



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](mailto:mms@iiti.ac.in)

## **REQUEST FOR PROPOSAL**

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

May 16, 2025

Subject: - Disposal of Scrap Lots 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	16/05/2025 at 03.00 PM
02	Start Time of Inspection	16/05/2025 from 03.00 PM
03	End Time of Inspection	26/05/2025 at 10.00 AM
04	Submission of spot quotation	26/05/2025 from 10:00 AM to 03.00 PM
05	Quotation Opening time	26/05/2025 at 03.30 PM

Lot details are as under:

Lot Sl.No.	Lot Description	Approx. Qty. in Kgs. / Nos./ Ltrs.	Remarks
01	Cardboard Assorted	On Actual Quantity Basis	Lot Upto 30/04/2025 OR *as on the date of inspection

**\*Note:- Quantity of material may vary at the time of disposal/sales**

### **1. TERMS & CONDITIONS**

- MODE** – Lot wise Scrap auction on offline spot quotation with actual quantity basis. Commercial bid will be submitted by the bidder on spot after inspection within stipulated time in the enclosed format.
- QUOTED RATE VALIDITY** – quoted rates will be valid for 06 months from the date of sale order for the further lots to be disposed of by the institute.
- Sale Order** - The sale order will be issued to the firm having H1 bid. The quantity of the material/scrap will be on actual basis as per each sale order, issued during the validity period as referred at clause 2.
- PICKUP ADDRESS:** - IIT Indore, Central Store Section - Simrol Balda Farm Indore- between Monday to Friday from 10.00 am to 04.00 pm Only.
- PAYMENT:** 100% payment will be Deposited in IIT Indore A/C through RTGS/NEFT or through Online by successful bidder in the name of "THE REGISTRAR, IIT INDORE" within 03 days from the date of Sale Order and balance payment (if any) will be made immediately at the time of actual measurement / weighing.
- PICKUP PERIOD/COLLECTION OF MATERIAL:** Material pickup within 10 days from the date of deposit of payment.
- The materials will be pickup 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, condition of the items.



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8. 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.
9. Tax and other statutory levies are inclusive under extent rules of Government of India will have to be paid by the successful bidder at the time of final payment.
10. The successful bidders shall lift the materials concerned at their own cost (i.e. loading/unloading, weighing, clearing, transportation etc.). The institute will not be responsible for bearing any additional cost in the entire process of disposal.
11. In case the lots are not lifted within the specified duration, a Ground Rent equivalent to **Rs. 300/- (Rupees three hundred only)** per lot per day will be charged for the period maximum upto 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 upto 03 years.
12. 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.
13. 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.
14. The successful bidder has all the License/Certificate/Permission (if any) to complete the statutory compliance will be Suo-moto provided by them at any time for proceeding or required by the competent authority, if 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/permission requirements (if any).
15. For any assistant, please contact 0755-660-5139/3413, Central Stores Department.
16. **ALTERATION:** IIT Indore reserves the right to modify/alter/Insertion or deletion on any part of the tender document to ensure fulfillment of its material & service requirement at any stage.
17. **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 upto 03 years and/or bidder will be liable to pay penalty as decided by the competent authority IIT Indore.
18. **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.
19. **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.

## **2. 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



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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 the responsibility of 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.

### **3. 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.

### **4. 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.

5. If a firm/bidder quotes Nil/Zero amount in the bid then the bid shall be treated as unresponsive and will not be considered for further evaluation.

6. The center (IIT Indore) reserves the right to accept or reject full/part conditions of tender without assigning any reason whatsoever.

**Deputy Registrar (MMS)**  
**IIT Indore**

**उप कुलसचिव**  
**(सामग्री प्रबंधन विभाग)**  
**Deputy Registrar**  
**(Materials Management Section)**



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**COMMERCIAL BID (SCRAP ITEMS) OFFLINE MODE**

LOT No.	DESCRIPTION OF THE ITEMS FOR DIPOSAL	Approx. Quantity	Unit Rate to be quoted. in Rupees (Inclusive of GST) #
01	Cardboard Assorted	Actual Quantity basis	

***\*Note:- Quantity of material may vary at the time of disposal/sales***

**I/We hereby willingly declare that the followings:**

- The basic rate to be quoted will be Inclusive of all cost such as Tax/GST/loading/unloading/ weighing etc.
- The highest Bidder will be declared on highest bid.
- All Terms & conditions accepted as mentioned in the RFP/Tender.
- Online bid will be submitted after inspection of the items.
- I/We hereby declare that if I/we do not comply any terms and conditions of the RFP/Tender/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 in the Institute and I/We shall be blacklisted for a period of 03 years for participating in any tender/RFP of the Institute.

Date:

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Seal & Signature of vendor

Name :

Firm Name:

Address & Contact No:

Email :

GSTN Number: