



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

REQUEST FOR PROPOSAL

No. :- IITI/CSS/DISPOSAL/2025-26/04

May 24, 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	<u>24/05/2025 at 02.00 PM</u>
02	Start Time of Inspection	<u>24/05/2025 from 02.00 PM</u>
03	End Time of Inspection	<u>02/06/2025 at 10.00 AM</u>
04	Submission of spot quotation	<u>02/06/2025 from 10:00 AM to 03.00 PM</u>
05	Quotation Opening time	<u>02/06/2025 at 03.30 PM</u>

Lot details are as under:

Lot Sl.No.	Lot Description	Approx. Qty. in Kgs. / Nos./ Ltrs.	Remarks
01	Burnt Oil	200 Ltrs/	Lot Upto 31/03/2025 OR *as on the date of inspection

***Note:- Quantity of material/item 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 this bid only.**
- 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 for 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 IIT.
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.



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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 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.

2. SCOPE OF WORKS

- 2.1 The Services will broadly consist of facility for Collection, packing, Transportation, Interim storage, Treatment & Disposal of all Oil 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 oil 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 **PACKAGING –**
 - (i) As per the Clause-2.1 for the required services, IITI has stored oil 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/ drums/boxes etc. If the service provider takes the oil waste along with container, then the current market price of containers/drums/boxes etc. will be deducted from the dues payable towards the service provider.
 - (ii) The Service provider will arrange his own container/drums/boxes/bottle etc. according to the nature of the oil waste as per 'rules' for its safe transportation, treatment.
- 2.4 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.



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- 2.5** 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)*
- 2.6** 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.
- 2.7 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 and other 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.

3. 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 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.

4. 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



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other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force majeure conditions.

5. 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.

6. 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.

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

23/05/25

Deputy Registrar (MMS)
IIT Indore
उप कुलसचिव
(सामग्री प्रबंधन विभाग)
Deputy Registrar
(Materials Management Section)



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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 EnclosedYes/No
6	Details of GST Registration Certificate	i) Registration No..... ii) Copy of Certificate EnclosedYes/No
7	Details of Valid authorization from the MP-State/Central Pollution Control Board (For Specific Category)	i) Copy of Certificate EnclosedYes/No
8	Valid License No. (MPPCB/CPCB): License Issued By (Authority Name):	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: -



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ANNEXURE-II

(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:

Seal & Signature of Bidder(s)

Name (s) :

Firm Name:

Address & Contact No:



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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	Burnt Oil	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:

Seal & Signature of vendor

Name :

Firm Name:

Address & Contact No:

Email :

GSTN Number: