



**Indian Institute of Technology Bombay
Materials Management Division
Powai, Mumbai – 400 076.**

Direct: (+91-22) 2576-8848 / 2159-2824 / 2159-2823
Email: progress.mmd@iitb.ac.in
Website: IIT Bombay

Tender No.: MMD/PS/SQ/03/2026-27

Tender Date: 04/08/2026

REQUEST FOR SPOT QUOTATION (Disposal of E-Waste Materials)

1. GENERAL TERMS & CONDITIONS

1.1 Submission of Quotations

Bidders are required to submit their quotations strictly in accordance with the Schedule of Items provided in Annexure "A".

1.2 Demand Draft towards Final Payment

Each bidder shall submit a single Demand Draft (DD) equivalent to the total quoted amount, inclusive of applicable GST. The Demand Draft shall be drawn in favour of: **"The Registrar, IIT Bombay"**. Multiple Demand Drafts shall not be accepted and may result in rejection of the bid.

1.3 Submission Procedure

The quotation shall be submitted in a sealed envelope super scribed with the following details on or **07/08/2026 By 02 : 00 PM**

- Tender Number
- Tender Due Date
- Description: "Quotation for Disposal of E-Waste"

The following self-attested documents shall be submitted along with the bid:

1. Registration Certificate issued by Local Municipal Corporation / MSME / Competent Government Authority (as applicable for scrap vendor)
2. GST Registration Certificate (if applicable)
3. Certificate of Incorporation (if available)
4. Aadhar Card and Pan Card of Firm/ Proprietor (Both Identity Cards mandatory)
5. Valid E- Waste License issued by the Competent Authority (i.e., CPCB/ MPCB)

The sealed quotation must be deposited in the Tender Box located at the **Materials Management Division**, Ground Floor, Nandan Nilekani Main Building, Indian Institute of Technology Bombay, Powai, Mumbai – 400076.

1.4 Validity of Quotation

The quotation submitted shall remain valid for a period of **90 days** from the date of opening of the tender.

1.5 Rejection of Bids

The Institute reserves the right to reject bids under the following circumstances

- 1.5.1 Unsigned bids
- 1.5.2 Discrepancy between amounts written in figures and words in the bid
- 1.5.3 Overwriting or unauthorised alterations
- 1.5.4 Incomplete submissions

1.5.5 Non-submission of mandatory documents

2. INSPECTION OF MATERIALS

2.1 Basis of Disposal

The materials are offered for disposal strictly on an “**As Is Where Is**” basis. Interested bidders may inspect the materials during the following period:

Inspection	Date(s):	05/08/2026	&	06/08/2026
Inspection Timing: 10 :00 am to 05:00 pm				

2.2 Mandatory Inspection

Submission of the Inspection Certificate in the prescribed format is mandatory. Quotations submitted without the Inspection Certificate shall not be considered.

2.3 Entry Permission

This tender document shall serve as an entry permit for inspection of the materials within the Institute premises.

2.4 No Post-Sale Claims

Bidders are deemed to have inspected and satisfied themselves regarding the condition and quantity of the materials before submission of the bid. No complaints, claims, or disputes regarding quality, quantity, or condition shall be entertained after submission of the bid or completion of the sale process.

3. PAYMENT & DELIVERY CONDITIONS

3.1 Award of Contract

The bidder quoting the highest acceptable price shall ordinarily be considered for award of the contract, subject to approval by the Institute. The following documents shall be submitted along with the bid:

- Auction Document duly signed and stamped
- Inspection Certificate
- Bidding Form duly signed and stamped
- Valid Demand Draft
- Supporting documents as specified in the tender document

3.2 Reserve Price

The Institute reserves the right to cancel the Auction process if the quoted amount is below the reserve price determined by IIT Bombay.

3.3 Issue of Delivery Order

The Delivery Order shall be issued only after receipt and verification of the full payment amount.

3.4 Lifting Schedule

The successful bidder shall lift the materials immediately on the next working day from the date of issue of the Delivery Order.

3.5 Transportation & Handling

The successful bidder shall make all necessary arrangements for:

- Labour
- Transportation
- Loading and unloading
- Removal from foundations or fixtures, wherever applicable

All expenses shall be borne solely by the bidder. Any damage caused to the Institute's property, equipment, or infrastructure during lifting operations shall be rectified or compensated by the bidder.

3.6 Risk & Responsibility

The materials shall remain entirely at the risk of the successful bidder from the date of issuance of the Letter of Award / Delivery Order. IIT Bombay shall not be responsible for any loss, theft, or damage thereafter.

3.7 Coordination with the User Department

Delivery and lifting of materials shall be coordinated in consultation with the concerned user department by the successful bidder.

3.8 Statutory Taxes & Duties

Any taxes, duties, levies, or statutory payments arising out of this transaction shall be borne and paid by the successful bidder directly to the concerned authorities.

3.9 Refund to Unsuccessful Bidders

Demand Drafts submitted by unsuccessful bidders shall be returned within **7 working days** from the date of opening of the tender.

3.10 Variation in Quantity

The actual quantity of materials may vary from the estimated quantity.

- In case of excess quantity, the bidder shall lift up to **±10%** of the allotted quantity.
- In case of shortage, no compensation, damages, or claims shall be entertained by the Institute.

3.11 Delivery of Materials

The successful bidder shall lift the entire allotted lot in a single instance upon issuance of the Delivery Order.

4. FAILURE TO LIFT MATERIALS

If the successful bidder fails to lift the materials within **one (1) working day** from the date of issuance of the Tax Invoice / Delivery Order, ground rent charges shall be levied at the rate of **10% of the bid value per week** for the delayed period, subject to a maximum of **50% of the bid value**. If the successful bidder fails to lift the materials within **five (5) weeks** from the date of issuance of the Tax Invoice / Delivery Order, the Demand Draft (DD) submitted against the quoted amount shall be liable to forfeiture. Further, the bidder shall be debarred from participating in any future auctions/tenders of IIT Bombay for a minimum period of **6 (six) months**.

5. RIGHT TO ACCEPT OR REJECT BIDS

The Institute reserves the absolute right to:

- Accept or reject any bid, wholly or partially
- Cancel the tender process at any stage
- Reject the highest bid without assigning any reason whatsoever

The decision of the Institute shall be final and binding on all bidders.

6. DISPUTE RESOLUTION & JURISDICTION

Any clarification regarding the tender may be sought by email at progress.mmd@iitb.ac.in on or before the last date of physical inspection. The decision of the Director, IIT Bombay, shall be final and binding in all matters related to this Auction. All disputes arising out of this tender shall be subject exclusively to the jurisdiction of the competent courts located in Mumbai, Maharashtra.

7. CONDITIONAL BIDS

Conditional quotations or bids containing deviations from the tender terms shall not be accepted.



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8. SCHEDULE OF EVENTS (TENDER)

Particulars	Details
Tender No.	MMD/PS/SQ/03/2026-27
Tender Due Date	07/08/2026
Physical Inspection Date & Time	05/08/2026 & 06/08/2026 10 :00 am to 05:00 pm
Inspection Location	Name of Section: Telephone Exchange Main Building Ground Floor
Contact Person	Mr. Ganesh Sanap Mobile No. 9833961019
Tender Submission Deadline	07/08/2026 02:00 pm
Tender Opening Date, Time & Venue	07/08/2026 03:00 pm

ANNEXURE "A"

Tender No.: MMD/PS/SQ/03/2026-27

Tender Date: 04/08/2026

	Indian Institute of Technology Bombay Materials Management Division Powai, Mumbai – 400 076.	Direct: (+91-22) 2576-8848 / 2159-2824/ 2159-2823 Email: progress.mmd@iitb.ac.in Website: www.iitb.ac.in
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Location: Name of Section: Telephone Exchange
Main Building Ground Floor

Contact Person: Mr. Ganesh Sanap Mobile No. 9833961019 landline No. 02225768998

E-Waste Lot 01

Sr. No.	Particulars	Quantity
1	Vaccum Cleaner (Panasonic) 1200 watt	1
2	Zerogerm diamond King RO water Purifier	1
3	Tadiran make IP Phone	256
4	Panasonic KX-TSC 60 phone	21
5	Pramoda PT 88 phone	58
6	Panasonic KX-TSC 62 phone	100
7	Uniden AS 8402 phone	80
8	Beetel M90N phone	16
9	Beetel M500 phone	80
	Total	613

Note:

All the above quantities are in approximate figures. Vendors should verify these through physical inspection only. No further complaints will be entertained later.

Inspection Period: : Contact Person Mr. Ganesh Sanap Mobile No. 9833961019
landline No. 02225768998 [E-Waste] Inspection Date & Time
05/08/2026 & 06/08/2026 10 :00 am to 05:00 pm

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Tender No.: _____ Tender Date: _____

Bidding Form

Name and Address of the Party: _____

Mobile Number: _____ Email id: _____

GST Registration No. : _____

Bid Amount	INR _____	(in Words – Rupees _____ _____)
GST Amount (18%)	INR _____	(in Words – Rupees _____ _____)
Total Amount (Bid + GST)	INR _____	(in Words – Rupees _____ _____)

DD No. _____ DATE _____ BANK _____

INR _____ Amount in words: _____
 (*Note: Multiple DD's are NOT acceptable against this bidding form. Submission of more than one DD may result in rejection of the bid.) Demand Draft should be in the name of the Firm/ Proprietor only.

Undertaking :
 I/We hereby certify that:

- I/We am/are the duly authorised representative(s) of the firm mentioned above.
- I/We have physically inspected the materials listed in Annexure "A".
- I/We fully understand and accept all terms and conditions of the Auction.
- I/We agree to make payment and lift the materials as per the prescribed schedule and conditions
- I/We agree that the collection, storage, transportation, segregation, refurbishment, dismantling, recycling, and disposal of e-waste under this tender shall be carried out strictly in accordance with the applicable procedures, rules, and guidelines issued by the Central Pollution Control Board (CPCB), State Pollution Control Board (SPCB), and other competent statutory authorities, as amended from time to time.

Authorized Signatory
 (Name & Signature with Seal)

(On Company/Firm's Letterhead)

Tender No. _____

Date: _____

INSPECTION CERTIFICATE

I/We hereby certify that I/we have personally inspected the materials listed in Annexure "A" for disposal under this tender and have submitted the quotation after understanding the nature, condition, and quantity of the materials. I/We further confirm that I/ We have read, understood, and accepted all terms and conditions mentioned in the tender document.

Authorized Signatory
(Name & Signature with Seal)