



भारतीय प्रौद्योगिकी संस्थान इंदौर

INDIAN INSTITUTE OF TECHNOLOGY INDORE

TENDER FOR

DISPOSAL OF SCRAP MATERIALS

Tender Sale No. IITI/MMS/DISPOSAL/2019-2020/04 dated September 16, 2019

Tender Sale No. IITI/MMS/DISPOSAL/2019-2020/04 dated September 16, 2019

TENDER DOCUMENT FOR DISPOSAL OF SCRAP

1. Tenders are invited from authorized scrap dealers/e-Waste recyclers (Bidders) who are authorized by the Government/ Municipality to carry out the trade for disposal of office scrap/Chemicals items/e-waste/ assorted scraps items on 'as-is-where-is' basis, under **Two Bid System**.

2. Sealed Tender documents in Two Bid System duly completed in all respects are to be submitted as per the following guidelines: -

- (a) **Envelope-1:** Fill in the **TECHNICAL BID (Annexure 'A')** enclosed all relevant self-attested document and duly signed on each page of tender document **except Annexure 'B'** of this tender document and put it in a sealed envelope and super scribed with the words **"TECHNICAL BID FOR DISPOSAL OF SCRAP MATERIALS"**.
- (b) **Envelope-2:** Fill in the **COMMERCIAL BID (Annexure 'B')** duly signed and put it in a separate sealed envelope super scribed with the words **"COMMERCIAL BID for DISPOSAL OF SCRAP MATERIALS"**.
- (c) **Envelope-3:** Keep both the above envelopes (1 and 2) inside a separate Big Sealed envelope and super scribed with the words **"Tender Application for DISPOSAL OF SCRAP MATERIALS"** and addressed it to: -

In-charge Central Store Section
Potassium Building
Balda Farm, IIT Indore, Khandwa Road,
Simrol, Indore – 453552

Note:

- I. Tender Documents with detailed terms & conditions can be downloaded from our website: http://iiti.ac.in/tenders/tender_mms
- II. All the details/document pertaining to the tender such as tender document, pre-bid report, corrigendum and any further updates will be available only on our website and will be a part of the tender document.
- III. Bids/Quotations may be submitted directly by the Authorized Dealers with proof.
- IV. IIT Indore shall not be responsible for non-receipt bid due to postal delay or any other reasons.
- V. All correspondence by institute will be done through email. Valid email ID is essential for communication with vendor.
- VI. For any issues related to tender please contact Central Store Section/ Material Management Section. Tel: +0731-2438700 : Extn: 876/759/758
- VII. Email: mms@iiti.ac.in

In-charge (Central Store)



SCHEDULE OF DISPOSAL

Sl. No.	Event	Date and Time/ Remarks
01	Date of physical inspection and issue of tender document	From: September 16, 2019 To: September 30, 2019 (Monday to Friday from 10.00 AM to 4.30 PM)
02	Last date for Submission of Tender document	October 01, 2019 Upto 11.00 AM
03	Date for Opening of Sealed Tender	October 01, 2019 at 11.30 AM
04	Place of Bid Opening	Potassium Building Balda Farm, IIT Indore, Khandwa Road, Simrol, Indore – 453552
05	Earnest Money Deposit	EMD should be submitted ONLINE for Rs. 50,000/-. The details and proof of EMD to be submitted along with the tender documents. The link for online EMD submission is:- https://www.onlinesbi.com/sbicollect/collecthome.htm
06	Bids addressed to	In-charge, Central Store Section Potassium Building Balda Farm, IIT Indore, Khandwa Road, Simrol, Indore – 453552
07	Contact Details	Tel.: 0731-2438700 : Extn: 876/759/758 Email: mms@iiti.ac.in
<u>Note:</u>		Tender documents and detailed terms & conditions can be downloaded free of cost from our website: http://iiti.ac.in/tenders/tender_mms

In-charge (Central Store)



PREQUALIFYING CONDITIONS FOR BIDDERS

DESIROUS TO SUBMIT QUOTES FOR DISPOSAL OF SCRAPPED ITEMS

(Necessary supporting documents duly self-attested are to be attached along with bid)

1. The Bidder should be registered vendor to carryout trade for scrap and authorized by the Central/State Government or Indore Municipal Corporation. (Self-attested Copy of registration certificate must be Attached). She/he should have a valid license issued by the Government/Municipality to carry out the trade. (Self-Attested copy of License must be attached).
2. The bidder should have to submit the valid address proof. The copy of address proof to be attached.
3. The bidder should have valid email ID and telephone/mobile numbers for further communication. The same should be mentioned in the Technical Bid **Annexure 'A'**.
4. The Bidders should not have been blacklisted by any Central Govt. Organization/ CFTI or IIT Indore itself.
5. Bidder must attach a declaration that Bidder is not blacklisted by any of the Central Govt. Organization and all the documents attached by him are authentic. If proved otherwise, the Bidder will be blacklisted and contract will be cancelled and losses if any, incurred towards the procurement of our requirements from the other Bidder, will be recovered from the Bidder.
6. Highest Bidder will be declared on highest bid per LOT basis. Successful Bidder/s will be decided based on Highest offer received on per LOT basis on the outcome of the Commercial bid.
7. Bidders should submit full details as required in the Technical and Commercial Bid. Incomplete bid or not answering the same as per the specification will be summarily rejected.
8. Any tender terms and condition of tender document not in compliance with the above terms and conditions is liable to be rejected.



COMMERCIAL TERMS & CONDITIONS

1. **Bid Security (EMD):** Earnest Money Deposit (EMD)/Bid Security(BS) for Rs. 50,000/- (Rupees Fifty thousand only) to be submitted **ONLINE** by the bidders. The link for online EMD submission is: <https://www.onlinesbi.com/sbicollect/icollecthome.htm>. The proof against payment reference should be attached.
2. No interest will be payable on the Earnest Money Deposit. **The earnest money of all the unsuccessful tenderers will be returned to them after finalization of order or immediately after completion of validity of the bid.** The Earnest Money of successful bidder shall be returned on receipt of balance payment of auctioned LOT. If the successful bidder fails to furnish the balance payment as per Sales Order (SO) terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by IIT Indore.
3. **PAYMENT:** 100% payment will be Deposited in IIT Account through Online/ RTGS or through demand draft in the name of **"THE REGISTRAR, IIT INDORE"** within **07 days from the issue of Sales Order.**
4. **PICKUP PERIOD/COLLECTION OF MATERIAL:** The successful bidder should deposit the full amount and submit the payment receipt to IIT Indore. The successful bidder should pick up the LOT/s allotted to him **within SEVEN DAYS from the last date of depositing the full payment as per Sales Order.**
5. The materials will be pickup on **AS-IS-WHERE-IS AND WHAT IS** basis Ex-Godown and in unpacked condition. No responsibility will therefore be accepted by IIT Indore 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 shall lift the complete unit/lot. No picking or choosing will be allowed at the Disposal site/ Institute premises by the bidders.
7. **The basic rates should be quoted exclusive of government taxes such as GST.** The tax and other statutory levies as applicable under Government rules will have to be paid by the successful bidders at the time of depositing payment of the bid amount in full.
8. Each Bidder will give only one quote for each LOT of scrapped items. Multiple quotes will be disqualified.
9. 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. Thereafter the valid **Gate Pass [Non-returnable]** will be issued by the IIT Indore.

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10. In case the lots are not lifted within the specified time as per para 4 and 5 above of Terms and Condition, the **Ground Rent equivalent to Rs.300.00, per lot, per day** will be charged for the **period of Seven Days**. The materials not so removed after seven days will be treated as abandoned lots and EMD and other amount paid will be FORFEITED without any reference to the bidders.
11. 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.
12. The successful bidders who would like to take delivery of the goods through their authorized representative/s should send an authorization letter under firms letter head in original with their personal identification such as Driving License card, Aadhar Card, Income Tax PAN card, etc. along with such person/s duly attesting his/her/their signature/s therewith.

GENERAL TERMS AND CONDITIONS

1. The Bidder should read all the Prequalifying, Financial and General Terms and conditions and specifications mentioned in all the tender documents and participation in tendering will be construed as acceptance of all the conditions mentioned in our tender documents.
2. Submission of Technical and Commercial Bids are unconditional else bid will be disqualified. All the replies are to be given only in the prescribed format.
3. The schedule of Technical and Commercial Bids are placed as **Annexure 'A' & 'B'** respectively. Details of the LOTS meant for disposal are given in **Annexure 'B'**.
4. Bidders can inspect the material at IIT Indore premises at Balda Farm (from **September 16, 2019 to September 30, 2019 on all working days between 10.00 AM to 4.30 PM**) prior appointment only. **Maximum two authorized persons per Bidder** will be permitted to entry for inspection and they will have to abide by the IIT Indore security policy and must have proper authorization from the Bidder on their letter head supported by the ID proofs authorized by the Gol.
5. At any time, prior to the date of submission of bids, the IIT Indore may, for any reason, modify the bid documents by amendments. In that case corrigendum will be placed on our website http://iiti.ac.in/tenders/tender_mms only. These amendments will be binding on the bidders and will be treated as part of tender documents.
6. The IIT Indore also reserves the right to blacklist the supplier in case of failure to undertake the job, after awarding the contract at the quoted rate.

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7. If after placing the Order with the successful Bidder and receipt of security deposit from the successful Bidder, the Bidder withdraws from lifting the LOTS or to provide services; in such case IIT Indore reserves the right to forfeit the EMD/Bid Security, as this will be required to replenish the loss to the IIT Indore due to procuring the Services from the other Bidder. In such case, IIT Indore may also blacklist the Bidder as per the tender condition.
8. **Pickup Address:** IIT Indore, Simrol Balda Farm, Indore- between Monday to Friday during 10.00 am to 04.00 pm Only.
9. **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 Indore.
10. **CANCELLATION:** The institute reserves the right to cancel the order if party fails to meet the deadline of depositing money and or Pick up of LOT/s allotted to him. The delay in any manner is adversely affecting the Institute's objective and is taken seriously.
11. **JURISDICTION:** This contract between the supplier and the buyer shall be governed by the LAW of India and under this contract shall be taken by the parties only in Indore, India to competent jurisdiction.
12. IIT Indore reserves the right to accept or reject any / part/all the tender received in this regard and withdraw any/part/all the items /lots from the scheduled list of lots at any stage of the tendering process without assigning any person thereof and the decision of the institute will be final and binding on all concerned participant bidders of this tender sale process.


In-charge (Central Store)


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Annexure 'A'

TECHNICAL BID (SCRAP ITEMS)

(To be submitted with the Technical Bid, Envelope – 1 of tender document)

Sl. No.	Particulars	To be filled by Bidders (self-attested proof to be attached)
1.	Name of Firm:	
2.	Name of the Bidder: (in block letters)	
3.	Trade License Registration No.:	
4.	Date of Establishment:	
5.	Address of the Bidder:	
6.	Telephone number of the bidder:	
7.	Email ID of the bidder:	
8.	Address and Telephone Number of the Godown (If separate):	
9.	Status: Whether Proprietary / Partnership / Private Ltd. Co. / Public Ltd. Co.	
10.	Names of Bankers with addresses & Telephone Nos. & IFSE Code (Cancelled cheque leaf to be attached)	
11.	GST registration No.	
12.	PAN no:	
13.	Names, Addresses and Telephone Nos. of 02 your most valued Client. With a copy of Sales order each.	
14.	Whether Bidder has been blacklisted by any Central/State Govt. organisation/CFTI/IIT Indore? (If yes, give details)	
15.	Proof of online EMD of Rs. 50,000/- deposited in IIT Indore A/c:	

Note: All columns are compulsory and proof against each with self-attested copy of must be attached and enclosed with the Technical Bid.

Confirmation by Vendor: All the above terms & conditions are accepted.

Date:

Seal & Signature of vendor

COMMERCIAL BID (SCRAP ITEMS)

(To be submitted with the Commercial Bid, Envelope – 2 of tender document)

LOT No.	DESCRIPTION OF THE ITEMS FOR DIPOSAL	Rate to be quoted in Rupees (exclusive of GST) #
01	Corrugated sheets and paper packing materials.	
02	Metal Scrap- Assorted Pipes and other metal parts furniture, spare of vehicle and accessories etc.	
03	Fume Hood- Fiber fume hood pipes and accessories.	
04	Burn Metal Lab Equipment & Furniture – Burn Metal Equipment, Partition Frames, Chairs, Stool, Fan etc.	
05	Cushion Chair Metal Body – Revolving Chair, Visitor Chair	
06	Plastic Items - Plastic Chair, Plastic Bottles, pipes, etc.	
07	Glass Bottles – Chemicals Glass Bottles, Beakers Jar, etc.	
08	Vehicle Tyres – All type of Vehicle Tyre.	
09	Wooden Furniture – Plywood Beds (Size 3'x6')	
10	Plastic Chemical Drums	
11	Iron Chemical Drums	
12	Wooden Scrap, wooden ply	
13	PVC Sheets	
14	News Paper (600 KG Approx.)	
15	E-waste – Computers, UPS, UPS Battery, Printer, Speaker, Telephone, Keyboard, Mouse, Plotter Machine, electric cables, Computer cables Etc.	
16	Garbage Container (Iron Body)	
17	Cutting Oil (Approx 280 Ltr.)	

Note: # (a) The basic rate to be quoted exclusive of Govt. taxes such as GST etc.
 (b) The highest Bidder will be declared on highest bid per LOT basis.

Date:

Seal & Signature of vendor

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(To be submitted with the Technical Bid, Envelope – 1 of tender document)

From:

To:

The Jt. Registrar (MM)
MATERIALS MANAGEMENT SECTION (MMS)
IIT-INODRE,
KHANDWA ROAD, SIMROL,
INDORE -PIN – 453552
mail : mms@iiti.ac.in

**Sub: Competitive & firm bid submitted in response to your Tender Sale No.
IITI/MMS/SCRAP DISPOSAL/2019-2020/04 dated September 16, 2019**

Sir,

With reference to your tender sale cited above, I/We submit herewith my/our competitive & firm bid in the enclosed schedule/s for your kind consideration. I/We hereby confirm that I/We have inspected the lots for disposal, gone through the terms & conditions binding this tender sale of the subject items on AS-IS-WHERE-IS and at NO-COMPLAINT basis, I/We have offered our firm bid/s.

I/We, confirm that I/We are not blacklisted / debarred from Trade by Central /State Government Department /PSUs/CFTI/IIT Indore. I/We further affirm that no advisory / directives / warnings have been issued by Government Authority or any Organization during last five Financial Years and no litigation is pending against the Agency, in any of the Court of Law.

As indicated by you, I/We am/are enclosing herewith a Demand Draft/RTGS Receipt/Online transaction receipt drawn in favour "THE REGISTRAR, IIT INDORE" towards the Earnest Money Deposit which is **Rs. 50,000/- (Rupees Fifty thousand only)** submitted by me/us in the enclosed schedule/s.

Thanking you,

Yours' faithfully,

Authorized Signatory
Seal & Signature of vendor

Enclosures: