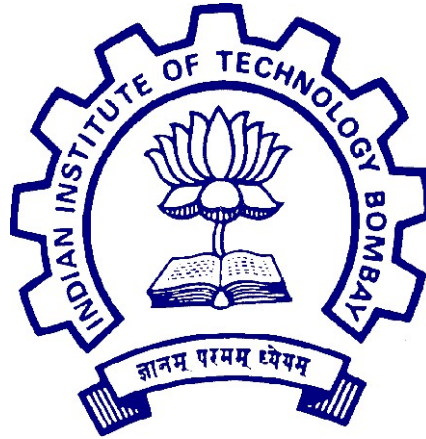


REQUEST FOR PROPOSAL
for Empanelment of vendors for Disposal of
E-waste & General Scrap



Indian Institute of Technology Bombay

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SECTION 1 – BID SCHEDULE

RFP No.	MMD/ Empanelment/ SCRAP/2022-23
RFP Date	12.10.2022
Item Description	Empanelment of vendors for Disposal of E-waste and General scrap
Tender Type	One Bid System: Tender should be submitted on the schedule with your covering letter in the enclosed form duly signed. Your quotation must be submitted in single envelope superscribing on the envelope the tender no./RFP no., the due date and scrap category (E-waste / General waste / Both).
Last date &time of submission of Tender :	19.10.2022 upto 1:00 p.m.
Place of Submission	Materials Management Division, IIT Bombay, Powai, Mumbai - 400 076
Opening Date &Time of tender	19.10.2022 at 3:00 p.m.
Place of Opening Tender	Materials Management Division, IIT Bombay, Powai, Mumbai - 400 076
Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs. 50,000/- (Rs. Fifty Thousand Only) in the form of Demand Draft in the favor of “ The Registrar, IIT Bombay ” payable at Mumbai to be submitted along with bid.
Any Clarification	Name : Deputy Registrar Dept : Materials Management Division, IIT Bombay Email : tender.mmd@iitb.ac.in Contact No. : 022-2576 8805

SECTION 2 – ELIGIBILITY CRITERIA

A. Pre-qualification criteria for GENERAL SCRAP Disposal vendors:

1. The Vendor should have existence and registered with competent authority of government and should be well established from last 5 years (**copy of Registration / Incorporation Certificate / Shops & Establishment certificate**).
2. The Bidder should have at least 3 years experience in buying scrap from Central/State Govt. Departments, Autonomous Educational Institutes, PSUs, Banks etc. **Copy of five sale orders/invoices of Rs. 50,000/- each or more during F.Y 2019-20, 2020-21, 2021-22 (Annexure A4).**
3. The Bidder should not be currently blacklisted by any institution, bank in India and abroad (**Self declaration - Annexure A1**).
4. PAN CARD and GSTIN of the firm / proprietor (copy to be enclosed).
5. The Bidder should accept RFP terms & conditions and scope of work (**Annexure A2**).

B. Pre-qualification criteria for E-WASTE Disposal vendors:

1. The Vendor should have existence and registered with competent authority of government and should be well established from last 5 years (**copy of Registration / Incorporation Certificate / Shops & Establishment certificate**).
2. The firm should be Registered with Pollution control board i.e. MoEF/CPCB or Maharashtra State Pollution control board as Recyclers / Re-processors having Environmentally Sound Management Facilities (**Enclose proof as supporting document**).
3. The bidder should have at least 3 years experience in buying scrap of e-waste from Central/State Govt. Departments, Autonomous Educational Institutes, PSUs, Banks. **Copy of Three Sale orders/Invoices of Rs. 25,000/- each or more during F.Y. 2019-20, 2020-21, 2021-22 (Annexure A4).**
4. The Bidder should not be currently blacklisted by any institution, bank in India and abroad(**Self declaration - Annexure A1**).
5. PAN CARD and GSTIN of the firm / proprietor (**Copy to be enclosed**).
6. The Bidder should accept RFP terms & conditions and scope of work (**Annexure A2**).
7. IIT Bombay at its sole discretion may undertake Inspection of the facility of the bidder.

SECTION 3 – INSTRUCTIONS TO BIDDERS

A. SUBMISSION OF OFFER:

1. The Quotation **MUST BE ENCLOSED IN A SEALED COVER** superscribing Tender number / RFP no., due date, Scrap category & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
2. Tender should be dropped in the tender box kept in the office of concerned Department / Section or to Indenter. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
3. Govt. Taxes: Government taxes, levies, like GST etc., will be at actual.

B. CANCELLATION OF TENDER:

1. Not with standing anything specified in this tender document, Seller / IIT Bombay in his sole discretion, unconditionally and without having to assigned any reasons, reserves the rights:
 - a. To accept OR reject any tender or all the tenders.
 - b. To accept any tender in full or in part.
 - c. To reject the tender offer not confirming to the tenders terms.

C. VALIDITY OF THE OFFER: 180 Days from the date of submission of offer.

D. EVALUATION OF OFFER:

1. IIT Bombay will evaluate bids as per the eligibility conditions and all the qualified vendors will be empanelled. Empanelment will be done category wise based on respective qualification criteria for (a) E-waste scrap, (b) General waste scrap.
2. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
 - a) Non- submission of complete offers.
 - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - c) Receipt of offers in open conditions.
3. In case any **BIDDER** is silent on any clauses mentioned in this tender documents, IIT Bombay shall construe that the **BIDDER** had accepted the clauses as per the invitation to tender no further claim will be entertained.
4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

SECTION 4 – TERMS AND CONDITIONS

A. GENERAL TERMS:

1. The empanelled vendor's workmen shall have to abide by the rules regulation including safety & security regulation of the relevant Statutory Acts. Entry inside the IIT Bombay shall only be against Gate pass for the empanelled vendor's authorized representatives and equipment for which empanelled vendor will have to apply well in advance before lifting commences.
2. The empanelled vendor will employ his own labor and means; at his own cost and risk for removal/collection/shifting of scrap as per schedules. The payment of wages/compensation to the laborers will be the sole responsibility of the empanelled vendor. The empanelled vendor shall ensure that his workmen do not loiter around within the campus area of IIT Bombay except the location of scrap collection. If any of the empanelled vendor's workmen/labour are found violating the restrictions, the empanelled vendor shall be responsible for making good the loss to IIT Bombay, whose decision shall be final and binding.
3. The quantity/lot notified for disposal as scrap may turn out to be more or less than what is notified. In the event of quantity/lot turning out to be more than the notified quantity/lot the buyer has to lift the allotted quantity (+/-10%). In the event of actual quantity turning out to be less than the notified quantity, the buyer shall not be entitled to claim any damages, loss of interest or compensation on this count.
4. The items for disposal will be offered on 'As is where is basis' only.
5. IIT Bombay reserves the right to black-list, debar any empanelled vendor/bidder due to any act of omission or commission or fraudulent acts indulged or caused to be indulged by such empanelled vendor in the course of bidding process and/or in the execution or performance of the contract which may be awarded to the bidder pursuant to the Empanelment.
6. IIT Bombay reserves the right to withdraw the items offered for disposal before or after issue of letter of award without assigning any reason thereof.

B. Award of Contract:

1. A panel of vendors will be empanelled category wise for E-waste and General waste for the period upto 31st March 2023 from the date of empanelment.
2. Only Empanelled vendors for each category will be allowed to submit quotes under spot quotation for all scrap disposal activities until the period of empanelment.
3. IIT Bombay reserves the right to review the performance of the empanelled vendors during contract period and to discontinue the empanelment of vendor/s if the performance is not found to be satisfactory.

C. OTHER TERMS AND CONDITIONS:

1. IIT Bombay will call for spot quotation/auction for disposal of scrap category wise and issue the sale order to the empanelled vendor quoting highest price.
2. The empanelled vendor has to submit a demand draft equivalent to the quoted price along with the spot quotation.
3. If the empanelled vendor refuses to lift the scrap from IIT Bombay after submitting a quote, IIT Bombay shall forfeit the Security Deposit amount of the vendor.
4. Vendor has to lift the scrap material within 3 working days from the date of award of sale order and should also clean the site.
5. Payment to be made in the form of Demand Draft only and in the name of “The Registrar, IIT Bombay” payable at Mumbai.

D. Earnest Money Deposit & Security Deposit:

1. EMD of non-empanelled bidders will be returned within 30 days after the award of the empanelment. **For empanelled vendors, EMD will be converted to Security Deposit and will be retained with IIT Bombay till the expiry/termination of empanelment without interest.**
2. Security Deposit of the empanelled vendor will be forfeited, if the empanelled bidder/vendor withdraws/amends or derogates from its quote submitted against spot quotation in any respect.

E. Penalty:

1. If the pickup of the material with cleaning is not done on next three working days of submission of DD, Empanelled bidder have to pay Ground/Room rent charges for delay. Ground/Room rent charges shall be 5% of the quoted price for each day of delay. Any loss incurred to IIT Bombay due to damage caused to any equipment, installation during the process of lifting, transit of auctioned material, will be recovered from the security deposit of the empanelled bidder. The decision of Director, IIT Bombay in this regard will be final and binding.

F. Force Majeure:

1. Force Majeure will be accepted on adequate proof thereof.

SECTION 5 - ANNEXURES
ANNEXURE A1 : DECLARATION REGARDING CLEAN TRACK BY BIDDER
(On Company / firm's Letterhead)

To,

The Deputy Registrar
Materials Management Division,
I.I.T. Bombay, Powai,
Mumbai – 400 076

Re: RFP No. MMD/Empanelment/Scrap/2022-23 dated 12th October 2022 for “Empanelment & Rate Contract of vendors for Disposal of E-waste & General scrap”

Sir,

I've carefully gone through the Terms & Conditions contained in the above referred RFP. I hereby declare that my company / firm is not currently debarred / black listed by any Government / Semi Government Organizations / Institutions in India or abroad. I further certify that I am competent officer in my company / firm to make this declaration.

Or

I declare the following:

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)

Name Designation

Seal

Date:

**ANNEXURE A2: DECLARATION FOR ACCEPTANCE OF RFP TERMS AND
CONDITIONS AND SCOPE OF WORK**
(On Company / firm's Letterhead)

To,

The Deputy Registrar
Materials Management Division,
I.I.T. Bombay, Powai,
Mumbai – 400 076

**Subject: RFP No. MMD/Empanelment/Scrap/2022-23 dated 12th October 2022 for
“Empanelment & Rate Contract of vendors for Disposal of E-waste & General scrap”**

Sir,

I have carefully gone through the Terms & Conditions and Scope of Work as mentioned in the above referred RFP document. I declare that all the provisions of this RFP are acceptable to my company. I further certify that I am an authorized signatory of my company and am therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Name Designation

Seal

Date :

Business Address :

ANNEXURE A3 : BIDDER'S INFORMATION

Details of the Bidders		
1	Name of the Bidder	
2	Address of the Bidder	
3	Status of the Company (Public Ltd. / Pvt. Ltd.)	
4	Details of the Incorporation of the Company	Date:
		Ref. Document-
5	Valid GSTIN no.	
6	Permanent Account No. (PAN)	
7	Name & Designation of the Contact person to whom all references shall be made regarding this tender	
8	Telephone / Mobile No. (with STD Code)	
9	Email Address of the contact person	
10	Website	
11	Scrap category of Bidder (Whether E-waste / General waste / Both)	

ANNEXURE A4: CLIENT DETAILS

**Subject: RFP No. MMD/Empanelment/Scrap/2022-23 dated 12th October 2022 for
“Empanelment & Rate Contract of vendors for Disposal of E-waste & General scrap”**

Client details for General Scrap:

Sr. No.	Name of Organization	Contact Person Name and Designation	Contact Details with e-mail	Preferable time to contact

Client details for E-waste:

Sr. No.	Name of Organization	Contact Person Name and Designation	Contact Details with e-mail	Preferable time to contact

(Signature of the Bidder)

Name Designation

Seal

Date :

Business Address :

IMPORTANT NOTE: ATTACH SALE ORDER COPIES OF THE ABOVE REFERENCE

SECTION 6 - CHECKLIST

A. The following items must be checked before the Bid is submitted:

1. Demand Draft for Rs. 50,000/- (Rs. Fifty Thousand only) towards Earnest Money Deposit.
 2. Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
 3. Annexure A1 – Declaration Regarding Clean Track By Bidder
 4. Annexure A2 : Declaration for Acceptance of RFP Terms and Conditions and Scope of Work
 5. Annexure A 3 : Bidder's Information
 6. Annexure A 4 : Client's Details
 7. Copy of this RFP document duly sealed and signed by the authorized signatory on every page.
- Your quotation must be submitted in single envelope superscribing on the envelope the Tender no., the due date, Scrap category and to be submitted before due date.