



(A) **SCOPE OF WORK**

The Central Institute of Himalayan Culture Studies (CIHCS), Dahung is an autonomous body under the administrative control of Ministry of Culture, Government of India. The Institute is affiliated to Central Sanskrit University (CSU), Under Ministry of Education, Govt. of India, New Delhi for imparting academic courses from Purva Madhyama 1<sup>st</sup> Year (Equivalent to Class-IX) to Acharya (Equivalent to Master's Degree).

The CIHCS, Dahung proposes to have a contract for garbage disposal service on weekly basis as specified hereunder.

<b>Name of the Item/ service</b>	<b>Specification and terms &amp; condition.</b>
Disposal of garbage from CIHCS, Campus	As mentioned in the bid document

**TENDER DOCUMENT FOR PROVIDING GARBAGE DISPOSAL SERVICE  
ON WEEKLY BASIS AT CIHCS, DAHUNG**

**A. Invitation of Tender:**

Central Institute of Himalayan Culture Studies (CIHCS), Dahung, P.O. Tenga Valley, West Kameng District, Arunachal Pradesh invites Sealed tenders for quotations from experienced agencies/ firms/ service provider/ for providing garbage disposal service on weekly basis from the campus of CIHCS, Dahung.

**B. Estimated Cost:**

The total estimated cost of the tender is **Rs. 2.50 Lakhs** (Rupees Two Lakhs Fifty Thousand) only.

**C. Fee for Tender Documents:**

The fee for tender documents will be **Rs. 1000/-** (Rupees One Thousand) only. This fee shall be paid in the form of Demand Draft issued by a nationalized/scheduled commercial bank, drawn in favour of CIHCS (NP), **Account No: 31652313308** payable at State Bank of India, Tenga Valley Branch, West Kameng District, Arunachal Pradesh.

This fee is non-refundable and must be submitted along with the technical bid of the tender documents.

**D. Earnest Money Deposit:**

An Earnest Money Deposit (EMD) should be submitted in a separate envelope and the envelope must be superscribed as "EMD of the Tender" failing which the tender shall be invalid. The amount of EMD is **Rs. 10,000/-** (Rupees Ten Thousand) payable in the form of Demand Draft issued by a nationalized/ scheduled commercial bank, drawn in favour of "CIHCS (NP), Account No: **31652313308**" payable at SBI, Tenga Valley Branch, West Kameng District, Arunachal Pradesh.

In case of unsuccessful bidder, the EMD will be refunded to them against written application without any interest accorded thereon at the earliest and after the acceptance of the contract by the successful bidder.

In case of successful bidder, after acceptance of the work order, the EMD shall be refunded on receipt of the Performance Bank Guarantee (PBG) of amount equivalent to EMD from any nationalized/scheduled commercial bank, drawn in favour of "CIHCS" enforceable at CIHCS for safeguarding the interest in all respects.

The PBG shall remain valid for the period of the contract (**i.e. 10 months**) with additional **30** days for claim lodgement. The PBG will be forfeited in case of non-fulfilment of any of the terms & conditions of the contract and for compensating any loss suffered.

#### **E. General Terms and Conditions:**

Only those bidders who fulfil the following terms and conditions may submit their bids: -

- a. Satisfactory completion certificate of 3 (Three) similar work done.
- b. Quotation with overwriting alternations will not be considered. Only typed/printed quotations will be accepted. The bidder should number each page and sign in each page of the tender documents along with the official Seal/stamp.
- c. The rate should be quoted in Indian Rupees only and it should be valid throughout the period of contract.
- d. No quotation will be accepted by fax, e-mail, telex, or any other such means.
- e. The Competent Authority of CIHCS reserve the right to reject all or any tender without assigning any reason thereof.
- f. The Institute reserves the right to nullify the tender process at any stage without assigning any reason(s).

#### **F. Duration of Contract:**

The contract shall be initially for a period of **10 (Ten Months)** only i.e. w.ef. **1<sup>st</sup> June, 2026 to 31<sup>st</sup> March, 2027** and CIHCS, Dahung reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to.

#### **G. Other Terms & Conditions:**

The CIHCS, Dahung hereby covenant with the Contractors as follows:

- a. CIHCS, Dahung shall not be responsible in any way for loss or damage by any means causes to the Contractor's stock or property.
- b. All the instructions given by CIHCS, Dahung in the maintenance of public health of the premises of CIHCS, Dahung including sanitation control, prevention of infectious diseases shall be carried out by them and his agent and employees.
- c. The Contractor or his employees shall not without consent of the CIHCS, Dahung interfere with injure, destroy or render useless any work executed or any materials or things placed in under or upon any land or building.
- d. Contractor shall not damage any parts of the CIHCS, Dahung premises and in the event of any damage being caused intentionally or otherwise by the contractor or his employees, the contractor must repair or replace the same at his/her own cost.
- e. The contractor should agree to provide necessary training to his engaged employees for safe handling and loading of garbage on the vehicle from collected area.
- f. All the rules and regulations of CIHCS, Dahung which are now in force and which may hereafter come into force shall be applicable to the contractor also.

- g. The contractor will be required to provide the services of loading of collected garbage on the truck/tractor trolley/max pickup and transport it to the area designated for dumping of garbage by the local authorities.
- h. All materials equipment's tools including disinfectants, trucks. Etc, required for the above contract shall be arranged by the Contractor at his own cost.
- i. The Contractor shall sprinkle disinfectant at the garbage collection points after picking up the garbage.
- j. The bidder shall have to possess a valid contract from the Local Authorities etc (if necessary) for collecting/dumping of the garbage in the designated locations.
- k. The garbage shall be disposed of by maintaining all safety precautions as permitted by the State Government, Pollution Control Board & Local Authorities at the Government authorized garbage dumping yard at the cost of the contractor. The sole responsibility for this lies with the contractor.
- l. The CIHCS, Dahung has a right to check/search/examine the persons and the belongings of the employees/representatives of the Contractor while entering leaving the premises.
- m. CIHCS, Dahung does not guarantee the quantity of garbage and the entire garbage is to be removed on as-is where-is basis on weekly interval.
- n. The contractor shall not carry out any sorting of garbage in the operational area or in the premises of CIHCS, Dahung
- o. Frequency of disposal of garbage will normally be once a week but CIHCS, Dahung may ask to increase the frequency as per requirement.
- p. Use of alcoholic drinks, chewing of tobacco or gutkha and smoking within the premises of CIHCS, Dahung is strictly prohibited for all the employees of the firm.
- q. The Contractor will adhere to prevailing rules related with Labor Act, BMW management & handling rules, rules related with transportation and dumping of the garbage and other rules and regulation applicable in providing the services of disposal of garbage,
- r. Any person who is in Government Service should not be made a partner to the contract by the contractor directly or indirectly in any manner whatsoever.
- s. The contractor will have to maintain a register regarding services rendered by him. This will be countersigned by the authorized official of the CIHCS, Dahung. While raising the bill the copy of the relevant pages of this register having the sign of contractor and counter sign of authorized official of CIHCS, Dahung has to be submitted along with the bill for the purpose of verification.
- t. All liabilities arising out of accident or death of the employees of the firm while on duty shall be borne by the contractor.
- u. No part of the contract nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the agency/service provider directly or indirectly to any other person, firm or whosoever.
- v. That on the expiry of the agreement, unless extended formally to a maximum of 03 years and based on satisfactory performance, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues.
- w. In the event of any dispute arising touching any of the clauses of the agreement, the matter will be referred to the competent authority of CIHCS, Dahung, whose decision shall be binding on both the parties.
- x. The Contract shall be interpreted and have effect in accordance with the law of India and any suit or other proceeding relating to this contract lies within the jurisdiction of Court of District & Session Judge, West Kameng District, Arunachal Pradesh.

## **H. WORKING HOURS:**

All the work related with disposal of garbage is to be performed during working hours. The loading of garbage must be done in presence of authorized representative of the CIHCS, Dahung.

## **I. PENALTY**

- a. In case the performance of the contractor is found to be unsatisfactory, the penalty of 5% will be imposed for first default, 10% for second default and 20% for third default for payment of that particular week. The payment will be released after deducting the penalty amount, if any.
- b. Even after the imposing the penalties if the contractor does not improve the services and is found unsatisfactory, the contract for the remaining period will be terminated and performance security will be forfeited.
- c. All the penalties imposed by the govt, agency for violation of rules and regulations will have to be paid by the agency. CHCS, Dahung will not be responsible for payment of such penalties. In case the agency fails to pay the penalty, the same will be deposited to the concerned department by the CIHCS, Dahung and the amount will be deducted from the bill or performance security.

## **J. MANDATORY DOCUMENTS TO BE SUBMITTED:**

The bidders are required to mandatorily submit the following self-certified copy of documents along with the technical bid:

- a. Certificate of Registration of the firm.
- b. Proof of office address (telephone bill, electricity bill etc.)
- c. Trade license.
- d. An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender.
- e. Details of bank Account of the firm. A cancelled cheque of the account of the firm to be enclosed
- f. PAN Card.
- g. GST Registration Certificate.
- h. ESI registration number
1. Professional tax registration number.
- j. Annual Turnover Certificate of last, financial year duly certified by the Chartered Accountants
- k. Income Tax Return and Audited Balance Sheet of the last financial year.
- l. No-relation certificate with the employees of CIHCS, Dahung on the letterhead of the firm.
- m. Non blacklisted certificate in the form of affidavit.

## **K. BIDS TO BE SUBMITTED:**

The bidders are required to submit two types of sealed bids along with necessary and supportive documents. They are: -

1. The **First Sealed Envelope** should be superscripted as "**TECHNICAL BID**" and should contain the following documents along with their lists: -
  - a. DD of tender documents fee as mentioned at point no. **C**
  - b. Earnest Money Deposit (EMD) as mentioned at point no. **D**
  - c. Mandatory Documents as mentioned at point no. **J**

The format of Technical Bid' to be submitted on the letterhead of the bidder is given as at ANNEXURE-I

2. The **Second Sealed Envelope** should be superscripted as "**FINANCIAL BID**" and should contain the signed "Service charges for disposal of garbage from premises of CIHCS, Dahung on weekly basis". The format of Financial Bid to be submitted on the letterhead of the bidder is given as at ANNEXURE-II.

The Technical and Financial bids should be placed in a large sealed envelope which should be superscripted as "**Tender for Disposal of Garbage**" and should be addressed to, **the Director, CIHCS, Dahung West Kameng District, Arunachal Pradesh-790116.**

#### **L. BID OPENING AND EVALUATION:**

All the bids shall be opened and evaluated as per standard procedure & time, date and plans as mentioned above by a committee constituted by the competent authority of CIHCS. Dahung in the presence of the participating bidders, if any. Only one authorized representative from each bidder will be allowed to attend the bid opening and evaluation process on submission of the authorization letter.

In case the date fixed for opening of bids is subsequently declared as holiday by the government or the office remains closed on that day for any other reason, the bids will be opened on next working day. The time and venue remaining unaltered. The committee will open and evaluate the "Technical Bids" of the bidders.

The Financial Bids of only those bidders who qualify in the "Technical Bid" shall be opened. In case of a tie in the Financial Bid the lowest bidder will be selected on the basis of the following conditions: -

- a. Numbers of years of experience,
- b. Annual turnover during the last financial year.
- c. Number of services for disposal of garbage done at present.

The competent authority of CIHCS, Dahung reserves the right to disqualify any or all the bids without assigning any reasons thereof

#### **M. PRICE BID**

The rates should be quoted for disposal of garbage from the premises of Central Institute of Himalayan Culture Studies, Dahung on weekly basis which will include manpower and essential equipment's, vehicle for transportation of garbage from CIHCS, Dahung to designated area for dumping of garbage, fee and taxes to be paid to the concerned authorities.

Sl. No.	Description of the item	Rate (in Rs.)	Applicable GST amount	Total amount (in Rs.)
1.	Service charges for disposal of garbage from Premises of CIHCS, Dahung on weekly basis, per trip of standard size truck / tractor / trolley /max pick up (inclusive of loading and unloading charges)			

- a. CIHCS, Dahung will not bear any responsibility for increase or decrease in the rates of transportation of garbage.
- b. Conditional bids offers will be summarily rejected.
- c. The bidders are also advised to visit the site where the contract is to be executed before submission of tender.

**N. SIGNING OF CONTRACT:**

The successful bidder shall be required to execute an agreement with CIHCS, Dahung within 7(seven) days of the award of the contract or within such extended time period as may be specified. The contract will be for a period of **10 (Ten) months** which will be in force w.e.f, **1<sup>st</sup> June, 2026 to 31<sup>st</sup> March, 2027**. The contract may be extended for further periods depending upon the requirement and performance of the agency/service provider and same will be purely on discretion of the competent authority of CIHCS, Dahung.

**O. TERMS OF PAYMENT:**

The agency/service provider will raise invoice in triplicate in respect of a particular month in the subsequent month and it should be addressed to the **Director, CIHCS, Dahung, West Kameng District, Arunachal Pradesh-790116**.

The payment will normally be released within 10 (ten) days from the date of receipt of invoice after necessary deduction at source.

**P. AMENDMENTS & WITHDRAWAL OF TENDER DOCUMENTS:**

The competent authority of CIHCS, Dahung reserves all the rights for the amendment & withdrawal of the tender documents. The amendment & withdrawal of the tender documents may be done by issuing corrigendum/addendum. Any corrigendum/addendum issued in this regard will be intimated through proper notice.

**Annexure-I (Format of Technical Bid)**  
(To be submitted on letterhead of the firm)

To:

The Director  
Central Institute of Himalayan Culture Studies  
Dahung, West Kameng District  
Arunachal Pradesh - 790 116

Sub: Submission of technical bid for disposal of garbage from CHHCS, Dahung to designated dumping area.

**Ref:** Tender no. ....

Dated.....

Sir,

In response to your tender mentioned above, the technical bid of our firm to provide services for disposal of garbage from CIHCS, Dahung to the designated dumping area is submitted herewith along with the following mandatory documents as mentioned in the tender documents:

Sl. No.	Documents to be Submitted	Whether Submitted (Tick Yes/No)		Ref. Page No.	Relevant Details	Remarks
		Yes	No			
1	Tender Document Fee	Yes	No		DD No. Date: Bank Name: Amount: Rs, 1,000/- In Favour of: CIHCS Payable at: SBI, Tenga Valley	
2	Earnest Monet Deposit (EMD)	Yes	No		DD No: Date: Bank Name: Amount: Rs, 10,000/- In Favour of: CIHCS Payable at: SBI, Tenga Valley	
3	Satisfactory completion Certificate of 3 (three) Similar work done.	Yes	No			
4	Certificate of Registration of firm.	Yes	No			
5	Proof of office address (Telephone bill, electricity bill etc)	Yes	No			
6	Trade license	Yes	No			

7	Details of Bank Account of the firm. A cancelled cheque of the account of the firm to be enclosed	Yes	No			
8	PAN Card	Yes	No			
9	GST Certificate	Yes	No			
10	ESI Registration Number	Yes	No			
11	Professional Tax Registration Number	Yes	No			
12	Annual turnover certificate of last financial year duly certified by the Chartered Accountant	Yes	No			
13	Income Tax Return and Audited Balance Sheet of the last financial year	Yes	No			
14	Non-relation certificate with the employees of CIHCS, Dahung on the letterhead of the firm.	Yes	No			
15	Non blacklisted certificate in the form of affidavit.	Yes	No			
16	An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender.	Yes	No			

**Annexure – II (Format of Financial Bid)**  
(To be submitted on letter head of the firm)

To,

The Director  
Central Institute of Himalayan Culture Studies  
Dahung, West Kameng District  
Arunachal Pradesh – 790116

**Sub: Submission of Financial bid for disposal of garbage from CIHCS, Dahung to the designated dumping area.**

Ref: Your tender no. .... Dated .....

Sir,

In reference to your tender mentioned above, our firm will be pleased to provide service for disposal of garbage from CIHCS, Dahung to the designated dumping area. Our quote for rate is as under:

Sl. No.	Description of the Item	Rate (in Rs.)	Applicable GST amount	Total Amount (in Rs.)
1	Service charges for disposal of garbage from premises of CIHCS, Dahung on weekly basis per trip of standard size truck/tractor trolley/max pick up (Inclusive of loading and unloading charges)			

Thanking You.

Yours Sincerely

Name and Signature of authorized signatory

Date: .....

(Seal of the firm)