



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

QUOTATION SLIP FOR SPOT DISPOSAL OF SCRAP MATERIALS.

Scrap Disposal Tender No. **MD/SQ/IPS/DISP/03/19/REG/L**

Tender Date: 18.06.2019

Name & Address of the Party :

GST Registration No :

Total Bid Amount : Rs. _____ (Words _____
_____)

18% GST Amount : Rs. _____

Total Amount (Bid + GST) : Rs. _____

DD Details : Rs. _____ DD NO. _____ DATE _____

Amount in words : (Rupees _____)

Undertaking :

Certify that I am the duly 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 following documents.

A) Photocopy of Aadhar Card.

B) Photocopy of PAN CARD of the Firm/Proprietor.



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Name of Department / Section : Dean IPS Office
Contact Person : Mr. Prashant Gupte (Estate Office)
Contact Number : 022-2576 7993

Annexure- “A”

Particulars	Qty.	Location
Scrap of packing material, wooden scrap, metal scrap and other misc scrap.	1 Lot	Open space near staff canteen area, Main Building, IIT Bombay

NOTE : Physical inspection of scrap items is mandatory. No further any 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.MD/SQ/IPS/Disp/03/19/REG/L**
Due on 24.06.2019 (Monday) 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 enclosed Demand Draft (DD) for the amount quoted.**
- 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 or dispatched by Registered Post addressed to **Materials Management Division, Ground Floor, Main Building, IIT Bombay, Powai, Mumbai - 400 076 so as to reach us before 10.00 A.M. on the due date i.e. 24.06.2019**
- 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 **10.00AM**.
- 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 Tenderer who availed tender forms will be taken in groups on 19th, 20th and 21st June, 2019 between 11.00 AM to 04.00 PM ONLY for inspection of items **Location : Open space near staff canteen, Main Building, IIT Bombay, Powai, Mumbai 400076 (listed in Annexure 'A'). Please contact Mr. Prashant Gupte (Contact No.022-2576 7993)**
- 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 awarded the contract. Submit Demand Draft in the name of 'The Registrar, IIT Bombay' along with Tender documents.**
- 3.2 IIT Bombay reserves the right to cancel or re-tender the tender with suitable process without any further intimation or notice 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 2 working days after receipt of DD for the full amount quoted.**
- 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 bidders DD will be returned on with next 7 working days after bid opening.**
- 3.10 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

- 4.1 If the delivery of the items are not to be taken on next 2 working days of submission of DD, Buyer have to pay Ground/Room Rent charges for delay. Ground/Room Rent charges shall be 2% of the bid value for per day. Any loss incurred will be recovered from the payment prejudice to any action the Director may take.**



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5. Right of Accepting /Rejecting Offers.

5.1 Institute reserves the right of accepting or rejecting any offer for any item without assigning any reasons whatsoever nor he is bound to accept the highest offer.

6. Decision in Case of Disputes

6.1 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)**

7. Conditional offer will not be accepted.

8. Schedule :

Tender No. & Date : **MD/SQ/IPS/DISP/03/19/REG/L Dt. 18.06.2019**

Tender Submission Date : 24th June, 2019 up to 10.00 am

Tender opening Date : 24th June, 2019 at 11.30 am.
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(On Company/Firm's Letterhead)

MD/SQ/IPS/DISP/03/19/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
& Stamp