



भारतीय प्रौद्योगिकी संस्थान इंदौर  
Indian Institute of Technology Indore  
सिमरोल, खंडवा रोड इंदौर – 453552  
Simrol, Khandwa Road, Indore- 453552

## **OFFLINE MODE**

**Bidding Documents submitted offline for  
Collection, Transport, Treatment and Disposal of Chemical Wastes generated at  
IIT Indore**

## REQUEST FOR PROPOSAL

No. :- IITI/CSS/DISPOSAL/2025-26/01

July 09, 2025

**Subject: Disposal of chemical waste on offline spot quotation basis of IIT Indore.**

### Schedule of RFP

Sl.No.	Event Name	Date & Time
01	Offline Auction along with inspection start date	<u>09/07/2025 at 01.00 PM</u>
02	Start Time of Inspection	<u>09/07/2025 from 01.00 PM</u>
03	End Time of Inspection	<u>16/07/2025 at 10.00 AM</u>
04	Submission of spot quotation	<u>16/07/2025 from 10:00 AM to 03.00 PM</u>
05	Quotation Opening time	<u>17/07/2025 at 10.30 PM</u>

### GENERAL TERMS & CONDITIONS

1. **Service Period** – The Rates will be valid for this bid only. The service order will be governed by the terms and conditions enclosed with this RFP/Tender Enquiry and no modifications / alterations etc. will be acceptable at any stage.
2. **PICKUP ADDRESS:** - IIT Indore, Central Store Section - Simrol Balda Farm Indore- (Pickup timings : Monday to Friday during 10.00 am to 04.00 pm Only).
3. **PAYMENT:** 100% payment will be Released through **RTGS/NEFT** to the service provider after completion of the services within 30 days from the receipt of invoice (**on actual quantity basis**) and other requisite documents from the service provider.
4. **PICKUP PERIOD/COLLECTION OF MATERIAL:** Material shall be picked up by the service provider from the pick up address twice in six months from the date of issue of the service order OR as per the requirement of the IIT Indore.
5. The materials will be pickup on **AS-IS-WHERE-IS** and **WHAT IS** basis **Ex-Go down and Unpacked condition on 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, condition of the items.
6. Successful Bidder/s has to lift the complete unit/lot./item. No picking, sorting or choosing of the items/material will be allowed in the pickup site/institute premises.
7. The deductions as per the applicable Taxes (IT TDS, GST TDS etc.) and other statutory levies under extant rules of Government of India shall be made from the dues payable to the successful bidder.
8. **The quoted price shall include all the incidental costs such as loading/unloading, weighing, clearing, transportation, packing etc. the institute will not be responsible for bearing any additional cost in the entire process of disposal.**
9. In case the lots are not lifted within 10 days from the issue of the service order, a Ground Rent equivalent to **Rs. 300/- (Rupees three hundred only)** per lot per day will be charged from the service provider for the period maximum upto Seven Days (i.e. 11<sup>th</sup> to 17<sup>th</sup> day from the date of issue of the service order). Even if, the material/items are not lifted within this period, the material lots will be treated as abandoned and the service order will be cancelled. Furthermore, such bidder shall be blacklisted for participating in any future tendering/RFP of the Institute upto 06 months.
10. The institute reserves full right to resell the abandoned lots. The bidders will not have any right to claim on those material/s and no correspondence will however be entertained in this regard.

11. 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 Driving License card, Income Tax PAN card, etc. along with such person/s duly attesting his/her/their signature/s therewith.
12. **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 IIT.
13. **JURISDICTION:** This contract between the supplier and the buyer shall be governed by the LAWS of India and the jurisdiction of the same shall lie within the territory of Indore, Madhya Pradesh (India) region ONLY.
14. **IIT Indore** reserves the right to cancel this RFP/Tender at any stage without assigning any reason thereof.

## **BIDDER ELIGIBILITY**

### **1. (a) Pre-Qualification Criteria: (ANNEXURE-I)**

- a) The bidder should be a legal entity either of individual/partners or a body corporate which may sue or may be sued.
- b) The bidder should be competent enough to deal with the business of the Hazardous-Laboratory Chemical Waste Management services and should have adequate manpower having prescribed qualification (Skilled & Technical) required for managing the business.
- c) The prospective Service Providers must hold a **valid specific category authorization/license for the from the State/Central/MP-State Pollution Control Board** at the time of bidding, in order to be eligible for the same. The copy of such certificate/license must be accompanied along with the bid.
- d) The prospective Service Providers must have sufficient unutilized capacity for treatment of Hazardous Waste for the quoted institute.
- e) **Non-Blacklisted Certificate (Self Certification)** in the prescribed format as per in the **Annexure-II** shall be submitted by the bidder.
- f) The bid must be accompanied by the following documents in the **ANNEXURE-I**
  - i. Certificate of registration of firm/company/ the legal entity.
  - ii. Valid GST registration Certificate.
  - iii. Valid PAN in respect of the legal entity of the bidder.
  - iv. Income Tax Return for the last three financial years.
  - v. Proof of experience of the related works/service executed during the last three financial years.

**1(b) Price-Bid:** The price bid {**Commercial bid in enclosed format**} along with documents prescribed in the Clause-1 has been submitted sealed pack in the central stores tender box. The bidder has to necessarily submit their price-bid in the same format. In case the bidder makes any changes in this specified format or submit their bid in any other format then the same shall be summarily rejected.

### **2. SCOPE OF WORKS**

2.1 The Services will broadly consist of facility for Collection, packing, Transportation, Interim storage, Treatment & Disposal of all Chemical Waste, generated at IIT Indore, as per the 'Hazardous and Other Wastes (Management, Handling and Transboundary Movement) Rules, 2016 or subsequent amendments if any.

2.2 The service provider will have to collect the chemical waste from the pickup site at IIT Indore as and when required by the institute, and shall treat & dispose the same at its own premise, as per directives and guidelines of Central/State Pollution Control Board/ any other applicable rules and norms.

2.3 Category-wise Chemical/Hazardous Waste approx. available in the institute:

Sr. No.	Name of the Reagent	Approx. available Qty. of waste generated (in Kgs./Ltr.)	Location
1	Halogenated Waste	2,500 kgs.	IIT Indore, Central Store Section - Simrol Balda Farm Indore Name of Contact person – Mr. Shiv Raghuvanshi
2	Non-Halogenated Waste	3,500 kgs.	
3	Mix Solvent	350 kgs.	
4	Solid Waste	500 kgs.	
<b>Total Qty.</b>		<b>6,850 Kgs.</b>	

*\*Note: Qty. & types of chemical/Hazardous waste may vary at the time of dispatch/sale.*

## 2.4 PACKAGING –

- (i) As per the Clause-2.1 for the required services, IIT Indore has stored chemical waste according to its category in container/drum/boxes/bottles etc. for the interim safe storage. Moreover, the IIT Indore will not be obliged to provide any of its containers/drum/boxes etc. If the service provider takes the chemical waste along with container, then the current market price of containers/drum/boxes etc. will be deducted from the dues payable towards the service provider.
- (ii) The Service provider will arrange his own container/drum/boxes/bottle etc. according to the nature of the chemical waste as per 'rules' for its safe transportation, treatment.

**2.5** The service provider will ensure regular collection as per the conditions of the service order and safe transportation of chemical/hazardous Waste from IIT Indore in containers & vehicles specially designated (and labeled) for the purpose.

**2.6** The service provider must ensure that its treatment facility is in accordance with the 'Rules' and has a valid Authorization from the State/Central Pollution Control Board/MPPCB.

**2.7** The prospective service provider shall maintain records related to collection, storage, transportation, treatment and disposal in accordance with 'Rules' and the same may be made available to the IIT Indore, the respective regulatory authority(s) such as CPCB etc. or its representative, as and when required. *(Self-declaration for the safe disposal must be submitted to the authority within 01 month from the date of material pick-up)*

**2.8** The Service Provider is required to designate an authorized representative who will receive the instructions from the contract signing authority from time to time. All such instructions received by the authorized representative on behalf of the Service Provider must be deemed to have been received by the Service Provider within the scope of this service order.

## 3. GENERAL TERMS AND CONDITIONS OF SERVICES:

The firm shall follow the following terms and conditions while executing the services:

- i. The firm shall not engage any sub-contractor or transfer the contract to any other agency of any component of the tender.
- ii. **Records:** The firm must maintain all the appropriate records at its own cost as required by the regulatory authority/Government. The records shall be preserved for a minimum period of five years, in accordance with Hazardous-Laboratory Chemical waste Management Rules, 2016 and guidelines issued by the Central Government or the State/Central Pollution Control Board or MPPCB, the prescribed authority as the case may be. All records shall be made available for inspection and verification by the prescribed authority or the Ministry of Environment, Forest and Climate Change if so asked at any time. Records must be maintained in digital as well as hard formats.
- iii. **Bill:** The Service provider shall submit its invoice along with the requisite documents immediately after completion of pickup process to the Central stores section, IIT Indore in triplicate for processing of the payment.
- iv. **Payment:** Payment will be made based on verification/T&C as mentioned in the documents/sale order/RFP/tender subject to actual quantity/measurement, production of facts/satisfactory performance report from designated Officer/s of Institute along with bill.
- v. The agency/contractor shall be responsible for all acts of omission/commission in the institute by their employees during the course of discharge of their duties at the institute. IIT, Indore will not be responsible for any mishappenings while dealing with the Chemical/Biomedical waste during and within the described scope of work because of such acts of omission/commission.

- vi. **Escalation of rates:** Escalation of rates for any reason will not be accepted during the currency of the contract except in exceptional circumstances. The Registrar, IIT INDORE will be the sole authority to decide about the same in any manner if he so desires and the decision thereon shall be binding on the contractor.
- vii. Persons suffering from contagious or infectious disease shall not be employed or permitted to work in IIT Indore. Institute reserves its rights to examine any of the employees for medical fitness without prior notice. Expenses, if any incurred by the IIT INDORE on medical examination of such employees, shall be borne and paid by the firm.
- viii. No liability whatsoever shall attach to the IIT INDORE on account of or any failure on the part of the agency to observe the regulations.

#### **4. SPECIAL TERMS & CONDITIONS**

- i) The IIT INDORE reserves the right to cancel the contract agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work contract. In such eventuality, the IIT INDORE further reserves to get the work done from the open market or through other agencies. However, in such case the service provider shall be blacklisted for participating in any future tendering/RFP of the Institute upto 06 months.
- ii) The contractor shall indemnify the IIT INDORE against all other damages/charges and expenses for which the Institute may be held liable or pay on account of the negligence of the firm or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
- iii) In case any person engaged by the contractor is found to be inefficient, quarrelsome, infirm, invalid or found indulging in unlawful or illegal activities, the contractor will have to replace such person with a suitable substitute at the direction of the competent authority.
- iv) The provision of appropriate manpower required for performing the work awarded, shall be borne by the contractor.
- v) If any complaint of misbehavior and misconduct against the staff of the service provider comes into the knowledge of the institute then responsibility for all such activities shall lie with the service provider and any loss owing to negligence or mishandling by the staff employed by the service provider, the service provider shall be responsible for compensating for the losses so suffered by the institute.

#### **5. Force Majeure**

Any failure of omission or commission to carry out the provision of this Agreement by the contractor shall not give rise to any claim by one party, one against the other, if such failure of omission or commission arises from an act of God; which shall include acts of natural calamities such as flood, earthquake, from civil strikes, riots, curfew, embargoes or from any political or other reason beyond the parties control including war(whether declared or not) civil war or stage of insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force majeure conditions.

#### **6. Debarment from bidding**

A bidder shall be debarred if he has been convicted of an offence under the prevention of corruption Act 1988 or the Indian Penal Code or any other law for the time being in force for causing any loss of life or property or causing a threat to public health as part of execution of services.

7. If a firm/bidder quotes nil charge/considerations the bid shall be treated as unresponsive and will not be considered.
8. The center (IIT Indore) reserves the right to accept or reject full/part conditions of tender without assigning any reason whatsoever.

  
**Assistant Registrar (MMS)**  
**IIT Indore**

**ANNEXURE-I****Pre-Qualification Details**

Sl. No.	Documents/Details	Compliance (Details & Yes/No)
1	Names, Address of Firm / Agency and Telephone Numbers	
2	Registration No, of the Firm / Agency	
3	Name, Designation, Address and Telephone No. of Authorized person of Firm/Agency to deal with	
4	Please specify as to whether bidder is sole proprietor/ Partnership firm/registered company. Name, address and telephone no. of Directors / Owner shall be given.	
5	Details of PAN card issued by Income Tax Deptt.	i) PAN No. .... ii) Copy of Certificate Enclosed ....Yes/No
6	Details of GST Registration Certificate	i) Registration No..... ii) Copy of Certificate Enclosed .....Yes/No
7	<b>Details of Valid authorization from the MP-State/Central Pollution Control Board (For Specific Category)</b>	i) Copy of Certificate Enclosed .....Yes/No
8	<b>Valid License No. (MPPCB/CPCB):</b> <b>License Issued By (Authority Name):</b>	Valid upto : License Category (if any):
9	Proof of experience for the last three financial years in Central Govt. Lab/Institutions/state govt. as on 31.03.2025.	Copy Enclosed ..... Yes/No
10	Terms & Conditions duly stamped & Signed	Enclosed ..... Yes/No
11	Non-Blacklisted certification as per bidder eligibility	Enclosed ..... Yes/No
12	Declaration by the bidder: - This is to certify that I/We before signing this tender/RFP have read and fully understood all the terms & conditions contained herein and undertake myself / ourselves abide by them.	

Certified/Information that the above information is correct & true to the best of my knowledge and belief. Nothing has been concealed and fabricated and in case any information is found incorrect. I, the under signatory will be personally responsible.

Signature of the Tenderer

Name of the Tenderer.....

Firm Name .....

Address : .....

.....

Email.....

Phone No.....

Date: -



**(On Firm Letter Head Self Certification)**

**DECLARATION**

**(For being Non-Blacklisted)**

I/We hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities during last 5 years.

I/we also undertake that we have been convicted/charge-sheeted in any criminal case in the territory of Union of India.

That, I further undertake that in case any of the facts contained above and in our application/bid is found other-wise or incorrect or false at any stage, my/our firm/company, companies shall stand debarred from the present and future tenders of the IIT Indore for the next two years.

Date:

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Seal & Signature of Bidder(s)

Name (s) :

Firm Name:

Address & Contact No:

## COMMERCIAL BID

LOT No.	DESCRIPTION OF THE ITEMS FOR DIPOSAL	Approx. Quantity per month	Rate to be quoted in Rupees (Inclusive of GST) #
1	Halogenated Waste	2500 kgs.	
2	Non-Halogenated Waste	3500 kgs.	
3	Mix Solvent	350 kgs.	
4	Solid Waste	500 kgs.	
5	Transportation Charges If any		

**Note: #**

- (a) The quoted rates are Inclusive of all such as GST/loading/unloading/packaging/transportation /weighing etc.
- (b) The rate quoted only for chemical waste available for disposal which is exclusive for IITI interim storage container/drum/boxes/bottles etc.
- (c) The lowest Bidder will be declared on lowest bid.
- (d) Quoted Rates along with RFP T&C will be valid for this bid only.

Date:

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Seal & Signature of vendor

Name :

Firm Name:

Address & Contact No:

Sl.No.	Particulars	Details														
01	Last Disposed Off Chemical Waste	Service Order No: IITI(MM)/CSS/Chemical/Disposal/2023-24/03 issued on 09/02/2024 (Last Delivery in April 2024)														
		Total Chemical Waste – 6,238/- kg disposed off. Through the above order.														
02	Available chemical waste	<table><tr><th>Category</th><th>Qty. in Kg</th></tr><tr><td>Halogenated</td><td>2482.37</td></tr><tr><td>Non-Halogenated</td><td>3526.94</td></tr><tr><td>Solvent</td><td>332.6</td></tr><tr><td>Solid Waste</td><td>485.37</td></tr><tr><td>Burnt Oil</td><td>210.66</td></tr><tr><td></td><td><b>7037.94</b></td></tr></table>	Category	Qty. in Kg	Halogenated	2482.37	Non-Halogenated	3526.94	Solvent	332.6	Solid Waste	485.37	Burnt Oil	210.66		<b>7037.94</b>
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	<b>7037.94</b>															
03	Disposal of Available Stock	<ol style="list-style-type: none"><li>1. Indent No 008 on 27/11/2024 has been initiated for 02 years Rate Contract, to enable the hassle free regular disposal of chemical waste.</li><li>2. Time being, Online disposal through GeM portal vide bid No-GEM/2025/B/6206901 on 14-05-2025 published for disposal of the current available lot.</li></ol>														
04	Procedure followed for the chemical waste	<ol style="list-style-type: none"><li>1. Collection of chemical waste from various labs.</li><li>2. Before collection It is ensured that the chemical waste should be in proper sealed pack container along with its category sticker.</li><li>3. And ensured that the container contains the proper amount of chemical waste to prevent leakage and provide protection from the gas formed in it.</li><li>4. Chemical waste is deposited in the central repository through CSS Form SS13.</li><li>5. Chemical waste is safely unloaded in the HAZMAT Chem Store by actual weighing and is sorted according to their category.</li><li>6. Disposal through RFP/Tender along with site visit is initiated in six months.</li><li>7. Only authorized service providers are eligible to participate in the tender.</li><li>8. After successful completion of the tender disposal procedure service order issued to authorized service provider.</li><li>9. Category-wise weighing of chemical waste is done in front of the service provider and on this basis actual payment is made.</li></ol>														
05	Improvement required	<ol style="list-style-type: none"><li>1. Secured ventilated store required for storage of chemical waste.</li><li>2. Covered shed storage for scrap such as empty glass bottles, empty drums etc. to prevent unauthorized use/exposure of any chemical reaction.</li><li>3. A covered shed should be made for storing other scraps, as there are chances of scrap theft due to open space and the</li></ol>														

possibility of someone unknowingly coming in contact with these chemical wastes cannot be ruled out.

4. Training required for central store helpers for handling the chemical waste.
5. Laboratories should be instructed to fill drums with chemical waste in appropriate quantities, not overfilling, and to provide assistance to workers in carrying chemical waste, especially for any hazardous chemicals that may react with anything.
6. If any chemical waste is likely to be hazardous/dangerous, it should be placed in a chemical store in the presence of a laboratory representative.

## HAZMAT Chem Storage

