



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/2025-26/05

October 17, 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	27/10/2025 at 10.00 AM
02	Start Time of Inspection	27/10/2025 from 10.00 AM
03	End Time of Inspection	03/11/2025 at 10.00 AM
04	Submission of spot quotation	03/11/2025 from 10:00 AM to 03.00 PM
05	Quotation Opening time	03/11/2025 at 03.30 PM

Lot details are as under:

Lot Sl.No.	Lot Description	Approx. Qty. in kg/no./ltrs.	Remarks
01	Cardboard Assorted	600 kgs.	On Actual Quantity

TERMS & CONDITIONS

- 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.
- 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.
- 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.
- 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 or online by a successful bidder in the name of "THE REGISTRAR, IIT INDORE" within 3 days from the date of the sale order.
- PICKUP PERIOD/COLLECTION OF MATERIAL**: Material pickup within 10 days from the last date of deposit of payment.
- 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.



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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 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.
10. 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].
11. 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.
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 authorised representative(s) should send an authorisation 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.
14. 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.
15. For any assistant, please contact 0755-660-5139/3413, Central Stores Department.
16. **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.
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 up to 3 years, and/or the 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.



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19. **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.
20. **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.
21. 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.

Assistant Registrar (MMS)

सहायक कुलसचिव
(सामग्री प्रबंधन विभाग)
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	Cardboard Assorted	Approx 600 kgs. (Actual weight basis)	

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 the highest bid.
- All terms & conditions are accepted as mentioned in the RFP/Tender.
- An online bid will be submitted after inspection of the items.
- 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:

Email:

GSTN Number: