

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI
(IIIT-DELHI)
Okhla Industrial Estate, Phase III
New Delhi 110020
(Tel No 011-26907400, Website: www.iiitd.ac.in)**

**NOTICE INVITING TENDER FOR PROCUREMENT OF ROAD SWEEPING MACHINE
IIITD CAMPUS AT OKHLA, PHASE III , NEW DELHI**

IIIT-Delhi invites tender from established, reputed and experienced agencies for supply of **Road Sweeping Machine** in Indraprastha Institute of Information Technology, Okhla Phase III, New Delhi

Bid Schedule

Tender's Name- . **Procurement of Road Sweeping Machine**

All tender related queries may be addressed to tender@iiitd.ac.in; tender document available from www.iiitd.ac.in

Schedule for invitation of tender:

1	Bid Submission end date (Last date and time) for receipt of bids	11 Dec 2015 at 1500hrs
2	Technical Bid Opening Date and time	11 Dec t 2015 at 1530hrs
3	Presentation before IIITD	14 Dec 2015 from 11 AM onwards

1. The bidder must read the prescribed terms & conditions and accept the same to proceed further to submit the bids.
2. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as asked. Incomplete information may lead the bid to be summarily rejected.
3. Bidder must unconditionally accept all terms and conditions stipulated in the original/downloaded tender document and submit/upload the entire signed and stamped document.
5. All documents submitted should be self-attested with seal of the bidder.
6. All pages of the bid including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or

his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.

7. The evaluation of the bid, as explained in detail later, will give 70% weight to technical bid and 30% to financial bid.

IMPORTANT INSTRUCTIONS TO BE NOTED CAREFULLY BY THE BIDDER/ AGENCY(S):

(a)	Institute	The Director, IIIT-D, New Delhi
(b)	Name of Services required	Procurement of Road sweeping Machine in Indraprastha Institute of Information Technology, Okhla Industrial Area, Ph-3, New Delhi – 110020
(c)	Bid Security (EMD)	Rs 75,000/- (Rupees Seventy Five Thousand only)

TECHNICAL SPECIFICATIONS OF THE ROAD SWEEPING MACHINE

1. The technical specification covers the requirement of a mechanical sweeper to be used for road sweeping purpose. The machine should be capable of collection of different types of debris e.g. pebbles, sand, construction debris varying from fine dust to 3 inches or 0.5 kg, leaves, papers, nails etc. without stopping the machine for manual collection.
2. All sweeping and dumping operations should be hydraulically controlled and all control switches should be provided ergonomically for the operator.
3. The filtering, dust collection and emission of exhaust air is of immense significance in order to reduce Particulate Matter.
4. The fuel consumption & operational costs should be duly mentioned for 1500 hours per annum.
5. The sweeping machine should have both vacuum suction and mechanical collection to give total dust control to sweep any type of refuse. The waste hopper should be placed in front of the main broom should ensure perfect sweeping results. The suction turbine should be positioned within the engine compartment.
6. The waste hopper should be 340 litres or more to ensure a large loading capacity and to avoid frequent unloading of hopper.
7. The hydraulically operated hopper door should also assists in compacting collected refuse during operation and also debris should be dumped from hopper hydraulically at a convenient bin height.
8. The machine should have heavy duty diesel engine of at least 15 HP or more for effective sweeping and traction.
9. The bidder should offer versatile equipment widely supplied considering Indian dust level and conditions.
10. The machine offered / bided should be time tested and at least 10 similar machines in last 3 years should have been supplied.
11. It should further comply with the following parameters:

Specification	
Sweeping width with Central broom	Min 900 mm
Sweeping width with Central broom + 1 side broom	Min 1250 mm
Sweeping efficiency	Minimum 5000 sqm/hr practically
Sweeping speed	8 km/hr
Filter	a) Bag filter capable of sweeping wet dust during rainy season without shutting suction off. b) Capable of collecting and retaining fine dust upto

	PM5 (at least 95% efficient) and requisite certification to be submitted. c) The filter should have warranty for life time or at least 5 years from supply.
The life of the filter in running hours to be specified.	
Hopper capacity	Min 340 ltrs
Sound level	Not more than 80 dB(a)
Fuel consumption	Please specify
Type of Engine and its efficiency in detail	Please specify
Type of fuel	Please specify
Side Brush dust cloud arrestor	The machine should have side brush dust cloud arresting mechanism by means of water sprinkling or a dust control cover around the brush to be provided

PROCEDURE FOR SUBMITTING TENDERS

1. Technical Bid

The following documents along-with supporting documents, may be submitted in Original form so as to reach IIIT-D, Okhla Ind. Area, PH-3, New Delhi, before the last date and time of the closing of the bid and time indicated in the Tender :-

- i. Covering letter indicating the index / list of enclosures.
- ii. Additional information of the Bidding Agency duly signed by the bidder or authorized representative of the bidder as per the Performa and format given in **Annexure-I**
- iii. Bid Security (EMD) in original (Annexure II)
- iv. Original/downloaded tender document duly filled in, signed and stamped by the Bidder or his authorized representative and duly witnessed with name address & contact number of witness.
- v. Declaration as per **Annexure-III** along with attested Copies of Income Tax Return for the last three years 2012-13,2013-14,2014-15, PAN, Service Tax and/ or VAT Registration Certificate of the bidder/ Agency
- vi. **Annexure IV**: List of present clients along with tel/Mob No of the user with whom similar machine is in each use.
- vii. Following documents are required to be sent to the address mentioned in the stipulated time. The bid criteria as mentioned in table must be fulfilled and supported by relevant document as indicated below.

SNo	Eligibility Criteria	Document
1	Annexure I	Properly filled and duly signed and stamped
2	Annexure II	DD/Pay order/Bankers cheque/FDR/Bank Guarantee in favour of "IIIT Delhi" payable at Delhi along with properly filled , signed and stamped Annexure II
3	Annexure III	Copy of IT return and acknowledgment of the IT Department. Copy of the IT returns for financial year 2012-13, 2013-14, 2014-15 and photocopy of PAN, Annexure III
4	Annexure IV	List of present clients along with tel/Mob No of the user with whom similar machine is in each use(Anexure IV)

5	Annexure V	List of consumables along with life span
6	Annexure VI	Price Bid

2. **PRICE BID:**

The Price Bids must be submitted in the prescribed format as per (**Annexure -V**) and No where else. **(PLEASE NOTE THAT NO PRICES SHALL BE INDICATED IN THE PQB OR THE TECHNICAL BID OTHERWISE, THE BID WILL BE REJECTED OUTRIGHTLY WITHOUT ANY FURTHER CORRESPONDENCE)**

- a. The price bid is to be quoted strictly as per the format given in **Annexure - VI**. There should be no cutting or overwriting.
- b. If price bid is not quoted as per the format in **Annexure -VI**, the bid is liable to be rejected or the evaluation committee.
- c. In case the machine is imported the quotes may with and without the excise and customs duty. The customs duty and excise exemption certificate will be provided.
- d. You are also required to quote for **non comprehensive AMC** for the machine for next 5 years on expiry of warranty period.

3. **BID Evaluation:**

- a. The bids shall be ranked on the basis of combined weighted score for quality and cost. The tender shall be awarded to the bidder obtaining the highest total combined score in evaluation of Technical bid and Price (financial) bid.
- b. The bids shall be ranked keeping in view the marks obtained on a scale of 100 marks during evaluation of bids. The technical and Price (financial) bids shall enjoy weightage in the proportion of 70:30 i.e. 70% for the technical bid and 30% for the financial bid.
- c. Combined scores of respective bidders shall be obtained by sum of their respective technical bid scores (out of 70) and their respective Price (financial) bid scores (out of 30).

4. **Bid Security (EMD):**

- i. Each tender must be accompanied by Bid Security of Rs 75,000/- (Rupees Seventy Five Thousand only) in the form of a Demand Draft/ Pay Order/BG/FDR favoring the Director, Indraprastha Institute of Information Technology, Delhi and the original Bid Security sent to Indraprastha Institute of Information Technology-Delhi, Okhla Industrial Area, Ph-3, New Delhi – 110020 so as to reach before the closing of the bid.
- II. The Bid Security shall be valid and remain deposited with the Institute for the period of forty five days beyond the final bid validity period.

III. In case of non submission of Bid Security, the tender would be rejected without assigning any reason whatsoever unless the bidder has uploaded valid exemption certificate as per sub-clause (v) given below.

5. **Security Deposit** : Successful bidder is required to deposit Security of 5% of estimated cost during warranty period.
6. **Submission Details:**
The commercial and Technical should be deposited separately in sealed envelopes super subscribing “ **Commercial and Technical Bid for supply of Road Sweeping Machine**” respectively on the sealed envelope and addressed to Registrar IIIT-Delhi.
7. **Terms and Conditions:**
 - a) Delivery: Within 30 days of placing the order
 - b) Payment: Within 10 Days of successful running condition
 - c) Taxes: All inclusive
 - d) Validity of bids: The bid must be valid for atleast a period of 3 months
 - e) Warranty: Minimum one year
 - f) Training and demonstration of Machine: Operation and basic maintenance training of one week for at least 8 hrs to be provided to the operator.
8. **Site Visit:** site visit by bidder can be arranged prior submitting the bid
9. **Exclusive Right of the Director, IIIT-D**
The Director, Indraprastha Institute of Information Technology (IIIT-D), has full and exclusive right to accept or reject any bid or tender and / or withdraw the work order without assigning any reasons, whatsoever.

Registrar

Annexure - I

Additional information of the Bidding Agency duly signed by the bidder or authorized representative of the bidder as per the Performa

1. Tender Enquiry No. Due for opening on:
2. Name & Address of Bidder
3. Details of Bank Account of the bidder/Agency.
 - i) Name of the Bank
 - ii) Address of the Branch
 - iii) Phone number
 - iv) IFS Code No.
 - v) Bank Account No.
 - vi) Type of Account
4. Business Name and constitution of the firm. Is the firm registered under
 - i) The Indian Companies Act, 1956
 - ii) The Indian Partnership Act, 1932
 - iii) Any act, if not, who are the owners. (Please give full Names and Address)
5. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative please state further:
 - i) Whether by the partnership agreement authority to refer disputes
 - ii) concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender
 - iii) If the answer to (a) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed he tender to refer dispute concerning business of the partnership to arbitration\

Signature of witness

Full Name and Address of Witness

Signature of Bidder

Full name & address of the Person signing (In BLOCK LETTER)

Whether signing as Proprietor/ Partner
/ Constituted Attorney / duly authorized by the company

Annexure- II

DETAILS OF EARNEST MONEY DEPOSIT

Tender Enquiry No.

Due for opening on:

Bid Security (EMD) as required by this tender is being submitted in the form of DD/Bank Guarantee/FDR favoring "Director," Indraprastha Institute of Information Technology ,payable at Delhi, and duly discharged in his favor in advance.

1. Details of Bid Security attached (DD/Pay Order/FDR, Bank Guarantee) :

2. Instruments.No. _____ Dated _____

3. Drawn on (Bank) _____

4. Address of Branch _____

5. Amount _____

Signature of the Bidder

Name & Address with stamp

INCOME TAX RETURN & PAN

Tender Enquiry No. **IIIT-D/**

Due for opening on:

As required by this tender the copies of Documents as per details given below are being submitted:-

Details of IT Return: Copy of IT returns of FY 2012-13,2013-14,2014-15

PAN (Attach a photocopy of PAN Card):

Service Tax Registration No:

Vat Registration No.

Signature of the Bidder

Name & Address with stamp

LIST OF PRESENT CLIENTS

List clients with whom similar is in use in the last three years.

S.No	Name of the client	Date of Supply	Model of the supplied Machine	Tel/Mob No of the user
1				
2				
3				
4				

Signature of the Bidder

Name & Address with stamp

Annexure-V

LIST OF PRESENT CONSUMABLE SPARES

S.No	Name of Consumables	Life span (Hours)
1		
2		
3		
4		

Signature of the Bidder

Name & Address with stamp

Annexure -VI

1. PROFORMA FOR FINANCIAL BID

SNO	Item Name and Model	Base Price	Excise	Customs	Freight	Any other charges(Specify)	Total Cost (all inclusive)
1							
2							

2. AMC

SNo	Year (after Expiry of warranty/DLP)	Base Cost of Machine	AMC %age (Percentage of Cost)	AMC Cost in Rs.
1	1 st Year			
2	2 nd Year			
3	3 rd Year			
4	4 th Year			
5	5 th Year			

3. Annual Cost Of consumables: Rs.

We accept that the rate quoted above shall remain valid for a period of 30 days from the date mentioned below. The product/part shall be supplied within a period of 4 weeks from the date of placing Purchase Order on us.

(Signature and seal of the Bidder)