

Website : www.jipmer.edu
E-mail : jipmerss@gmail.com



Phone No : 0413-2296513

**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH
(JIPMER)**

(Institution of National Importance under Ministry of Health & Family Welfare, Government of India)
Dhanvantri Nagar, Puducherry - 605 006

No. JIPMER/OSS/E-Publishing/2023-24

Dated: **5 FEB 2024**

SALE TENDER NOTICE

The DIRECTOR, JIPMER, Puducherry-605 006 invites sealed Tender for the Sale of the following items

1. Cardboard Boxes
2. Shredded used papers/Book/Note Books/Newspapers and other papers
3. Paper Carton Boxes

A separate schedule containing the details of items put up for sale, the conditions of the Tender and the Tender application forms can be downloaded from the JIPMER website. **The mode of payment through SBI collects only. No other mode of payment will be accepted.**

The duly filled and self-attested application along with SBI Collect (1. Tender Application cost including GST 18% Rs.118 (100+18=118), 2. EMD of Rs. 25,000/-), firm (tenderer) pan card copy and copy of GST registration certificate or GST composition scheme. GST & IT is applicable to all the materials.

The vendors block listed by the competent authority are not eligible to participate in the tender process.

All sealed Tenders in the prescribed form should be sent, duly superscribed "TENDER FOR SALE OF Cardboard Boxes/Shredded used papers/Book/Notebooks/Newspaper and other papers/Paper Carton Boxes due on **26.02.2024** so as to reach the Director, JIPMER, Puducherry-6 on or before 04.00 P.M. should reach only by **Speed Post/Registered Post/Courier with registration No./tracking no. No other mode of submission will be accepted** on or before the due date to the following address failing which the tenderer will be rejected summarily.

**THE OFFICER IN- CHARGE
SANITARY UNIT,
JIPMER,
DHANVANTRI NAGAR,
PUDUCHERRY-605006.**

This office is not responsible for any postal delay of the receipt of Tender. Tenders will be opened in the presence of interested Tenderers at 03.00 P.M. on **27.02.2024** at SANITARY UNIT, JIPMER.

[Handwritten Signature]

**OFFICER IN-CHARGE OF SANITARY UNIT
FOR DIRECTOR**

**प्रभारी अधिकारी / Officer-in-Charge
सफाई एकक / Sanitary Unit
जिपमेर / JIPMER
पुदुच्चेरी / Puducherry-6**

JAWAHARLAL INSTITUTE OF POST-GRADUATE MEDICAL EDUCATION
AND RESEARCH, PONDICHERRY-605 006
(Institution of National Importance under Ministry of Health and Family
Welfare, Government of India)



TENDER SCHEDULE FOR THE SALE OF 1. Cardboard Boxes 2.
Shredded Newspaper/Book/Note Books/Office papers 3. Paper Carton Boxes

DUE DATE	: 26.02.2024	TIME UPTO	: 04:00 P.M.
DATE OF OPENING	: 27.02.2024	TIME	: 03:00 P.M.

Desumithale
प्रभारी अधिकारी / Officer-in-Charge
सफाई एकक / Sanitary Unit
जिपमेर / JIPMER
पुदुच्चेरी / Puducherry-6

**JAWAHARLAL INSTITUTE OF POST-GRADUATE MEDICAL EDUCATION AND
RESEARCH, PONDICHERRY-6**

(Institution of National Importance under Ministry of Health and Family
Welfare, Government of India)

No. JIPMER/OSS/E-Publishing/2023-24

Date: **5 FEB 2024**

TENDER SCHEDULE

Subject: Sale of

1. Cardboard Boxes
2. Shredded used paper/Book/Note Books/Newspapers and other papers
3. Paper Carton Boxes

Due date: **26.02.2024 up to 04.00 P.M.**

TERMS AND CONDITIONS:

1. SEALED TENDERS are invited by the Director, JIPMER, Pondicherry-6 for the "Sale of Cardboard Boxes, Shredded Newspaper/Book/Office paper/Paper Carton Boxes so as to reach the Director, JIPMER, Puducherry-6 before **04:00 P.M. on 26.02.2024** Tenders received after the due date and time will summarily be rejected.
2. Details of items available for sale are given in the Annexure – I.
3. Tenders will be opened at **03.00 P.M. on 27-02-2024** before the representatives of the Tenderers. Authorized representatives may be present at the time of opening, if they so desire. Only One representative will be allowed for each Tender. If this date in any case, happens to be a holiday, the due date and the date of opening will automatically be postponed to the next working day, at the same timings.
4. Goods Sales Tax @ 5% over the rates quoted should be paid by the successful Tenderers' for all the items and the rates quoted should exclude the charges for taking delivery ex-premises of JIPMER which should be borne by the Tenderers at their cost and risk & 1% income tax over the rates quoted should be paid by the selected tenderer for the items.
5. The tender will hold good for acceptance up to 25 days from the due date of the tender. The successful Tenderer, on receipt of orders from this office should clear the entire quantity "AS IS WHERE IS CONDITION".
6. The bidders are advised to quote the rates only after inspection of items at the site. The bidder or his authorized representatives may inspect the materials between 10.00 AM to 01.00 PM on all working days from **07-02-2024 to 24-02-2024 except Saturday.**
7. The items mentioned for sale are segregated from the solid waste, from Hospital and residential areas in JIPMER campus.
 1. **Approximately 300 to 400 kgs of Cardboard Boxes are collected from the hospital daily.**
 2. **Approximately 40 to 50 kgs of Shredded Newspaper/Book/Note Books/office paper are collected from the hospital daily.**
 3. **Approximately 40 to 50 kgs of Paper Carton Boxes are collected from the hospital daily.**

Dr. S. S. K. K.
प्रभारी अधिकारी / Officer-in-Charge
सफाई एकक / Sanitary Unit
जिपमेर / JIPMER
पुदुच्चेरी / Puducherry-6

****The items may be soiled, coloured or mixed with other wastes.

8. The firm (tender) should download the tender application from the JIPMER website and fill all the required details, and quote the amount separately for the below mentioned items

1. Cardboard Boxes
2. Shredded used paper/Book/Note Books/Newspapers and other papers
3. Paper Carton Boxes

- ❖ Need to fill all the amount in Annexure "I" The amount with high value is considered.
- ❖ Selection will be based on item wise.
- ❖ Comparison will be done separately, not a whole.

10. PRICE BID SUBMISSION

The quoted price (excluding tax) should be mentioned in the ANNEXURE – I for each item and the same should be submitted duly signed in a sealed cover along with tender application.

11. Tender application cost Rs. 118/- and the Earnest Money Deposit of Rs. 25,000/- be deposit only through SBI collect if selected vendor is fail to continue the allotted Contract, the EMD amount will not be returned back. Step wise procedure for SBI collect as follows.

- ❖ SBI Collect → Proceed
- ❖ State of corporate / Institution → Puducherry
- ❖ Types of corporate / Institution → Educational Institution
- ❖ Educational Intuition Name → JIPMER Pondicherry
- ❖ Selected Payment Category → Tender fee

12. Tenders not accompanied by the E.M.D. (Copy of SBI collect) will be rejected summarily. No interest will be allowed on the E.M.D. The E.M.D. paid by the unsuccessful tenderers will be refunded, only on written requisition, once the entire tender process gets completed.

13. The E.M.D. paid by the Tenderers will be forfeited if they withdraw their tenders before the finalization of the Tenders by the Director, JIPMER, Puducherry-6. If they like to withdraw their tenders, they can do so, on a written application explaining the reasons for withdrawal to be submitted to the DIRECTOR, JIPMER, Puducherry-6 to reach him on or before the due date. Thereafter no withdrawal of Tenders will be entertained.

14. Materials should be loaded in office hours (9.00 AM to 12.30 PM) on working days.


15. GST & IT is applicable for all the materials.

16. Loading / Unloading of the material will be done by the purchaser at their own expenses, JIPMER will not provide any manpower for any purpose.

17. Delivery will be made on actual weighment basis.

18. Any other Government Tax / Levies applicable at the time of the delivery will be borne by the purchaser.

19. The Appropriate amount against the weight approved by JIPMER, authorities shall be paid by the vendor at cash section, JIPMER and the receipt has to be submitted to the Sanitary unit. Then sanitary unit will issue gate pass and the same to be submitted to the security section before collecting the items.


प्रभारी अधिकारी / Officer-in-Charge
सफाई एकक / Sanitary Unit
जिपमेर / JIPMER
पुदुच्चेरी / Puducherry-6

20. The selected vendor should collect the materials in the below mentioned intervals

Sl. No.	Item Name	Period
1	Cardboard Boxes	On all Tuesdays and Fridays. In case of holiday on Tuesday and Friday, next working day will be considered. Minimum assured quantity is 500 kg. If 500 kg is not available on the due date the Sanitary Unit will send email regarding the accumulation of 500 kg of quantity. The vendor must collect the materials within three working days of intimation. Rent applicable as in clause 24 for uncleared material.
2	Shredded Papers/Note Books/Office Papers	1 st & 15 th of the month. In case of holiday on 1 st and 15 th , next working day will be considered. Minimum assured quantity is 500 kg. If 500 kg is not available on the due date the Sanitary Unit will send email regarding the accumulation of 500 kg of quantity. The vendor must collect the materials within three working days of intimation. Rent applicable as in clause 24 for uncleared material.
3	Paper Carton Boxes	2 nd & 16 th of the month. In case of holiday on 2 nd and 16 th , next working day will be considered. Minimum assured quantity is 500 kg. If 500 kg is not available on the due date the Sanitary Unit will send email regarding the accumulation of 500 kg of quantity. The vendor must collect the materials within three working days of intimation. Rent applicable as in clause 24 for uncleared material.

21. It is encouraged the vendors to clear the material on daily basis if possible.

22. The Director, JIPMER, Puducherry-6 reserves the right to accept or to reject any item or items of offer full or part or cancel the tender at his discretion without assigning any reasons there for.

23. If the Director, JIPMER, Puducherry-6, at his discretion, finds the highest offers quoted by the Tenderers not reasonable in any case to the value of the materials put up, then he will have the right to reject /cancel the entire tender and the seller reserve the right to black list.

24. **Failure to clear the materials mentioned in clause 20 will result in extra payment of rental charges Rs. 500/- per day. However, if the materials are not cleared within 15 days from the due date or date of intimation, the tender will be cancelled and the EMD will be forfeited. If the material clearing day falls on holiday, the materials to be cleared on next working day.**

25. The Director, JIPMER, Puducherry-6 reserves every right to cancel the sale at any stage before the materials are cleared OR before the due date of the Tender, without assigning any reasons therefore.

26. **“Every Tenderer must go through the Terms and conditions carefully and understand them”** and sign as a token of Agreement of all conditions and submit the same along with their rates. No excuse that the conditions have not been read or understood will be entertained later. One set of schedule with their rates duly signed by them in each page should be submitted, while another set can be retained with them.

27. Every correction in the Tender schedule should invariably be initialed by the Tenderer, failing which the Tender will be liable for rejection.

28. All pages to be signed by the vendor.

Arumithal
प्रभारी अधिकारी / Officer-in-Charge
सफाई एकक / Sanitary Unit
जिपमेर / JIPMER
पुदुच्चेरी / Puducherry-6

29. The intending Tenderer(s) should produce an income Tax clearance certificate along with their Tenders.
30. Buyers are required to lift the material completely with whatever faults and flaws in description or otherwise and without any selection or sorting of the material and on clean sweep basis as to clear site/container within the specified time limit.
31. Any attempt on the part of the Tenderers or their Agents to influence the Department in their favour by personal canvassing with the officers concerned will disqualify the Tenders. In case any difference or dispute arises in connection with this contract, all legal proceedings relating to the matter shall be instituted in the court within whose jurisdiction Pondicherry City.
32. All the Disputes arising out of this tender should be settled as per law of land within the jurisdiction of Puducherry.
33. Defaulters will be blacklisted as per rules. Any type of canvassing is prohibited. The tender should be submitted in sealed cover. If any fraudulent procedure is adopted by the contractor. They will be debarred from tender and blacklisted accordingly.
34. **EMD amount will be refunded after completion of work to the Successful Tenderer on written request. No interest will be allowed on the E.M.D.**
35. **The contract agreement will be expired after 1 year from the date of tender approved by the competent authority.**
36. **The contractor shall not be allowed to segregate the waste materials within the office premises/dump yard.**
37. **Only email or government registered or speed post communication will be entertained.**
38. **JIPMER will not provide any manpower for loading and unloadings.**
39. **The vendors should submit the contact number/alternate number, email and postal address for communication.**
40. **Accident during dismantling/loading/transportation at sellers premises:** While dismantling/removing/loading/transportation of materials at sellers premises, if any accident or damage to the property/life etc. arises by reason of any act of negligence/omission/default or non-compliance with any of the Terms & Conditions of statutory regulations or rules and regulations applicable or otherwise on the part of the Bidder's/his representatives or employees resulting in death or injury to any persons or damages to the property of Seller or any third party then in such an event the Bidder will have to pay compensation to any such person including the employees of Seller for such injury/for damage to person's property of such persons. The Bidder shall in such and event keep the Seller fully indemnified from any demand, claims or proceedings made by any party.

As per rules
प्रभारी अधिकारी / Officer-in-Charge
सफाई एकक / Sanitary Unit
जिपमेर / JIPMER
पुदुच्चेरी / Puducherry-6

41. During contract period the Market value of the quoted amount for each items may be up and down. So, the quoted amount of each item is fixed for the entire contract period. JIPMER is not responsible for rate negotiation at the time of rate up and down. If failure to clear the materials as per the clause no. 20, the contract will be terminated and EMD will be forfeited.

I have read the above terms and conditions carefully and have understood them. I undertake that I will abide by the above terms and conditions.

Contact Details:

Department Name - Sanitary Unit

Contact Number - 04132296513

Signature of the Tenderer: -----

For & On behalf of -----

Address: -----

1/Asmita
प्रभारी अधिकारी / Officer-in-Charge
सफाई एकक / Sanitary Unit
जिपमेर / JIPMER
पुदुच्चेरी / Puducherry-6

ANNEXURE – I

<u>Annexure</u>	
<u>Sl. No.</u>	<u>Name of the items (exclusive of GST amount need to fill per kg)</u>
1	Cardboard Boxes Rs. _____ In words _____
2	Shredded used paper/Book/Note Books/Newspapers and other papers Rs. _____ In words _____
3	Paper Carton Boxes Rs. _____ In words _____

Dated:

Signature of the Tender

Dr. Smita
प्रभारी अधिकारी / Officer-in-Charge
सफाई एकक / Sanitary Unit
जिपमेर / JIPMER
पुदुच्चेरी / Puducherry-6