



**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](mailto:drmm@iitb.ac.in)  
Website: [www.iitb.ac.in](http://www.iitb.ac.in)**

**Scrap Disposal Tender No.: MMD/SQ-02/G-waste/2023-24**

**Tender Date: 04.05.2023**

## **REQUEST FOR SPOT QUOTATIONS**

**General conditions** applicable to the disposal of items for the **Tender due on 12.05.2023** are as follow:

### **1. Filling of Tender Form**

- 1.1 All quotations must be on the schedule to 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 15.00 pm on due date 12.05.2023**
- 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 08.05.2023 to 09.05.2023 between 10.00 am to 1.00 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.**
- 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, bidder who quoted the highest price, will be awarded the contract. Demand Draft drawn in favor of 'The Registrar, IIT Bombay, is to be submitted along with Tender documents, Inspection Certificate & Bidding Form together with enclosures as per bidding 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 Only after receipt of full payment Delivery Order will be issued to the successful bidder or authorized representative.

**3.4 Delivery of the items are 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/equipments 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.**

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 on next working day 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 20% of the bid value for each day of delay. Any loss incurred will be recovered from the payment.**

### **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.

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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](mailto: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/SQ-02/G-waste/2023-24 due on 12.05.2023.

**Physical Inspection Schedule :**

Date and Timing	Location
08.05.2023 to 09.05.2023 From 10.00 am to 1.00 pm	Main Building 3 <sup>rd</sup> Floor, , IIT Bombay Powai, Mumbai 400076

**Tender Submission Date :** Up to 12.05.2023, till 15.00 pm.

**Tender opening Date :** 12.05.2023 at 15.15 pm.  
MMD conference room,  
Indian Institute of Technology, Bombay  
Powai, Mumbai - 400 076.



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**ANNEXURE “A”**

<b>Location of Scrap: Main Building 3<sup>rd</sup> Floor, , IIT Bombay Powai, Mumbai 400076</b>		
<b>Contact Person: Mr. Ravindra U (0222576 8848/2824/9769810611)</b>		
<b>G-waste [LOT 1 ]</b>		<b>GST @ 18%</b>
<b>Sr.NO</b>	<b>Particulars</b>	<b>Quantity/Weight</b>
1	Paper Shredding Machine	01 Nos.
2	03 Seater Sofa	01 Nos.
<b>Note: All above quantity are in approximate figures. Vendors should verify these through physical inspection only. No further complaints will be entertained later.</b>		
<b>Inspection time: 08.05.2023 to 09.05.2023, between 10 am to 1.00 pm.</b>		

**Note:**

- 1. Due to COVID pandemic situation, ONLY ONE person from one organiza-  
tion/ firm will be allowed for inspection. Also, participation of bidders during  
bid opening may be restricted due to COVID regulations**
- 2. Vendors should verify these through physical inspection only.**
- 3. No further complaints will be entertained later.**



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Tender Date: 04.05.2023

### Bidding Form

Name and Address of the Party:

Mobile Number:

Email id:

GST Registration No. :

Bid Amount: Rs. \_\_\_\_\_ (in Words) \_\_\_\_\_

GST Amount (18%): 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 agree to make the appropriate payment and pick up the scrap materials as per the declared schedule.

- Notes: 1. please attach photocopy of following documents.
- Registration certificate of having registered with Local Municipal Corporation.
  - Registration certificate of GST
  - Certificate of Incorporation
  - Aadhar Card and PAN CARD of the Firm/Proprietor.



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(On Company/Firm's Letterhead)

MMD/SQ-02/G-waste/2023-24

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 agree to all the '**Terms & Conditions**' mentioned in the tender document.

Authorized Signatory