



भारतीय प्रबंध संस्थान अमृतसर

INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

पीआईटी बिल्डिंग, सरकारी पॉलिटेक्निक परिसर; पॉलिटेक्निक रोड; छेहरटा, जी.टी. रोड अमृतसर - 143105,
PIT Building, Inside Govt. Polytechnic Campus; Polytechnic Road; Chheharta, G.T. Road Amritsar - 143105,
वेबसाइट/Website: www.iimamritsar.ac.in, दूरभाष/Telephone: 0183-2820040

Ref. No.: NIQ/IIMASR/276/2022

Date: - 23.06.2022

Subject: - Notice inviting quotations for disposal of newspapers, magazines, shredded paper, cardboard (gatte) and waste papers (raddi)

Sealed quotation are invited from the interested bidders in sealed envelopes superscribed as "NIQ for disposal of newspapers, magazines, shredded paper, cardboard (gatte) and waste papers (raddi)" on as is where condition basis, addressed to the Sr. Manager (A&A), Purchase office, IIM Amritsar-143105 so as to reach to the undersigned by 28.06.2022 at 12:00 PM. The quotations shall be opened on the same day, i.e. 28.06.2022 at 12:30 PM.

1. Bidder will sign on all the pages of this quotation at the designated spaces. The submission of the bid implies that the terms and conditions of this quotation are acceptable to the bidder.
2. The bidder shall provide the complete correspondence address, contact number and alternate number and email id.
3. If the date of opening of the quotation is declared a holiday, it will be opened on the next working day at the same time.
4. **Site visit:** Every bidder is expected to inspect newspapers, Magazines, Shredded paper, cardboard (gatte) and waste papers (Raddi) etc. between Monday to Friday from 10:00 am to 4:00 pm except Saturday & Sunday and Govt. holidays, to ascertain the quantity and material, at his own cost before quoting the rates. He must also go through all the terms and conditions as stipulated in the documents. It will be construed that the bidder has inspected the waste material and satisfied himself with the Institute's requirements, site conditions, and other relevant matters.
5. **Special Conditions:**
 - a. The highest (H1) bidder will be awarded the contract for lifting of the material. H1 shall be evaluated on total amount inclusive of taxes as mentioned in the financial Bid Format.
 - b. The weighing machine shall be brought by the bidder and shall be checked by the representative of IIM Amritsar for its accuracy.
 - c. The bidder shall weigh the waste material on a weighing machine in the presence of representative of IIM Amritsar who will certify the net weight of waste material.
 - d. Payment for the entire quantity of the waste material will be made online/cash before the material is allowed to be removed from the premises. The sold-out material will be lifted within 02 days of completion of the deal. The office will not be responsible for any loss, destruction, damage or deterioration of the sold out material due to any cause, whatsoever.
 - e. The arrangement of transport of sold out waste material will be made by the purchaser at his own cost.
6. **Financial Evaluation (Financial bid):** The Financial Bid should be submitted strictly in the prescribed form "FINANCIAL BID" and should remain **valid for a minimum of three months**.
 - a. Financial bids, which are incomplete and are not submitted in the prescribed form, will be summarily rejected.
 - b. The Financial Bid should clearly contain the details (without erasers/overwriting etc.) as mentioned in the form.
 - c. In case of any difference / discrepancy between the rates quoted in figures and words, the latter shall prevail.
 - d. The Financial Bid will be opened on the **28.06.2022 at 12.30 PM** in the presence of the bidders or their authorized representatives (with authority letter), who may be present. The decision



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of the Director of IIM Amritsar in this regard will be final and no requests etc. will be entertained from the bidders.

7. IIM Amritsar reserves the right:

- to accept or reject any or all quotations either in whole or in part or to invite revised price bids or to annul the bidding process or to postpone and/or extend the date of receipt/opening of quotation or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder. The Director, IIM Amritsar does not bind himself to accept the lowest or any quotation and reserves to himself the right of accepting the whole or any part of the quotation. And, the Tenderer/Bidder shall be bound to perform the same at the rates quoted.
- to postpone and/or extend the date of receipt/opening of quotation or to withdraw the same, without assigning any reason thereof.
- to obtain feedback from the previous/ present clients of the vendor by contacting them or by visiting their site to get first-hand information regarding the services (being) provided by the vendor.

8. Summary of Rejection or Disqualification of Bids/Tender

- Bids received after the stipulated deadline
 - Any bid not accompanied by required EMD, Tender fee, other required documents.
 - Any bid in which rates have not been quoted in accordance with the specified formats/details as specified in the bid document.
 - If any bidder has filled more than one bid.
 - If unclear, poorly scanned copies are uploaded and received.
 - Conditional proposal/bid will not be accepted and will be rejected outright.
 - Canvassing in any form will make the tender liable to rejection.
 - Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document
9. In case of any dispute or difference, the matter would be referred to the Arbitrator, whose decision shall be final and shall not be called in question. The Director of IIM Amritsar will appoint an Arbitrator with the mutual consent of both the parties (Contractor and IIM Amritsar). Any dispute arising out of this quotation will be subject to jurisdiction of Amritsar.
10. **Queries & Responses:** Queries related to the stated above should be submitted at purchase@iimamritsar.ac.in only till 25.06.2022, 05:00 pm. Queries submitted after due date and time, and on any other email id will not be entertained. The response to the queries will be given within 1-2 days by email after the last date of submission of queries.

Sr. Manager (A&A)

डॉ. सिमरनदीप सिंह थापर
DR. SIMRANDEEP SINGH THAPAR
सीएच प्रबन्धक (शैक्षणिक और प्रशासन)/Sr. Manager (Academics & Administration)
भारतीय प्रबंध संस्थान अमृतसर
Indian Institute of Management Amritsar
पी.आई.टी. भवन/P.I.T. Building
सरकारी पॉलिटेक्निक परिसर, अमृतसर-143105
Govt. Polytechnic Compound, Amritsar-143105



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Financial Bid

Quotation for Disposal of newspapers, Magazines, Shredded paper, cardboard (gatte) and waste papers (Raddi).

S.No.	Items	Rate Per Kg. (in Rs.)
1.	Newspaper(English,Hindi) / Waste papers (Raddi)	Rs. _____ In words _____
2.	Shredded paper (Raddi)	Rs. _____ In words _____
3.	Cardboard (Gatte)	Rs. _____ In words _____
4.	Magazines	Rs. _____ In words _____

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this. I/ we accept all terms and conditions as mentioned in the document and hereby offer the rates.

Signature of authorized person _____

Official seal of Bidder

Name of the bidder _____

Designation _____

Contact no _____

Email _____

Correspondence address _____

