) cells with their

respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online without changing the filename. If the BoQ file is found to be modified by the bidder the bid will be rejected.

- 9.6 The server time (which is displaced on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 9.7 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9.8 Upon successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displaced with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9.9 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

- 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.

## INSTRUCTIONS FOR ONLINE BID SUBMISSION

- a. As per the directives of Department of Expenditure, this Tender Document has been published on the Central Public Procurement Portal (URL: <http://etenders.gov.in> ). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, 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.
- b. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in> .
- c. Online bids are invited for Disposal of Waste material from reputed vendors having capacity to Disposal of Waste Paper and having experience in this field for the last two years to any Departments/Organizations of the Government of India/Autonomous Body/Government of Jammu & Kashmir.
- d. Vendors/Bidders are advised to study the Tender Document carefully before submitting the tender form. It will be presumed that the Vendor/bidder has considered and accepted all the terms and conditions of this Tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. BIDS MUST BE UNCONDITIONAL.
- e. The Vendor should take care that no column in the e-tender should be left blanks which would be otherwise made the Tender liable for rejection. In case any column has to be left blank, it should be filled as "NOT APPLICABLE".
- f. Online Bids should be prepared in accordance with the prescribed format Annexure-C (Technical Bid i.e. Details of the Agency) and Annexure-D (Commercial Bid) of the Tender Document, and to be submitted on e-procurement portal
- g. The tender form is non-transferable.

### **REGISTRATION**

- a) Bidders are required to Enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in>) by clicking on the link "Click here to Enroll" on the CPP Portal is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
- f) Bidders then log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.



## DECLARATION

I/We have read the Terms & Conditions to BIDDERS and accepted the same. I/We have made my /our offer keeping in view of all these conditions forming part of the tender inquiry.

I/We have remitted an EMD of Rs. 10,000/- (Rupees one thousand only) vide NEFT/RTGS NO.            dated            . A copy of the Tender Document with each page duly signed (by the signatory signing this Declaration and the Bid Proforma) is also uploaded..

GST/PAN No. of the Bidder:

Mobile No.

Telephone No.:

Place:

Date:

of the

Signature, Name and Address

Bidder with Seal

**TERMS AND  
CONDITIONS**

1. The sale shall be on "AS IS WHERE IS" basis
2. The materials shall be picked from the following location/area:-
 

CSIR – INDIAN INSTITUTE OF INTEGRATIVE MEDICINE  
CANAL ROAD, JAMMU  
180001
3. Quotations should be uploaded within the last date and time specified in the tender document.
4. The quoted price, item-wise, shall be uploaded in the Price Format at Annexure „D“, forming part of the Tender.
5. The tender shall remain open for acceptance for a period of sixty (60) days from the date of opening the bids. In case of withdrawal of tender within this period, the EMD remitted by the bidder will be forfeited.
6. The bidders are required to indicate their GST/PAN Number in their offer.
7. All labour, tools and equipment for removing/loading the items from CSIR-IIIM shall be organized by the buyer on their own cost. The personnel employed for shifting the items shall strictly obey the safety Rules in force and CSIR-IIIM will not be responsible for breach of any rules by the personnel of the buyers in any way whatsoever. The job shall be done without damaging the premises/ roads/ drains/ etc. in the compound. The buyer shall make good the damages, loss, etc., in the event of any such occurrence.
8. The contract shall be governed by the Indian Contract Act, 1872 as amended from time to time and subsequent revisions/ amendments thereto. All payments due from the bidder under the contract shall be made in Indian Currency.
9. Tenders uploaded without fulfilling the above terms & conditions and in contravention to the tender notice are liable to be rejected summarily.
10. The Tender Notice and connected Annexure shall form part of the contract.
11. The items to be sold can be inspected on any working day with prior appointment.
12. The successful bidder (H1) evaluated on the basis of the rates quoted in Annexure –D, would be awarded the Work Order for removal/lifting the waste papers and shall remit the sale price of the items before taking delivery of the items from CSIR-IIIM.
13. The awardee firm should remove all items at his/her own cost from CSIR-IIIM with a proper Gate Pass during working hours within 7 days from the date of information. In case the firm fails to do so, its due EMD will be forfeited besides cancellation of the order.
14. All statutory payments, like minimum wages prescribed, compensation in case of accident or loss, etc., to the workers employed by the bidder for the removal of the items shall be borne by the bidder.
15. The sale is subject to all terms and conditions prescribed in the tender document and resultant sale order.
16. Any clarification required may be obtained before submission of the tender. CSIR-IIIM reserves the right to cancel the sale at any time without assigning any reason before issue of the sale order. BIDDERS are not entitled to claim any damage or compensation in case of such cancellation.
17. The tender is issued subject to the jurisdiction of the local courts at Jammu only. All disputes arising out of the tender notice and resultant sale order shall have the jurisdiction of the competent court at Jammu only.
18. The rate quoted by the bidder shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract.
19. All disputes arising out of this contract shall be settled amicably by CSIR-IIIM and

- the contractor. In the event of failure to reach amicable settlement, the same shall be settled as per the provisions of Indian Arbitration and Conciliations Act, 1996 as modified from time to time. The decision of the Arbitrator shall be final and binding.
20. Commercial bids of only those Firms who are technically qualified shall be evaluated.
  21. CSIR-IIIM reserves the right to terminate the contract during initial period after giving a week's notice to the Firm.
  22. The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained.
  23. The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so that he may be contacted immediately in emergency cases. The Mobile Number may also be provided.
  24. The bidders are requested to quote highest rates for lifting the waste papers. The proposal should be uploaded in two parts viz. "Technical Bid" and "Commercial Bid" in the Performa enclosed at Annexure-C and Annexure-D, respectively.
  25. CSIR-IIIM reserves the right to accept/reject any/all tender(s) without assigning any reason whatsoever.
  26. Either party may terminate the contract by giving a clear notice of two months. The period of two months will be counted from the date of receipt of such a notice by the other party.

**TENDER NO.**  
**Proforma for Technical Bid**

Name of the Tendering Company/Firm/Agency		
Name of the Director of the Company/Active Partner of Firm/Authorized Agent/Proprietor		
Full Address & Tel. No.		
E mail Address		
Date of commencement of Business		
Status of the organization (i.e whether proprietorship, partnership,Pvt. Ltd., etc.)		
GST/PAN No. of the Organization (upload copy)		
Details of two prominent organizations served/being served with similar services (Also attach a comprehensive list of the organizations served in the recent past, from where the waste papers are lifted)	Name and Address	Annual Cost of Contract
Do you agree with the terms and conditions stipulated in Annexure-B		

**Declaration:**

It is certified that the information furnished above is correct to the best of our knowledge & belief. We have gone through the terms and conditions stipulated in Annexure-B and confirm to abide by same. We have seen the samples of the material to be lifted from CSIR-IIIM. A copy of the terms and conditions with its all pages signed, in token of acceptance of the same is uploaded.

Place-----  
Date.....

Signature.....  
Name.....  
Designation.....

**TENDER NO.****Proforma for  
Commercial Bid**

Sr. No.	Item name/description	Quoted Price (In figures)/per kg	Quoted Price (In words)/ per kg
1	Weeding out the recommended lists of loose issues of print Journals, mutilated books & bound volumes	Commercial Bid shall be uploaded in the e Procure portal in the form if BoQ File only.	

## Note:

The bidder will have to quote for all of the above items.

CSIR -IIM reserves the right to accept or reject any offer without assigning any reasons whatsoever. CSIR-IIM reserves the right to cancel this tender in case the proposal received is not satisfactory.

It is certified that the information furnished above is correct to the best of our knowledge & belief.

Place-----  
Date.....

Signature.....  
Name.....  
Designation.....

**SELF – DECLARATION - NON BLACKLISTING**  
(Scanned copy to be uploaded in e-procure portal)

To

The Director  
CSIR – IIM  
Jammu – 180001

In response to this Commercial Bid, I/We hereby declare that presently our Company/firm M/s \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt and/or fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/Autonomous Body.

We further declare that presently our Company/firm M/s \_\_\_\_\_ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/Central Government/PSU/Autonomous Body on the date of Bid submission and no Criminal case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/our EMD deposit may be forfeited in full and the award of work contract if any to the extent may be cancelled.

Thanking you,

Place: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_



Signature:

Name:

Designation:

\_\_\_\_\_

**BILL OF QUANTITIES**

**FOR WEEDING OUT THE RECOMMENDED LISTS OF LOOSE ISSUES OF PRINT JOURNALS, MUTILATED BOOKS & BOUND VOLUMES**

S.NO.	DESCRIPTION OF ITEMS	UNITS	QTY.	UNIT RATE (In Rs.)	Total Amount (In Rs.)
1.	Weeding out the recommended lists of loose issues of print journals, mutilated books & bound volumes.	kg	6000 kg (approx.)		

Note:

The bidder will have to quote for all of the above items.

CSIR -IIM reserves the right to accept or reject any offer without assigning any reasons whatsoever. CSIR-IIM reserves the right to cancel this tender in case the proposal received is not satisfactory.

It is certified that the information furnished above is correct to the best of our knowledge & belief.

Place-----  
Date.....

Signature.....  
Name.....  
Designation.....