

INDIAN INSTITUTE OF TECHNOLOGY DELHI
STORES PURCHASE SECTION
Write Off / Disposal Cell

OFFLINE ADVERTISED / OPEN TENDER FOR DISPOSAL OF SCRAP MATERIAL
– Girnar Hostel

Tender Reference No.: IITD/Girnar-SPS/Offline Tender/2026-27/13

Date: 08.09.2026

Last Date & Time for Submission of Bid: 08.09.2026, 15:45 Hrs.

Date & Time of Opening of Bids: 08.09.2026, 16:00 Hrs.

Place of Opening: Office of DR (SPS)

1. Notice Inviting Tender

Sealed quotations are invited from interested scrap dealers/buyers for purchase of the scrap material in laying in Girnar Hostel listed in Annexure-I, on an “As is where is”, “As is what is”, “No Complaint” and “Caveat Emptor” basis.

The disposal is being undertaken through Offline Advertised/Open Tender in an urgent case, in accordance with Para 4.1(2) of the Store & Purchase Rules–2026. The total original purchase value of the items is within the prescribed ceiling.

2. Inspection of Material

Interested bidders may inspect the scrap material at Girnar, on 08.09.2026 between 12:00 Hrs and 15:30 Hrs.

The bidder shall satisfy himself/herself regarding the condition, quality, quantity, nature and other characteristics of the material before submitting the quotation. No subsequent claim in this regard shall be entertained.

3. Submission of Quotation

1. The quotation shall be submitted in a sealed envelope clearly mentioning: “Quotation for Disposal of Scrap Material – Girnar Hostel”.
2. The bidder shall quote the total amount for the entire lot.
3. The quoted amount shall be above the reserve price fixed for the lot.
4. The quotation shall contain the bidder's name, complete address, contact number, email ID and applicable identification/tax details.

4. Opening and Evaluation

All sealed quotations received by the prescribed date and time shall be opened in the presence of AD (HM), AR (SA) and DR (SPS) and recorded accordingly.

The H1 bidder offering the highest valid bid above the reserve price shall be considered for award of the Sale Order.

The Institute reserves the right to accept or reject any quotation in accordance with the applicable rules and without assigning any reason.

6. Payment and Delivery

The successful bidder shall deposit the entire sale consideration by 16:30 Hrs. No material shall be released until confirmation of receipt of the full payment by the Institute.

The payment shall be made directly to the following Institute bank account:

Beneficiary Name/Payment favoring:	REGISTRAR IIT DELHI
Bank Name:	STATE BANK OF INDIA
Branch:	SBI, IIT, HAUZ KHAS, NEW DELHI
A/c No:	10773672622
IFS Code:	SBIN0001077

After confirmation of full payment, the Sale Order/ Delivery Order shall be issued to the successful bidder for lifting the material.

The successful bidder shall lift the entire material within the stipulated period i.e. by 09.09.2026 and without causing any damage to Institute property. All labour, loading, handling, transportation and other expenses for lifting the material shall be borne by the successful bidder/buyer.

6. Sale Basis

The material is offered strictly on "As is where is", "As is what is", "No Complaint" and "Caveat Emptor" basis. The bidder shall inspect the material before quoting and shall have no right to raise any claim subsequently regarding its condition, quality, quantity, usability or any other characteristic.

7. Documents after Disposal

After successful lifting of the material, the applicable Gate Pass shall be issued as per procedure by user department (Girnar Hostel) and further Invoice will be issued to the H1 Bidder in due course.

Copies of the relevant disposal documents shall be retained/forwarded by the User Dept. to the Stores Purchase Section for necessary record and deletion of inventory, wherever applicable.

8. Contact

Write Off / Disposal Cell
Stores Purchase Section
Indian Institute of Technology Delhi
Email: writeoff_disposal@admin.iitd.ac.in
Phone: 011-2669-1727

Annexure-I – Details of Scrap Material

Sl.	Description	Qty.	Location
1.	Scrap Items	As is where is As is what is	Girnar Hostel

Note: The bidder must inspect the material before submitting the quotation.

BIDDER'S DETAILS, UNDERTAKING & ACCEPTANCE

A. Details of Bidder

Name of Vendor/Bidder: _____

Address: _____

GST No.: _____

PAN: _____

Contact No.: _____

Email ID: _____

Quoted Amount: ₹ _____ + 18% GST

B. Declaration & Undertaking by the Bidder

I/We hereby certify that I/we have inspected the entire material offered for disposal and have satisfied myself/ourselves regarding its condition, quality, quantity, nature and other characteristics before submitting this quotation.

I/We agree to purchase the material strictly on "As is where is", "As is what is", "No Complaint" and "Caveat Emptor" basis, and shall have no right to raise any subsequent claim regarding the condition, quality, quantity, usability or any other characteristic of the material.

I/We undertake to deposit the entire sale consideration within the prescribed time as stipulated in the Tender documents.

I/We further undertake that, upon receipt of the Sale/Delivery Order and confirmation of full payment, the entire quantity of material shall be lifted completely from all the specified locations positively by 09.09.2026, without any extension of time, unless specifically permitted by the Competent Authority in exceptional circumstances.

I/We shall be responsible for arranging all necessary labour, loading, handling, transportation and other arrangements/expenses required for complete lifting of the material within the prescribed timeline and shall ensure that no damage is caused to Institute property during the process.

I/We undertake to strictly comply with all terms and conditions contained in Tender Document No. IITD/Girnar-SPS/Offline Tender/2026-27/13 dated 08.09.2026.

Dated Signature with seal of Bidder/Authorized Representative:

Name: _____

For Official Use – Opening & Evaluation of Quotations

The sealed quotations received against the tender (IITD/Girnar-SPS/Offline Tender/2026-27/13 date: 08.09.2026) were opened on 08.09.2026 at 16:00 Hrs. in the presence of the following designated officials:

Sl.	Name & Designation	Dated Signature
1.	AD (HM)	
2.	DR, Stores Purchase Section	
3.	AR, Student Affairs	

H1 Bidder: _____

H1 Quoted Amount: ₹ _____ + 18% GST

Remarks, if any: _____

The Committee directs the Write Off/ Disposal Cell to issue the Sale Order/Delivery Order to the H1 bidder upon receipt of the full sale consideration and confirmation of the same by the Accounts Section.

Write Off/ Disposal Cell (SPS)