

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING (IIITDM) KANCHEEPURAM**

(An Institute of National Importance under an Act of Parliament, Ministry of Education, Govt. of India)

Melakottaiyur, Off Vandalur–Kelambakkam Road, Chennai – 600 127, Tamil Nadu | Mail: www.Purchase@iiitdm.ac.in



**Notice Inviting Tender for Disposal of Scrap Items
("as is where is basis")**

TENDER DOCUMENT

Date: 14/10/2026

The Registrar, IIITDM Kancheepuram invites sealed tender for the articles mentioned below as per the terms and conditions attached. Please submit your bid documents as per the due date and time.

Item	:	Disposal of Scrap Materials ("as is where is basis")
Tender Enquiry No	:	IIITDMK/26-27/S&P/Scrap Disposal/001
EMD	:	Rs.15,000/- (Rupees Fifteen Thousand Only)
Inspection of Disposal of Scrap item(s)	:	The bidders who wish to inspect/verify the Scrap Items may visit the Institute on 15th TO 23rd October 2026 from 10:00 AM to 4:00 PM and satisfy themselves about the items they are bidding for.
Place of Bid Submission	:	The duly filled tenders should be submitted to The Registrar, Purchase Section, Administration Building, Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram, Off Vandalur – Kelambakkam Road, Melakottaiyur, Chennai – 600 127.

CRITICAL DATE SHEET

STAGE	DATE & TIME
Item Inspection Date	15 th TO 23 rd October 2026 from 10:00 AM to 4:00 PM
Bid Submission End Date & Time	3.00 PM, 26th October 2026
Date & Time of Tender Opening	4.00 PM, 26th October 2026
Place of Opening	D1, Admin Building, IIITDM Kancheepuram

Important:

All communications are to be addressed to in the name of The Registrar, IIITDM Kancheepuram only and not in the name of any officer and mails has to be sent to official purchase email id purchase@iiitdm.ac.in

GENERAL TERMS AND CONDITIONS:

1. The tender document can be downloaded from the IIITD&M Kancheepuram website www.iiitdm.ac.in at free of cost. The duly filled tenders should be submitted to The Registrar, Purchase Section, Administration Building, Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram, Off Vandalur – Kelambakkam Road, Melakottaiyur, Chennai – 600 127 on or before due date **3.00 PM, 26.10.2026. Extension of due date will not be entertained.**
2. EMD for Rs. 15,000/- (Rupees Fifteen Thousand only) in the form of Demand Draft drawn in favor of “The Registrar, IIITD&M Kancheepuram” payable at Chennai. (The EMD without interest shall be returned to the unsuccessful bidders after finalization of the tender). The tenders shall be accompanied by the EMD for the specified amount.
3. Bid shall be valid for 30 days from the date of closing of tender.
4. All the rates shall be filled up in figures as well as words in English only without fail.
5. The quotations duly sealed and super scribed on the envelope with the reference No. and due date, should be addressed to the undersigned so as to reach him on or before the due date stipulated above.
6. There are two lots, and the bids shall be evaluated based on the highest total bid (H1) for both lots to be quoted together. The successful bidder will be notified by e-mail upon completion of the tender evaluation and finalization process.
7. The successful bidder shall deposit 100% amount of sale value within **three working days** in the form of Demand Draft in favor of “The Registrar, IIITD&M Kancheepuram” payable at Chennai.
8. The materials shall be removed within **7 working days** from the date of deposit of sale amount failing which they may have no claim over the materials. The materials may be lifted from the site on working days i.e., Monday to Friday within the working hours of 9.00 AM to 5.00 PM. Also, all the costs and means required to remove the equipment from the Institute shall be borne by the bidder (Vehicle, Labor etc.)
9. The contract is for removal of Scrap Items in the Institute Premises of IIITDM Kancheepuram which are identified “as is where basis is”.
10. Loading, Transportation and Unloading will be the responsibility of the contractor. The contractor should bring their own vehicles, tools, safety equipment’s and manpower required to lift the items.
11. The removal of scrap materials should be made only in the presence of Institute Staff. No other materials other than the items earmarked for removal should be removed from the site.
12. The job shall be done without damaging the premises. The contractor shall make good the damages, loss etc., in the event of any occurrence otherwise.
13. The materials shall be collected only in the trucks licensed to carry such products.
14. The selected bidder shall fully indemnify, hold harmless and defend Institute from and against all claims, liabilities, and suits, damages etc. caused due to negligence/commission/omission of selected bidder or its agent or representative under tender and agreement pursuant to this invitation of offer or under the applicable laws of India.

15. The Selected Bidder should ensure that all Scrap items are disposed /reused as per latest government guidelines. Bidder should submit disclaimer related to this along with their proposal.
16. The Selected bidder hereto agrees that the courts and tribunals at Chengalpattu shall have exclusive jurisdiction to settle any or all disputes which may arise out of or in connection with this Tender. All disputes arising out of this Tender or any other agreement pursuant to this Tender shall be decided in accordance with the laws of India.
17. Submission of wrong/fraudulent information may lead to disqualification of bidder and rejection of the bid.
18. No modification will be allowed after submission of the final bid by the bidder or its authorized representative and any modification or variation without the concurrence of the Institute shall stand rejected to the extent of such variation.
19. Each page of the tender document is required to be duly signed by the authorized signatory. Incomplete and unsigned quotations will be rejected. The details of the bidder should be submitted as given in Annexure 1. The price bid has to be submitted as per Annexure 2.
20. The bidders have to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.
21. The Institute reserves the right to rescind, modify or amend the process of tender, Award of contract.
22. All details regarding the subject tender are available on websites: www.iiitdm.ac.in any change/modification/ corrigendum in connection with this tender will be intimated through Institute website only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. Institute shall not be liable to send any individual information or issue a public notice.
23. Applicable taxes like GST etc. shall be recovered in addition to the quoted price as per the prevailing law of land.
24. If the due date of submission of tender / Tender opening is declared a holiday for the Institute, the due date for submission of tender / Tender opening will be extended to same time on next working day.
25. The IIITD&M Kancheepuram reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

Sd/-

Registrar
IIITD&M Kancheepuram

(To be printed in the letter head of the bidder)

Details of the Bidder

Sl.No.	PARTICULARS	
1.	Name of Firm	
2.	Type of dealer (Manufacturer/Supplier/ Dealer/Distributor)	
3.	Registered Address & Communication Address	
4.	Contact Person with Contact No.	
5.	Email ID	
6.	Pan No.	
7.	GST No	
8.	Experience, if any (undertaken in similar Work with Government Departments)	
9.	EMD (details)	
10.	Acceptance of Terms and Conditions (Yes/ No)	

Authorized signatory with seal

PRICE BID

(To be printed in the letter head of the bidder)

Dear Sir,

With reference to your Tender No.....Dated: for disposal of Scrap Items, we hereby submit that we have inspected the Scrap Items and confirm our acceptance of the same for the terms mentioned in the Tender Notice. We are pleased to submit our offer for taking the scrap at the below mentioned price with taxes payable extra.

SI No	Item Description	LOCATION	Lot Name & Number	Amount in ₹ (for SI.No.1 & 2.)
1.	Old unserviceable, obsolete furniture, appliances, iron scrap, plastic waste, notice board, iron storage unit and cardboard boxes.	PEMS Building (A1 & A2)	Lot-1	
2.	Old unserviceable, obsolete electric appliances, hostel furniture, old bicycles, utensils, iron scrap, pvc and plastic waste	Old Kitchen block	Lot-2	
In Words: only.				

DECLARATION:

- *GST extra will be paid by me along with tendered amount.*
- *We have read and acquainted ourselves with the terms and Conditions of sale. We unconditionally agree to the terms conditions, and have submitted this offer accordingly.*

Authorized signatory with seal