



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

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Ref.No. IIIT-A/FIP/ENQ/457/2018

Date: 18/10/2018

Enquiry Letter

M/s.

Ph. No.:

Sub: Sale of Scrap Materials

Enquiry issue date: 18/10/2018

Last submission date: 29/10/2018 till 12:00PM

EMD Amount: 15000/-

Opening of Bid: 29/10/2018 at 04:00 PM.

Dear Sir,

Institute intends to weeding out of waste paper/scrap kept at different locations at IIIT-A for which quotations are invited as per details given in below:-
Rates offered for waste papers to be purchased from IIIT-A

S. No.	Items category	Quoted price (in figure)/per kg.	Quoted price (in words)/per kg.
1)	News papers		
2)	Magazine/		
3)	Catalog/Brochures		
4)	Waste packing materials Thermocol/Plastics etc.		
5)	Wooden Pieces		
6)	Iron pieces		
7)	Cartons/Gatta		
8)	Exam Answer Booklets		
9)	Used Tyre		
10)	Used OMR Sheets		

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions etc. upto 29/10/2018 at 12:00 Noon. Quotations duly sealed also may be dropped in the tender box placed in the office of the Faculty In-Charge (Purchase), IIIT-Allahabad. Basic rate must be quoted separately. Quotation should be addressed to **Faculty In-Charge (Purchase), IIIT-A, Deoghat Jhalwa, Allahabad.**

TERMS AND CONDITIONS

1. The sale shall be on "AS IS WHERE IS" basis.
2. Contractor bears the cost of material transportation and shall bear in transit damage if any.
3. The disposable/scrap items can be inspected at IIIT-A, Jhalwa, Allahabad between 10:00 hrs to 16:00 hrs from 22/10/2018 to 28/10/2018 on any working day with prior appointment.
4. Enquiry/tender must be quoted in prescribed format on the letter head of the firm/vendor otherwise quotation may be rejected.
5. The materials shall be picked from the different locations/areas of IIIT-A Campus.
6. At the time of lifting of scrap, items which would be declared as scrap by IIIT-A representative will viewed out where ever required as directed by Joint Registrar (Stores).
7. Answer sheets and OMR Sheets will not be sold out in the market. The vendor shall furnish a pulping certificate from paper factory.
8. Answer sheets and OMR Sheets will be allowed for lifting only after ensuring that the vendor will either get it cut in to 4 - 6 pieces or shredded at institute.


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9. The EMD will be returned to the unsuccessful bidders within 15 days The EMD shall be returned to the bidder (s) whose offer is not accepted by the Institute within 15 days after finalization and award of the contract without any interest through NEFT/RTGS into their bank account as provided by the Firm. If the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder and to the successful bidders after lifting of waste materials.
10. EMD fee should be directly transfer into the bank account (IIIT-A General AC) of Indian Institute of Information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without EMD fee receipt will not be considered). EMD receipt should be enclosed in a separate envelop. Kindly mention your email ID & contact no. on this envelop.


The detail of institute's Bank account is as below;

Account Name	Bank's Name with Branch office Address	Account No.	IFSC Code
IIITA General Account	Indian Overseas Bank, 61, M.G. Marg, Civil Lines, Allahabad	035001000060976	IOBA0000350

11. The tender will be opened in the presence of the tenderers, or authorized representatives interested to be present on 29/10/2018 at 4:00 PM. Vendors are desired to submit their authorization letter at the time of opening of tender/enquiry.
12. Completion period: Successful tenderer shall be liable to lift the waste paper/scrap from the site within 2 weeks from date of issue of order. If the materials are not lifted within two weeks, Bid Security (EMD) deposited by the Contractor will be liable to be forfeited and black listed.
13. All statutory payments, like minimum wages prescribed, compensation in case of accident or loss, etc., to the workers employed by the bidder for the removal of the items shall be borne by the bidder.
14. GST will be charged accordingly as per applicable rate on the net sale.
15. The Contractor shall first get the empty transport weighed in presence of Institute designated committee at the nearest Dharma Kanta and thereafter after loading the scrap/waste material getting it weighted in presence of Institute member.
16. The Contractor shall deposit equivalent value of money in the form of Cheque of nationalized bank in favor of IIIT-Allahabad after getting the Transport/Truck load weighed at nearest Dharma Kanta of IIIT-Allahabad.
17. The successful tenderer shall take the responsibility to set right any damages caused during lifting of the materials, to the satisfaction of the concerned authority. On failure to do so, the Institute shall have the right to forfeit the EMD and dispose the items to alternate tenderer.
18. Details of Bank account of Firm for return of EMD and/or Performance Security

Name of Firm	Bank's Account Holder Name	Bank's Name with complete Address of Branch office	Type of Account Name	Account No.	IFSC Code

19. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.
20. May feel free to contact on E-mail-info.purhcase@iiita.ac.in, Ph. No. : 0532-292-2051, 2217.
21. Kindly quote your Income Tax PAN No./GST No., etc. as applicable on the quotation raised by you.
22. The highest bidder (H1) category wise will be evaluated separately or collectively and the scraps to be disposed will be at the sole discretion of the Institute.
23. Director, IIIT-A reserves the right to alter/modify any or all conditions of this tender and to reject of accept any quotation.
24. Conditional quotations will not be considered in any case. They will be summarily rejected.
25. Kindly mention enquiry reference number, subject, due date contact address etc on envelops. Incomplete quotation will not be accepted.
26. All disputes are subject to jurisdiction of Courts at Allahabad.


 18/11/2018
Faculty In-Charge (Purchase)