

**Indian Institute of Information Technology, Design and Manufacturing
Kancheepuram, Melakkottaiyur,
Chennai – 600 127, Tamil Nadu, India**



**Notice Inviting Tender for Disposal of Scrap Items
(Hostel Furniture- “as is where is basis”)**

TENDER DOCUMENT

Date: 13/09/2024

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 (Hostel Furniture - "as is where is basis") (Specification /Quantity, Terms and conditions enclosed as Annexure) |
| Tender Enquiry No | : | IIITDMK/24-25/S&P/Scrap Disposal/002R |
| EMD | : | Rs.5,000/- (Rupees Five Thousand Only) |
| Inspection of Disposal of Scrap item(s) | : | The bidders who wish to inspect/verify the Scrap Items may visit the Institute on 18th TO 20th September 2024 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, Melakkottaiyur, Chennai – 600 127. |

CRITICAL DATE SHEET

| STAGE | DATE & TIME |
|--------------------------------|---|
| Item Inspection Date | 18th TO 20th September 2024 from 10:00 AM to 4:00 PM |
| Bid Submission End Date & Time | 23rd September 2024 |

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, Melakkottaiyur, Chennai – 600 127 on or before due date **3.00 PM, 23.09.2024. Extension of due date will not be entertained.**
2. EMD for Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft drawn in favour 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 60 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. The successful bidder shall be informed through e-mail after finalization of tender.
7. The successful bidder shall deposit 100% amount of sale value within three working days in the form of Demand Draft in favour of “The Registrar, IIITD&M Kancheepuram” payable at Chennai.
8. The Selected bidder shall remove the equipment’s within Seven working days after submitting the full payment to the Institute. Also, all the costs and means required to remove the equipment from the Institute shall be borne by the bidder (Vehicle, Labour etc.)
9. 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.
10. 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.
11. The Selected bidder hereto agrees that the courts and tribunals at Tamil Nadu 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.
12. Submission of wrong/fraudulent information may lead to disqualification of bidder and rejection of the bid.
13. 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.
14. Each page of the tender document is required to be duly signed by the authorized signatory. Incomplete and unsigned quotations will be rejected.

15. The bidders has 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.
16. The Institute reserves the right to rescind, modify or amend the process of tender, Award of contract.
17. 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.
18. Applicable taxes like GST etc. shall be recovered in addition to the quoted price as per the prevailing law of land.
19. 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.
20. 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/-

कुलसचिव / Registrar
IIITD&M Kancheepuram

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

Details of the Bidder

| SI.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. | Any Other Information | |

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 (for whole lot) |
|-----------------------------|---|--------------------------------|------------------------------|-------------------------------|
| 1. | Cot, Table, Chairs and other electrical | Badminton Court, Banyan Hostel | A1 | Rs..... |
| 2. | appliance wastes | Hall No.52, Banyan Hostel | A2 | |
| 3. | Plastic Chairs with SS Legs | PEMS Building | B1 | |
| 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