



**Indian Institute of Technology Bombay**  
**Materials Management Division**  
**Powai, Mumbai – 400 076**

Direct: (+91-22) 2576-8848 /  
2159-2824/ 2159-2823  
Email: progress.mmd@iitb.ac.in  
Website: www.iitb.ac.in

Tender No. MMD/SJM/SQ-46/G-Waste/24-25

Tender Date: 28.02.2025

## REQUEST FOR SPOT QUOTATIONS

**General conditions** applicable to the disposal of items for the **Tender due on 06.03.2025** are as follow:

### 1. Filling of Tender Form

- 1.1 All quotations must be as per the schedule of items published in the Tender (Annexure - 'A').
- 1.2 Bidders **must submit Demand Draft for amount equivalent to the price quoted by them.**
- 1.3 Bid in sealed cover super- scribed with Tender No. and due date must be dropped in the Tender Box kept at **Materials Management Division, Main Building, IIT Bombay, Powai, Mumbai 400076 up to 03.00 pm on due date 06.03.2025**
- 1.4 Price quoted shall be valid for 90 days from the date of opening of the tender.
- 1.5 Unsigned bids, mismatch in price specified in figures & words and unauthenticated insertions, alteration or over-written figures may result in rejection of the bids.

### 2. Inspection of items

- 2.1 The items for disposal are offered on **“As is where is basis.”** The interested bidders will be allowed for physical inspection of items **on 03.03.2025 to 05.03.2025 10:00 am to 5:00 pm**
- 2.2 **Quotations without Inspection Certificate in given format will not be accepted.**
- 2.3 This tender form serves as an entry permit to the premises.
- 2.4 The successful bidder will be required to take delivery of the items in single instance after the intimation of award.
- 2.5 The items are sold on the assumption that bidder has done the inspection. Irrespective of the status of Inspection by bidders, **no complaints will be entertained during or after conclusion of tender.**

सहायक कुलसचिव (सा. प्रशा.)  
Asst. Registrar (MM)  
भारतीय प्रौद्योगिकी संस्थान मुंबई  
Indian Institute of Technology, Bombay  
पवई / Powai, मुंबई / Mumbai - 400 076.



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### **3. Payment towards Sales/Delivery**

3.1 Bidder must submit the Demand draft (DD) equivalent to quoted price along with tender document. Bidder who quotes the highest price, will be awarded the contract. Demand Draft should be drawn in favor of **'The Registrar, IIT Bombay**, which is to be submitted along with Tender document, Inspection Certificate & Bidding Form including the enclosures as per bidding document.

**Please note multiple DD's are not acceptable. Please submit single Demand draft of full amount including GST.**

**3.2 IIT Bombay reserves the right to cancel the tender process if the bid amount is less than our reserve price.**

3.3 Only after receipt of full payment Delivery Order will be issued to the successful bidder or authorized representative.

**3.4 Delivery of the items is to be taken on IMMEDIATE next day from the date of issue of Delivery Order.**

3.5 The bidder has to arrange removal of items from foundation etc., wherever necessary and has to make all transportation, labour arrangement at his own cost. Bidder will have to pay compensation for any damage to any other instruments/equipment's during the process of pickup of auction items.

3.6 The items shall remain in every respect at the risk of the bidder from the date of issue of Letter of Award / Delivery Order. The Institute shall not be liable for the safe custody.

3.7 Delivery of the items will be given in consultation with the concerned user Department.

3.8 In case taxes/duties are required to be paid against this transaction, the same will have to be paid by successful bidder directly to the concerned authority.

**3.9 Unsuccessful bidder's DD will be returned within 7 working days from the date of bid opening.**

3.10 Bid will be evaluated on overall basis only.

3.11 The quantity in actual may turn out to be more or less than the estimated quantity. In the event of quantity turning out to be more than the estimated quantity the bidder has to lift the allotted quantity (+/- 10%). In the event of actual quantity turning out to be less than estimated quantity, the bidder shall not be entitled to claim any damages, loss of interest or compensation on this count.

### **4. Failure to take Delivery**

If the delivery of the items is not taken within specified day(s) from the date of issue of Delivery Order, bidder will have to pay Ground/Room Rent charges for delay. Ground/Room Rent charges shall be applicable 10% per week subject to maximum 50% of the bid value.

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**5. Right of Accepting /Rejecting Offers.**

Institute reserves the right to accept or reject any offer for any item without assigning any reasons whatsoever nor it is bound to accept the highest offer.

**6. Decision in Case of Disputes**

In case of any clarification/doubt regarding the tender, you may seek clarification by sending an email to **progress.mmd@iitb.ac.in** on or before the date of physical inspection. The decision of the Director of the Institute will be final and legally binding. In case of any claims or disputes arising in respect of this scrap sale, it is hereby made absolutely clear that the Courts in Mumbai alone shall have the exclusive jurisdiction to entertain and settle any such disputes and claims.

**7. Conditional offer will not be accepted.**

**8. Schedule**

**Tender No. & Due Date MMD/SJM/SQ-46/G-Waste/24-25 due on 28.02.2025**

**Physical Inspection Details :**

Date and Timing	Location
03.03.2025 to 05.03.2025  From 10:00 am to 5:00 pm	SJM School of Management, First and Third floor Computer Centre, IIT Bombay Powai, Mumbai 400076  Contact Person: ✓ 1) Mr. Narendra Rajput (9920491007/ 0225767781/7782)

Tender Submission Date & Time : Up to 06.03.2025, till 03:00 pm.

Tender opening Date, Time and Venue : 06.03.2025 at 03:30 pm,  
MMD conference room,  
Indian Institute of Technology Bombay  
Powai, Mumbai - 400 076.



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**ANNEXURE “A”**

**Contact person:** Mr. Narendra Rajput (9920491007/ 0225767781/7782)

**Location:** SJM School of Management, First and Third floor Computer Centre, IIT Bombay  
Powai, Mumbai 400076

Sr.no	Particulars	Quantity
1	Bookshelf	1 no.
2	Office Table	1 no.
3	Glass Door	1 no.
4	Glass Top	1 no.
5	Computer Table	4 nos.
6	Storage Drawer	2 nos.
7	Broken wooden Storage	2 nos.
8	Whiteboard	1 no.
9	Small Drawer	1 no.
10	Wooden Drawer	1 no.
11	Office Chairs	32 nos.
12	Dispatch Table	1 no.
13	Big Size Glass 1	
14	Wooden Shelf	1 no.
15	Wooden Rack	1 no.
16	Computer Table	1 no.
17	Water Purifier	1 no.
18	Office Chairs	75 nos.
19	Desktop Stand	6 nos.
20	Keyboard Trays	5 nos.

21	Projector Mount	4 nos.
22	Paper Shredder	1 no.
23	Air Cooler	1 no.
24	OLD CD Floppy	1 Box
25	Miscellaneous items	2 Box
<b>Note:</b>		
<b>Physical inspection is mandatory. No further complaints will be entertained later.</b>		
<b>Inspection Period: 03.03.2025 to 05.03.2025 From 10:00 am to 5:00 pm.</b>		



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### Bidding Form

Name and Address of the Party: \_\_\_\_\_  
\_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email id: \_\_\_\_\_

GST Registration No. : \_\_\_\_\_

Total Bid Amount:                      INR \_\_\_\_\_                      (in Words – Rupees \_\_\_\_\_ )  
\_\_\_\_\_ )

GST Amount (18%):                      INR \_\_\_\_\_                      (in Words – Rupees \_\_\_\_\_ )  
\_\_\_\_\_ )

Total Amount (Bid + GST):              INR \_\_\_\_\_                      (in Words – Rupees \_\_\_\_\_ )  
\_\_\_\_\_ )

DD No. \_\_\_\_\_ DATE \_\_\_\_\_ BANK \_\_\_\_\_ INR \_\_\_\_\_

Amount in words: \_\_\_\_\_

**Notes:**

- Multiple DDs are NOT acceptable against this bidding form. Submission of more than one DD may result in rejection of bid.

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## Undertaking

Certify that I am the duly authorized representative of \_\_\_\_\_  
\_\_\_\_\_ have inspected the materials as per the aforesaid tender details and  
agree to pay the amount quoted above.

I agree to make the appropriate payment and pick up the scrap materials as per the declared  
schedule.

**Authorized Signatory & Stamp**

**Please enclose photocopy of following documents:**

- A) Valid Registration certificate of having registered with Local Municipal Corporation / MSME / Any competent Government Authority (as scrap vendor).**
- B) Registration certificate of GST (If Applicable)**
- C) Certificate of Incorporation (If Available)**
- D) Aadhar Card and PAN CARD of the Firm/Proprietor (Both Identity card mandatory)**

(On Company/Firm's Letterhead)

MMD/SJM/SQ-46/G-Waste/24-25

Date:

**INSPECTION CERTIFICATE**

I certify that I have personally inspected the scrap listed in **Annexure-A** against which I have quoted for the disposal and submitting herewith the quotation considering all scrap as a single lot.

I have read, understood and agree to all the '**Terms & Conditions**' mentioned in the tender document.

Authorized Signatory & Stamp