



**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/Campus School/SQ/12/2021

ender Date: 23.06.2021

REQUEST FOR SPOT QUOTATIONS

General conditions applicable to the disposal of items covered by **Tender due on 02.07.2021** 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 Bid in sealed cover super- scribed with Tender No. and due date must be dropped in the **Tender Box kept with Duty Security Officer at Main Gate Security Section, IIT Bombay, Powai, Mumbai 400076 between 09.00 AM. to 11.00 AM on the due date which is 02.07.2021.**
- 1.4 Your offer shall be valid for 90 days from the date of opening of the tender.
- 1.5 Unsigned Bid, 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 allowed **from 28.06.2021 to 29.06.2021 between 10 am to 2 pm** for physical inspection of items.
- 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 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. **Whether they have inspected or not, no complaints will be entertained after or during conclusion of tender.**
- 2.6 **Due to COVID pandemic situation, ONLY ONE person from one organization/ firm will be allowed for inspection .**



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3. Payment towards Sales/Delivery

3.1 Bidder must submit the Demand draft (DD) 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 Inspection Certificate & Bidding Form and required listed document.

3.2 IIT Bombay reserves the right to cancel the tender process if the bids received are less than our Reserve price.

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

3.4 Delivery of the items are to be taken IMMEDIATELY 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 auction 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 User Department.

3.8 In case 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.

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 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 of the Institute 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.



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6. Decision in Case of Disputes

In case of any clarification/doubt regarding the tender, you may send an email to progress.mmd@iitb.ac.in and get clarification on or before day of physical inspection. The decision of the Director of the Institute will be final and legally binding.(Subject to Mumbai jurisdiction only).

7. Conditional offer will not be accepted.

8. Schedule

Tender No. & Due Date: MMD/Campus School/SQ/12/2021 due on 2.07.2021

Physical Inspection Schedule :

Date and Timing	Location
28.06.2021 to 29.06.2021 From 10 am to 2 pm	Campus School, IIT Bombay, Powai, Mumbai – 400076.

Tender Submission Date : 2nd July, 2021 between 09.00 am to 11.00 am

Tender opening Date : 2nd July, 2021 at 11:30 am.
MMD conference room,
Indian Institute of Technology, Bombay
Powai, Mumbai - 400 076.

ANNEXURE “A”

List of General waste items to be disposed as single composite LOT:

Location: Campus School, IIT Bombay, Powai, Mumbai – 400076.

Contact person:- Ms. Janhavi Gaikwad :- 022 2576 8992

Sr. No.	Particulars	Quantity (Nos.)
1	Chair Steel	20
2	Chair wooden	14
3	Steel Revolving Chair	7
4	Table	13
5	Notice Board with stand	7
6	Dual Desk	56
7	Door Mat	3
8	Xerox Machine	1
9	Bicycle	1
10	Loud Speaker (Bhong)	2
11	Pedestal ceiling Fan	7
12	Scrap Material	Lot
13	Punch Machine	3
14	Dustbin	1
15	Wooden Ladder	1
16	Plastic Buckets	2
17	Wall Clock	1

Note:

1. **Due to COVID pandemic situation, ONLY ONE person from one organization/ firm will be allowed for inspection.**
2. **Vendors should verify these through physical inspection only.**
3. **No further complaints will be entertained later.**
4. **During bid opening vendors may NOT be allowed inside MMD conference due to COVID pandemic situation.**



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Tender Date: 23.06.2021

Bidding Form

Name and Address of the Party:

Mobile Number:

Email id:

GST Registration No. :

Bid Amount : Rs. _____ (in Words)_____

18% GST Amount : Rs. _____ (in Words)_____

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

Demand Draft No. _____ DATE _____

Amount in words :

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 following documents.

- A) Registration certificate of having registered with Local Municipal Corporation.**
- B) Registration certificate of GST**
- C) Certificate of incorporation**
- D) Aadhar Card and PAN CARD of the Firm/Proprietor.**



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(On Company/Firm's Letterhead)

MMD/Campus School/SQ/12/2021

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