



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

Direct : (+91-22) 2576 8800 /
2576 8805/2576 8848
Fax : (+91-22) 2576 8808
Email : drmm@iitb.ac.in
Website:www.iitb.ac.in

Scrap Disposal Tender No.: MMD/SQ/CUSE/DISP/02/20/REG/L

Tender Date: 27.11.2020

Name and Address of the Party:

GST Registration No. :

Bid Amount : Rs. _____ (in Words)_____

5% GST Amount : Rs. _____ (in Words)_____

Total Amount (Bid + GST) : Rs. _____ (in Words)_____

Amount Quoted on DD : Rs._____ DD NO._____ DATE_____

Amount in words : (Rupees_____)

Undertaking :

Certify that I am the duty authorized representative of _____
I have inspected the materials as per the aforesaid Tender details and agree to pay the amount quoted above.
I have to make the appropriate payment and pick up the scrap materials as per the declared schedule.

Notes: 1. Please attach photocopy of ANY of the following documents:

- A) Registration certificate of having registered with Local Municipal Corporation.**
- B) Registration certificate of GST**
- C) Certificate of incorporation**

2. Please attach a photocopy of ANY of the following documents.

- A) Photocopy of Aadhar Card.**
- B) Photocopy of PAN CARD of the Firm/Proprietor.**



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Name of Department / Section : Centre for Urban Science & Engineering
Contact Person: Ms. Priya Ambre
Contact Number: (022) 2576 9301

Annexure- “A”

| Particulars | | Location |
|---|--------------|--|
| Laptop (2Nos.) UPS (2 Nos.) Canon Copier machine (1 Nos.) CPU (1 Nos.) | 1 LOT | Centre for Urban Science & Engineering, Old CESE Building, 2nd Floor, opposite to CSRE, IIT Bombay, Powai, Mumbai 400076 |

**Note: Vendors should verify these through physical inspection only.
No further complaints will be entertained later.**



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ANNEXURE “B”

THIS SHOULD NOT BE SUBMITTED ALONG WITH THE TENDER

General condition applicable to the disposal of items covered by **Tender No.MMD/SQ/CUSE/DISP/02/20/REG/L due on 07.12.2020** as follows:

1. Filling of Tender Form

- 1.1 All quotations must be on the schedule to the Tender (Annexure-'A').
- 1.2 **Tenderer must quote their prices in the form of Demand Draft (DD) only.**
- 1.3 Tenders in sealed cover super-scribed with Tender No. and due date must be dropped in the Tender Box kept in the **Materials Management Division, Main Building, IIT Bombay, Powai, Mumbai 400076** or dispatched by Registered Post addressed to **Materials Management Division, Indian Institute of Technology Bombay, Powai, Mumbai -400 076** so as to reach us before **10.30 A.M. on the due date i.e. 07.12.2020**
- 1.4 In case the above day be declared a holiday for this Institute the offers shall remain for acceptance till the next working day up to **10.30 AM**.
- 1.5 Your offer shall be valid for 90 days from the date of opening of the tender.
- 1.6 Unsigned Tenders, price not specified in figures and words and unauthenticated erasures, alteration or over-written figures may result in rejection of the quotations.

2. Inspection of items

- 2.1 The items for disposal are offered on “As is where is basis.” The interested tenderer will be taken in groups from 1st to 4th December 2020 between 11.00 AM to 04.00 PM Only for physical inspection of items. **Location: Centre for Urban Science & Engineering, Old CESE Building, 2nd Floor, opposite to CSRE, IIT Bombay, Powai, Mumbai 400076 (listed in Annexure 'A').**
- 2.2 **Quotations will not be accepted without Inspection Certificate in given format.**
- 2.3 This tender form serves as an entry permit to the premises.
- 2.4 Tenderer will be required to take delivery of the items at one time soon after the intimation of acceptance is received by them.
- 2.5 The items are sold on the assumption that tenderer have inspected them, and know they are buying whether they have inspected or not no complaints will be entertained.



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3. Payment towards Sales/Delivery

3.1 Bidder must submit the Demand draft of quoted price along with tender document, supplier who quoted the highest price, will be awarded the contract. Submit Demand Draft in the name of 'The Registrar, IIT Bombay' along with Tender documents.

3.2 IIT Bombay reserve the rights to cancel the tender process if tenderer quote less than our Reserve price.

3.3 Delivery order will be issued only after receipt of full payment even to the authorized representative, if desired by the Tenderer/Purchasers.

3.4 Delivery of the items are to be taken IMMEDIATELY on next day of issue of Delivery Order.

3.5 The Purchaser has to arrange removal of items from foundation etc., wherever necessary and has to make all transportation, labour arrangement at his own cost, Purchaser have to pay compensation for any damage to any other instruments/Equipments during the process of delivery of sold items.

3.6 The items shall be remain in every respect at the risk of the purchaser from the date of issue of Letter of Acceptance of the tender. The Institute shall not be under liability for the safe custody.

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

3.8 In case of taxes/duties are required to be paid against this transaction, the same will have to be paid by you directly to the concerned Govt. Authority.

3.9 Unsuccessful bidder's DD will be returned on within next 7 working days after bid opening.

4.0 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 buyer has to lift the allotted quantity (+/- 10%). In the event of actual quantity turning out to be less than estimated quantity, the buyer 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 are not to be taken on next working day of issue of Delivery Order., Buyer have to pay Ground/Room Rent charges for delay. Ground/Room Rent charges shall be 20% of the bid value for per day. Any loss incurred will be recovered from the payment prejudice to any action the Director may take.

5. Right of Accepting /Rejecting Offers.

Institute neither reserves the right of accepting or rejecting any offer for any item without assigning any reasons whatsoever nor is bound to accept the highest offer.

6. Decision in Case of Disputes

In case of any dispute regarding the tender, the decision of the Director of the Institute will be final and legally binded. **(Subject to Mumbai jurisdiction only)**



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7. Conditional offer will not be accepted.

8. Schedule:

Tender No. & Date : **MMD/SQ/CUSE/DISP/02/20/REG/L due on 07.12.2020**

Tender Submission Date : 7th December 2020 up to 10.30 am.

Tender opening Date : 7th December 2020 at 11:30 am.
MMD conference room,
Indian Institute of Technology, Bombay
Powai, Mumbai - 400 076.



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(On Company/Firm's Letterhead)

MMD/SQ/CUSE/DISP/02/20/REG/L

Date:

INSPECTION CERTIFICATE

I certify that I have personally inspected all the scrap items 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, understand and agreed to all the '**Terms & Conditions**' mentioned in the tender document.

Authorized Signatory