



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल खंडवा रोड इंदौर भारत, पिन-453552

Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore, 453552

Tel.: 07324-660/3413
Email: mms@iiti.ac.in

RFP No.:- IITI/CSS/DISPOSAL/2025-26/09

January 16, 2026

REQUEST FOR PROPOSAL
for
Disposal of shredded paper lots on offline spot quotation basis.

Indian Institute of Technology Indore (IITI) is one of the premier institutions of science & technical education and an Institute of National Importance under Ministry of Education, Government of India.

SCHEDULE OF REQUEST FOR PROPOSAL

S.No.	Event	Date & Time/ Remarks
01	Date of uploading of RFP/tender	16/01/2026 at 03.00 PM https://www.iiti.ac.in/tender
02	Bid Submission/ Inspection start date	16/01/2026 at 03.00 PM
05	Last date & Time of Submission of Bids/ spot quotation offline/ Inspection	23/01/2026 upto 03.00 PM
06	Date & Time of Opening of Spot Quotation offline	23/01/2025 at 03.30 PM 4 th floor, Abhinandan Bhawan
07	EMD Deposit details (RTGS/NEFT/ONLINE)	Registrar IIT Indore, Account No. 36948979864, IFSC Code: SBIN0030524 Bank Name: State Bank of India Branch address, Simrol, Khandwa Road, Tehsil- Mhow, District- Indore (M.P.) https://www.onlinesbi.com/sbicollect/icollecthome.htm
08	In case of any query, clarification or any details pertaining to RFP, please contact	Assistant Registrar (Material Management Section, 4 th floor, Abhinandan Bhawan (West Wing), Indian Institute of Technology Indore, Khandwa Road Simrol, Indore-453552, Tel: 0731-660 Ext. 34/3551, Email: drmm@iiti.ac.in , css@iiti.ac.in
09	Address of Tender Box to submit the quotation	Tender to be submitted in Tender Box at (Material Management Section) Ground Floor, Abhinandan Bhawan, IIT Indore, Khandwa Road, Simrol, Indore-453552

Lot details are as under:

Lot Sl.No.	Lot Description	Approx. Qty. in kg/no./ltrs./	EMD	Remarks
01	Shredded paper	Approx. 800 kgs.	₹ 1000/-	On Actual Quantity



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TERMS & CONDITIONS

1. **MODE** – Lot wise Scrap auction on offline spot quotation with actual quantity basis. A commercial bid will be submitted by the bidder on spot after inspection within stipulated time in the enclosed format.
2. **QUOTED RATE VALIDITY** – quoted rates will be valid for current bid only and the actual quantity will be measured at the time of pick up.
3. **Sale Order - Sales Orders** will be placed on estimated quantity which will be paid by the Buyer at the time of placing the order, and the balance payment (if any) on actual quantity basis will be made immediately at the time of actual measurement/weighing.
4. **PICKUP ADDRESS:** - IIT Indore, Central Store Section, Simrol Balda Farm Indore, between Monday to Friday from 10.00 am to 04.00 pm only.
5. **PAYMENT:** 100% payment will be deposited in IIT Indore A/C through RTGS or online by a successful bidder in the name of “THE REGISTRAR, IIT INDORE” within 3 days from the date of the sale order.
6. **Bid Security (EMD):** Earnest Money Deposit (EMD / Bid Security (BS) of Rs. 1,000.00(Rupees One Thousand only) has to be submitted by bidders online via <https://www.onlinesbi.com/sbicollect/icollecthome.htm> and the payment reference should be attached. No interest will be payable on Earnest Money Deposit. **The earnest money of all the unsuccessful tenderers will be returned to them after finalization of order.** If the successful bidder fails to pick up material the earnest money shall be liable to be forfeited by IIT Indore.
7. **PICKUP PERIOD/COLLECTION OF MATERIAL:** Material pickup within 07 days from the last date of deposit of payment.
8. The materials will be picked up on AS-IS-WHERE-IS and WHAT IS basis Ex-Go down/yard and Unpacked condition on Lot-wise actual weight basis. No responsibility will therefore be accepted by IITI for the description, condition, completeness, accuracy in size, shape, nomenclature, weight, number, etc., whatsoever, and no complaints will be entertained in respect of quality, quantity, or condition of the items.
9. **Validity of sale order:** The sale order is valid upto 30 days from the date of the order only.
10. Successful bidder(s) shall lift the complete unit/lot. No picking or choosing will be allowed in the disposal site/institute premises by the bidders.
11. Tax and other statutory levies are inclusive as applicable under government rules and will have to be paid by the successful bidders at the time of final payment of the bid amount in full.
12. The successful bidders shall lift the materials concerned at their cost (i.e., loading/unloading, weighing, clearing, transportation, etc.) within the stipulated time after effecting the full payment under a valid Gate Pass [non-returnable].



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13. In case the lots are not lifted within the specified duration, a ground rent equivalent to **Rs. 300/- (three hundred only)** per lot per day will be charged for the period maximum up to seven days from the date of payment deposited by the bidder. In case the materials are still not lifted within seven days of the receipt of the payment, the material lots will be treated as abandoned, and the amount deposited by the bidder will be **forfeited** without any intimation to the bidder. Furthermore, such bidder shall be blacklisted for participating in any future tendering/RFP of the institute up to 03 years.

14. The institute reserves full right to resell the abandoned lots. The bidders will not have any right to claim on those materials, and no correspondence will however be entertained in this regard.

15. The successful bidders who would like to take delivery of the goods through their authorized representative(s) should send an authorization letter with their personal identification, such as a driving license card, income tax PAN card, etc., along with such person(s) duly attesting his/her/their signature(s) therewith.

16. The successful bidder has all the license/certificate/permission to complete the statutory compliance, which will be Suo-moto provided by them at any time to proceeding or required by the competent authority; if they fail or refuse the same, the action as deemed fit will be taken by the competent authority against the bidder. The bidder is fully responsible for all the license, certificate, and permission requirements.

17. **ALTERATION:** IIT Indore **reserves the right to modify/alter/insert or delete any part of the tender document to ensure fulfilment of its material & service requirements at any stage.**

18. **PENALTY:** In case of non-compliance of Terms and Conditions of the contract/sale order/tender, no compensation in any case shall be paid by the institute, and the bidder will be blacklisted for participation in any tender/RFP of the institute for up to 3 years, and/or the bidder will be liable to pay penalty as decided by the competent authority, IIT Indore.

19. **ARBITRATION:** All disputes arising out of this contract shall be referred to the sole arbitration of the IIT Indore or his nominee as per the provisions of Indian Arbitration and Reconciliation Act 1996 and His award shall be final and binding on the parties to the dispute. The venue of arbitration shall be decided by the IITI.

20. **CANCELLATION:** The institute reserves the right to cancel the order if the party fails to meet the lift deadline and if it is recorded by the user department that the late lifting has adversely affected the institute.

21. **JURISDICTION:** This contract between the supplier and the buyer shall be governed by the LAWS of India and under this contract shall be taken by the parties only in Indore, India, to competent jurisdiction.

22. IIT Indore reserves the right to accept, reject, or cancel any or all enquiries, quotations, or purchase orders at any stage without assigning any reason thereof.

01/01/26

Assistant Registrar (MMS)
सहायक कुलसंचय (सामग्री प्रबंधन विभाग)
IIT Indore
Assistant Registrar
(Materials Management Section)



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COMMERCIAL BID (SCRAP ITEMS) OFFLINE MODE

LOT No.	DESCRIPTION OF THE ITEMS FOR DISPOSAL	Approx. Quantity	Unit rate to be quoted. in Rupees (Inclusive of GST) #
01	Shredded paper	Approx 800 kgs. (Actual weight basis)	_____ per Kg.

I/we hereby willingly declare that the followings:

- a) The basic rate to be quoted will be Inclusive of all cost such as Statutory Tax/GST/loading/unloading/weighing, etc.
- b) The highest bidder will be declared the highest bid.
- c) All terms & conditions are accepted as mentioned in the RFP/Tender.
- d) An online bid will be submitted after inspection of the items.
- e) I/we hereby declare that if I/we do not comply with any terms and conditions of the RFP, tender, or sale order or do not lift the material within the stipulated time, I/we agree to forfeit my/our deposited amount or any payment due to the institute, and I/we shall be blacklisted for a period of 3 years for participating in any tender/RFP of the institute.

Date:

Seal & Signature of vendor
Name:

Firm Name:

Address & Contact No:

Mobile:

Email:

GSTN Number: