REQUEST FOR PROPOSAL

for

Empanelment & Rate Contract
of vendors for Disposal E-waste & General Scrap

Indian Institute of Technology Bombay
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## SECTION 1 – BID SCHEDULE

<table>
<thead>
<tr>
<th><strong>RFP No.</strong></th>
<th>MMD/SCRAP/RC/2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RFP Date</strong></td>
<td>13.03.2015</td>
</tr>
<tr>
<td><strong>Item Description</strong></td>
<td>Empanelment &amp; Rate contract of vendors for Disposal of E-waste and General scrap.</td>
</tr>
<tr>
<td><strong>Tender Type</strong></td>
<td>Two 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 two envelopes Technical Bid and Commercial Bid superscribing on both the envelopes the tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. &amp; Due Date</td>
</tr>
<tr>
<td><strong>Pre Bid Meeting</strong></td>
<td>26.03.2015 at 11.00a.m.</td>
</tr>
<tr>
<td><strong>Place of Meeting</strong></td>
<td>Materials Management Division, IIT Bombay, Powai, Mumbai 400 076.</td>
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<tr>
<td><strong>Last date &amp; time of submission of Tender:</strong></td>
<td>07.04.2015 upto 1.00p.m.</td>
</tr>
<tr>
<td><strong>Place of Submission</strong></td>
<td>Materials Management Division, IIT Bombay, Powai, Mumbai 400 076.</td>
</tr>
<tr>
<td><strong>Opening Date &amp; Time of tender</strong></td>
<td>07.04.2015 at 3.00p.m.</td>
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<tr>
<td><strong>Place of Opening Tender</strong></td>
<td>Materials Management Division, IIT Bombay, Powai, Mumbai 400 076.</td>
</tr>
<tr>
<td><strong>Tender Fees</strong></td>
<td>Tender Fee of Rs. 500/- (Rs. Five Hundred Only) in the form of Demand Draft in the favour of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted in Technical Bid.</td>
</tr>
<tr>
<td><strong>Earnest Money Deposit</strong></td>
<td>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 in Technical Bid.</td>
</tr>
</tbody>
</table>
| **Any Clarification** | Name: Deputy Registrar  
Dept: Materials Management Division, IIT Bombay  
Email: drmm@iitb.ac.in  
Contact No.: 022-2576 8848 |
SECTION 2 – ELIGIBILITY CRITERIA

Pre-qualification criteria for GENERAL SCRAP Disposal vendors:

1. The Vendor should have registered with competent authority of government and should have well established - (copy of Registration Certificate)

2. The Bidder should have at least 3 years experience in buying scrap from Central/State Govt. Departments, Autonomous Educational Institutes, PSUs, Banks. COPY OF FIVE SALE ORDERS OF RS. 50,000/- EACH OR MORE DURING THE YEAR 2012-13, 2013-14, 2014-15. (Annexure B2)

3. The Bidder should not be currently blacklisted by any institution, bank in India and abroad. - Self declaration- Annexure A1

4. PAN CARD of the firm / proprietor (copy to be enclosed)

5. The Bidder should accept RFP terms & conditions and scope of work-Annexure A2.

Pre-qualification criteria for E-WASTE Disposal vendors:

1. The firm should be Registered With MoEF/CPCB or Maharashtra State Pollution control board as Recycles /Re-processors having Environmentally Sound Management Facilities e-waste Re-processors (Enclose proof as supporting document)

2. The bidder should have at least 2 years experience in buying scrap of e-waste from Central/State Govt. Departments, Autonomous Educational Institutes, PSUs, Banks. (Copy of Three sale orders of Rs.25,000/- each or more DURING 2013-14, 2014-15. (Annexure B2)

3. The Bidder should not be currently blacklisted by any institution, bank in India and aboard. - Self declaration- Annexure A1

4. PAN CARD of the firm / proprietor (copy to be enclosed)

5. The Bidder should accept RFP terms & conditions and scope of work-Annexure A2.
SECTION 3 – INSTRUCTIONS TO BIDDERS

SUBMISSION OF OFFER:

1. The Quotation MUST BE ENCLOSED IN A SEALED COVER superscribing Tender number / due date & 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. PRICE BID MUST BE SUBMITTED IN ENCLOSED PRICE BID FORMAT ONLY.
3. 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.
4. Quoting of Price (s) : Price quoted should be in Indian Rupees, free delivery at IIT Bombay Campus at site.
5. VAT/Other Govt. Taxes : Excise Duty (ED), other taxes, levies, like Service Tax (ST), Education Cess, etc., are to be indicated separately. BIDDER should mention Central and State Sales Tax/VAT Registration, PAN Number are to be necessarily indicated in the offer.
6. If Price bid is not quoted in PRICE BID as provided in Tender document then, IIT Bombay will Reject Bid along with forfeiting Earnest Money Deposit.

CANCELLATION OF TENDER:

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 Highest tender or any other 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.

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

EVALUATION OF OFFER :

1. IIT Bombay evaluate technical and commercial acceptable offers highest net Price basis.
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.
5. In case of two bid system the date and time of Price Bid opening shall be intimated to technically qualifying bidders only.
SECTION 4 – TERMS AND CONDITIONS

1. The Bidders/customers workmen shall have to abide by the rules regulation including safety & security regulation of the relevant statutory Acts. Entry inside the works should only be against Gate pass for the men and equipment for which purchaser will have to apply well in advance before lifting commences.

2. The Buyer will employ his own labor and means; at his own cost and risk for removal/collection/shifting of scrap as per schedules and payment of wages/compensation to the laborers will be the sole responsibility of the buyer. The purchaser shall ensure that his workmen do not loiter around within the stores area of the factory areas. They shall not touch any material except those material shown to them. If any of his workmen is even found violating these restriction, the purchaser shall be responsible for making good the loss to the owners on which their decision shall be final and binding.

3. 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 the estimated quantity, the buyer shall not be entitled to claim any damages, loss of interest or compensation on this count.

4. The items for disposal are offered on 'As is where is basis' only.

5. The Seller reserve the right to black-list, debar any bidder/buyer due to any act of omission or commission or fraudulent acts indulged or caused to be indulged by such bidder/buyer in the course of bidding process and/or in the execution or performance of any of the contracts which may be awarded to the bidder/buyer pursuant to the Rate Contract.

6. IIT Bombay reserve the right to withdraw the items offered for sale before or after issue of letter of award without assigning any reason thereof.

Award of Contract:

A panel of vendors/suppliers shall be selected for rate contract. Empanelment of vendors will be matching H1 for the bidders who are H1- 20%. The qualified vendors will be empaneled initially for the period of one year and maybe extended further for two years subject to annual revision, if their performance found satisfactory. The Performance of the empaneled vendors will be reviewed by committee during contract period and IITB reserve right to add or delete vendors in rate contract based on performance if necessary without intimation.
Payment Terms, Delivery order and other terms and conditions

IIT Bombay will select any empanlement vendor for disposal of scrap and issue sale order mentioning reserve price for the same.

The vendor has to submit acceptance of the sale order with 80% amount of reserve price within 7 working days of issue of sale order in the form of DD.

If the vendor refuses to accept the sale order from the IIT Bombay we shall forfeit the Security deposit amount of the vendor.

Vendor has to lift the scrap material within 3 working days and should clean the site. The scrap material(lot) should be weighted on weighing machine by vendor’s own expenses.

After producing receipt of weighing machine, vendor has to make final balance payment on next 3 working days of the delivery.

Payment to be made in the form of Demand Draft only and in the name of “The Registrar, IIT Bombay” payable at Mumbai.

Earnest Money Deposit & Security Deposit:
EMD of unsuccessful bidders will be returned within 30 days after the award of the contract. For successful bidder, EMD will be converted to security Deposit and will be retained with IIT Bombay till the expiry / termination of rate contract without interest.
EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.
If the quality of product and service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.

Penalty:
If the pickup of the material with cleaning is not done on next three 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 reserve price for per day. Any loss incurred will be recovered from the payment prejudice to any action the Director may take.

Force Majeure:
Force Majeure will be accepted on adequate proof thereof.
## SECTION 5 – COMMERCIAL BID

### A) General Scrap Items

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of Item</th>
<th>Unit</th>
<th>Rate (In Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Furniture, Wooden scrap, Iron equipment, Iron items, Plastic items, Paper, SS items and other miscellaneous items etc. with cleaning of scrap area</td>
<td>Per Kg</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Old cycles</td>
<td>Per no</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Abandoned motorcycles</td>
<td>Per no</td>
<td></td>
</tr>
</tbody>
</table>

### B) E-waste items

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of Item</th>
<th>Unit</th>
<th>Rate (In Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Monitor</td>
<td>Per no</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Printer</td>
<td>Per no</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Toner, Cartridge</td>
<td>Per no</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>PC Cabinet only</td>
<td>Per no</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Photocopy machine</td>
<td>Per no</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Other e-waste items</td>
<td>Per Kg</td>
<td></td>
</tr>
</tbody>
</table>

*Note: Quoted rate should be inclusive of all Taxes & levies*

Place: ________________

VAT Registration No: ________________

Date: ________________

TIN Registration No: ________________

Signature: ________________

Name: ________________

Office Address: ________________

Affix Rubber Stamp:
To,

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


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’m competent officer in my company / firm to make this declaration.

Or

I declare the following

<table>
<thead>
<tr>
<th>No.</th>
<th>Country in which the company is debarred / blacklisted / case is pending</th>
<th>Black listed / debarred by Government / Semi Government Organizations / Institutions</th>
<th>Reason</th>
<th>Since when and for how long</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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)
Printed 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  
Opp. VMCC, I.I.T. Bombay,  
 Powai, Mumbai – 400 076.

Subject : RFP No. MMD/Scrap/RC/2015-16 dated 13th March 2015 for  
“Empanelment & Rate Contract of vendors for Disposal of E-waste & General scrap”

Sir,

I've 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'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)  
Printed Name  
Designation  
Seal  
Date :  
Business Address :
# ANNEXURE B1 : BIDDER’S INFORMATION

<table>
<thead>
<tr>
<th>Details of the Bidders</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Name of the Bidder</td>
<td></td>
</tr>
<tr>
<td>2 Address of the Bidder</td>
<td></td>
</tr>
<tr>
<td>3 Status of the Company (Public Ltd./ Pvt. Ltd.)</td>
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<tr>
<td>4 Details of the Incorporation of the Company</td>
<td>Date:</td>
</tr>
<tr>
<td>5 Valid Sales Tax Registration No.</td>
<td></td>
</tr>
<tr>
<td>6 Valid Service Tax Registration No.</td>
<td></td>
</tr>
<tr>
<td>7 Permanent Account No. (PAN)</td>
<td></td>
</tr>
<tr>
<td>8 Name &amp; Designation of the Contact person to whom all references shall be made regarding this tender</td>
<td></td>
</tr>
<tr>
<td>9 Telephone No. (with STD Code)</td>
<td></td>
</tr>
<tr>
<td>10 Email Address of the contact person</td>
<td></td>
</tr>
<tr>
<td>11 Fax No. (with STD Code)</td>
<td></td>
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<tr>
<td>12 Website</td>
<td></td>
</tr>
</tbody>
</table>
ANNEXURE B2 : CLIENT DETAILS


Client details for General Scrap :

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Organization</th>
<th>Sale Order No. &amp; dt.</th>
<th>Sale Order Value</th>
<th>Contact Person Name and Designation</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Client details for E-waste :

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Organization</th>
<th>Sale Order No. &amp; dt.</th>
<th>Sale Order Value</th>
<th>Contact Person Name and Designation</th>
<th>Contact No.</th>
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</tbody>
</table>

Signature : ______________________ .
Name : _________________________ .
Designation : _____________________.
Date : ________________ , Place : _________________ .

IMPORTANT NOTE : ATTACH SALE ORDER COPIES MENTIONED ABOVE
SECTION 7 - CHECKLIST

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

Envelop “A”
a) Demand Draft for Rs.500.00 (Rs.Five Hundred only) towards cost of Bid document
b) Demand Draft for Rs. 50,000.00 (Rs. Fifty Thousand only) towards Earnest Money Deposit.
c) Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
d) Annexure A1 – Declaration Regarding Clean Track By Bidder
e) Annexure A2 : Declaration for Acceptance of RFP Terms and Conditions and Scope of Work
f) Annexure B1 : Bidder’s Information
g) Annexure B2 : Client's Details
h) Copy of this RFP document duly sealed and signed by the authorized signatory on every pages.

Envelop “B”
a) Commercial Bid : (Price to be quoted in Indian Rupees INR)

Your quotation must be submitted in two envelopes Technical Bid (Envelope A) and Commercial Bid (Envelope B) superscribing on both the envelopes the Tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date.